



THE KING'S SCHOOL IN MACCLESFIELD,

Cheshire, SK10 1DA

Tel: 01625 260000 Fax: 01625 260002

E-mail: staffvacancies@kingsmac.co.uk

www.kingsmac.co.uk

APPLICATION FORM

The school prefers candidates to complete this form electronically. It is available from the school's website www.kingsmac.co.uk.
Typed or handwritten applications on this form will be accepted. **CVs will not be accepted.**

Position for which applying:

Date of application:

Section A: This section will be seen by the Headmaster, Deputy Head or Director of Finance and Human Resources Personnel.

1. PERSONAL DETAILS

First Names:	Surname:
Title:	Previous Names:
Date of birth:	Current salary:
National Insurance No:	If a teacher, DfE Reference No:
Contact Address: Postcode:	Contact details: Home Telephone: Work Telephone: Mobile:
Email:	Private Email:
Do you hold a current driving licence?	Yes / No
Are you currently eligible for employment in the UK? If you have answered NO please provide details:	Yes / No
Have you previously applied for a position at the school? If you have answered YES please provide details:	Yes / No

2. REFERENCES

Please supply the names and contact details of two people we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references from all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer.

Name:	Name:
Position:	Position:
Address:	Address:
Postcode:	Postcode:
Tel. No.:	Tel. No.:
Email:	Email:
Please state the name by which you are known to your referees if different from that in Section 1:	

3. CRIMINAL RECORDS

An offer of employment is conditional upon the School receiving a satisfactory Disclosure from the Disclosure & Barring Service (DBS). If you are successful in your application you will be required to complete a DBS Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the DBS.

The School is exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

If you have a criminal record this will not automatically debar you from employment. Each case will be assessed fairly by reference to the School's assessment procedure.

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the legislation above?	Yes / No
Is there any relevant court action pending against you?	Yes / No
If 'YES' to the any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "Confidential – FAO Headmaster's Secretary" with your Application Form.	

Section B: This section will be seen by other staff involved in the interview and selection process.

Name:

Contact details: Phone:

Email:

Please answer the next few questions only if applying for a teaching post

Do you have qualified teacher status (QTS)?

Yes / No

Age group or Key Stages that you have taught:

Main teaching subject or subjects:

What additional subjects can you offer?

4. EMPLOYMENT HISTORY (Please give details of all employment since leaving full-time education, starting with the most recent. Continue on a separate sheet if necessary)

Employer (Name and location)	Job Title	Dates From/ To	Reason for leaving

5. OTHER WORK/ACTIVITIES (PAID OR VOLUNTARY)

Please give details of any other work or activities in which you have been involved. Please continue on a separate sheet if necessary.

6. EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS

Date	Where studied	Qualification and awarding body	Attainment Level

7. TECHNICAL OR PROFESSIONAL DEVELOPMENT

Please give details of most significant technical or professional development/training attained in the last 3 years, starting with most recent. Please continue on a separate sheet if necessary.

Subject/ Area of development	Organisational body	Duration	Qualification (if appropriate)

8. SUPPORTING STATEMENT

Please answer the following questions as fully as you can. Please continue on a separate sheet if necessary.

A. Why are you applying for this position and how do your skills, knowledge, experience and training contribute to the strength of your application? You are advised to refer to the Job Description and Person Specification before answering this question.

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B. Do you wish us to consider any further information in assessing the strength of your application?

C. If you are successful, how would you hope to contribute to the school's extra-curricular programme? Identify any particular skills or experience that would support your application.

9. RECRUITMENT

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new posts within the School are subject to a probationary period.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A copy of the School's Safeguarding Policy is available on the website.

A copy of the School's Recruitment Policy is available on the school website.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.

10. DECLARATION

This application will be treated confidentially. The school's procedures comply with the Data Protection Act 1998. If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will be destroyed.

- I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.
- I confirm that I am not on either the ISA Children's Barred List or the ISA Vulnerable Adults Barred List, disqualified from work with children or subject to sanctions imposed by a regulatory body.
- I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.
- I consent to the School making direct contact with all previous employers where I have worked with children or vulnerable adults to verify my reason for leaving that position.
- I consent to the School making direct contact with the people specified as my referees to verify the reference.

Signature.....

Date:.....

Please note that shortlisted candidates will be asked to sign this declaration at interview in accordance with current legislation.

Please return this completed application form to:

**Human Resources Officer,
The King's School,
Macclesfield,
Cheshire, SK10 1DA**

The School encourages electronic applications to: staffvacancies@kingsmac.co.uk. Applications sent by email should be marked confidential and entitled 'APPLICATION' followed by the Job Title in the Subject box. (e.g. 'APPLICATION Physics Teacher' or 'APPLICATION Groundsman'.) We will acknowledge receipt of your application by email to your private email address.

Should you require assistance, please contact the Headmaster's Secretary on 01625 260000.