



# KIRKBY STEPHEN GRAMMAR SCHOOL

*A Co-operative Academy*

## Application for Employment

STRICTLY CONFIDENTIAL

Please read the guidance notes and additional information before completing this application form.

Post Reference

Post Title

Post Advertised in

### Section One

Surname *(Block Letters)*

Full Forenames *(Block Letters)*

Correspondence Address

Home Address *(If different)*

Daytime Telephone

Alternative Telephone

Have you been known by a different name or changed your name by Deed Poll?

Yes

No

*(If yes, please provide details)*

**Asylum and Immigration Act 1996**

The Asylum and Immigration Act 1996 makes it a criminal offence for employers to employ those who do not have permission to live or work in the United Kingdom. Applicants will be required to provide documentary evidence of their right to work in the United Kingdom if invited to interview.

**Do you have the right to live and work in the United Kingdom?**     Yes     No

**National Insurance Number** *(If applicable)*

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**Relationship**

If, to the best of your knowledge, you are related to any Member or employee of Kirkby Stephen Grammar School please state whether a Member of the Governors, or if an employee, occupation, together with the name, address and relationship to such person.

**Canvassing directly or indirectly will automatically disqualify you from the recruitment process**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Applicants with Disabilities**

We guarantee to interview all disabled applicants who meet the essential criteria for the post for which they are applying. The Disability Discrimination Act 1995 defines a disabled person as 'An individual who has a long term physical or mental impairment which has substantial adverse effect on their ability to carry out day to day activities'.

**Do you consider yourself to be disabled under the Disability Discrimination Act?**     Yes     No

*(If yes, please list below any reasonable adjustments you would request)*

During the interview process: _____	In carrying out the role for which you are applying: _____
_____	_____
_____	_____
_____	_____

**Rehabilitation of Offenders Act 1974**

*(Please refer to the guidance notes before completing this question)*

**Have you ever been convicted of a criminal offence?**  Yes  No

*(If yes, please provide details below)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**References**

*(Please refer to the guidance notes before completing this question)*

Name (Mr/Mrs/Ms/Miss/Other Title .....)

Name (Mr/Mrs/Ms/Miss/Other Title .....)

Job Title \_\_\_\_\_

Job Title \_\_\_\_\_

Capacity in which known \_\_\_\_\_

Capacity in which known \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Email Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Telephone Number \_\_\_\_\_

Can we contact prior to interview?  Yes  No

Can we contact prior to interview?  Yes  No

**Section Two**

**Secondary Education**

Name and location of school/college	From	To	Examinations taken <i>(include date, level, grade)</i>

**Further Education – University, College Courses**

Name and location of establishment	From	To	Examinations taken <i>(including subject and level)</i>	Classification or Grade

***(To be completed for Teaching Applications only)***

Date Gained Qualified Teacher Status	Probation Induction Completed Yes or No	DFES Number

**Membership of Professional Organisations and Institutions**

Name of Professional Body or Organisation	Date Attained	Membership Status	Membership Number	By Examination Yes/No

**Work Related Training**

Date	Course/Training Details

**Present Employment** (*Present or most recent employment details*)

Name and address of employer

Job Title

Salary

Date of appointment

Date of leaving (*If applicable*)

Period of notice required

Date available to commence employment

Reason for leaving (*If applicable*)

Main duties and responsibilities

## Previous Employment

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In date order, most recent first, with no gaps unaccounted for. Continue on a separate sheet if necessary.

(We may contact all or any employers you have listed below in order to verify the employment details stated.)

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Name and Address of Employer	Period		Job title and brief description of role and responsibilities	Reason for leaving
	From	To		

## Section Three

**Additional Information** *(Please refer to the guidance notes before completing this section)*

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## **Declaration**

To the best of my knowledge I declare that the information contained in this application form is accurate and correct.

I understand and agree that:

- a) The provision of false information may result in disqualification from the recruitment process or termination of employment.
- b) The information provided on this application may be stored and processed by the school for a period of 6 months for recruitment purposes and if successful the information will be stored on personal file and processed for the purpose of the employment relationship.
- c) Where I cannot provide evidence of qualifications, suitable references and/or the right to live and work in the United Kingdom the offer of employment may be rescinded and / or employment terminated.
- d) Canvassing of Officers or members of the Governors or any Committee, directly or indirectly for any appointment will disqualify my application.
- e) Under the Rehabilitation of Offenders Act (if it applies to the post for which I am applying) failure to disclose any convictions spent or otherwise will result in non appointment or disciplinary action and potential dismissal.
- f) Where the post for which I am applying requires me to work with children and / or vulnerable adults I hereby agree to a disclosure being made by the Criminal Records Bureau about the existence and content of a criminal record spent or otherwise.
- g) If successful in gaining employment with the School and as part of my role I am required to be registered with the Independent Safeguarding Authority (ISA), the School may automatically register their interest to monitor the status of my ISA registration.
- h) All information contained in this form will be treated as strictly confidential, and used only for recruitment purposes. By supplying information, you are indicating your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998, and any verifications checks that may be made.
- i) Kirkby Stephen Grammar School must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations, which handle public funds. We do not acknowledge receipt of application forms unless accompanied by a stamped addressed envelope.

**Date**

**Signature**

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# Equality & Diversity Monitoring Form

STRICTLY CONFIDENTIAL

Please read the guidance notes before completing this application form

Post Reference

Post Title

Post Advertised in

Please tick boxes as appropriate

## Gender

Male  Female  Transgender  Undeclared

## Ethnic Origin *(Please tick the box that you feel best describes your ethnic origin)*

<i>White</i>	<i>Mixed</i>
<input type="checkbox"/> British	<input type="checkbox"/> White & Black Caribbean
<input type="checkbox"/> Irish	<input type="checkbox"/> White & Black African
<input type="checkbox"/> Traveller of Irish Heritage	<input type="checkbox"/> White & Asian
<input type="checkbox"/> Gypsy/Roma	<input type="checkbox"/> Other Mixed Background <i>(please specify)</i>
<input type="checkbox"/> Any Other White Background <i>(Please specify)</i>	

<i>Asian/Asian British</i>	<i>Black/Black British</i>
<input type="checkbox"/> Indian	<input type="checkbox"/> Caribbean
<input type="checkbox"/> Pakistani	<input type="checkbox"/> African
<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Any Other Black Background <i>(please specify)</i>
<input type="checkbox"/> Any Other Asian Background <i>(Please specify)</i>	

<i>Chinese or other ethnic group</i>	<i>Undeclared</i>
<input type="checkbox"/> Chinese	<input type="checkbox"/>
	Other <i>(Please specify)</i>
	<input type="checkbox"/>

Date of Birth  Undeclared

## Employment

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Are you currently in paid employment?  Yes  No  Undeclared

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### Applicants with Disabilities

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Kirkby Stephen Grammar School will guarantee to interview all disabled applicants who meet the essential criteria for the post for which they are applying. The Disability Discrimination Act 1995 defines a disabled person as 'An individual who has a long term physical or mental impairment which has substantial adverse effect on their ability to carry out day to day activities'.

Do you consider yourself to be disabled under the Disability Discrimination Act?  Yes  No

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## Religion and Belief

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Christian

Buddhist

Hindu

Jewish

Muslim

Sikh

No Religion

Other Religion

Undeclared

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## Sexual Orientation

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Heterosexual (Orientation towards people of the opposite sex)

Lesbian or Gay (Orientation towards people of the same sex)

Bisexual (Orientation towards people of the same and opposite sex)

Undeclared

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Return the completed application form to:

**David Keetley**  
**Headteacher**  
**Kirkby Stephen Grammar School**  
**KIRKBY STEPHEN**  
**Cumbria**  
**CA17 4HA**