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**Application Form for Teaching Staff**

Please complete in **BLOCK CAPITALS**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Post Title:** |  |  | | | | | | | | |
|  | | | | | | | | | | |
| **Closing Date:** |  |  |  |  |  |  |  |  |  |  |

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| **1. Personal Details** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title: |  | Mr |  | Mrs |  | Ms |  | Miss |  | Other |  |

|  |  |
| --- | --- |
| First Name(s): |  |

|  |  |
| --- | --- |
| Surname/Last Name: |  |

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| Address: |  | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| Post Code: |  |  |  |  |  |  |  |  | National Insurance N°: |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| Tel N° (Home): |  |  |  |  |  |  |  |  |  |  |  |  |  | Tel N° (Work): | | |  |  |  |  |  |  |  |  |  |  |  |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tel N° (Mobile): |  |  |  |  |  |  |  |  |  |  |  |  |  | Email: | |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DCSF N°: |  |  |  |  |  |  |  |  | | | | | |  | | | | | | | |  |  |  |  |  |  |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Are you in receipt of an Occupational Pension? | | | | | | | | | |  | Yes | | |  | No | | | | | | | | | | | | | |

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| Do you have the right to work in the UK? Documentation will be checked. |  | Yes |  | No |

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| **2. Educational/Technical/Professional Qualifications** |

Please name any institute or professional body in full, rather than using initials.

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| --- | --- | --- | --- | --- |
| Subjects/Qualifications | **Where attained** | **Year From** | **Year to** | Grade |
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| **3. Details of Relevant Training Courses** |

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| Course Subject and Provider | **Length of Course** | Year |
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| **4. Employment History** |

Please give details of ALL jobs held including part-time and unpaid work, starting with your present/last employer.

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| --- | --- | --- | --- | --- | --- |
| Employer (Name & Full Address) | **Job Held** | **From** | **To** | Salary/Grade | Reason for Leaving |
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| Please continue on a separate sheet if you require more space. | | | | | |
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| **5. Relevant Knowledge, Experience & Skills** | | | | | |

Please tell us how your knowledge, experience and skills meet the job requirements in a letter of application attached as a separate document.

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| **6. References** |

Please give the name, address and status of two persons who can support your application and who have agreed to their names being used. Unless there are good reasons to the contrary, one of the referees should represent your present employer. It is our normal practice to take up references if you are shortlisted for interview. Please state clearly if you wish us NOT to do this without first speaking to you.

**Reference 1**

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| --- | --- | --- | --- |
| Name: |  | Position: |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Address: |  | | | | | | | | |
|  | | | | | | | | | |
| Post Code: |  |  |  |  |  |  |  |  |  |

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| Telephone N°: |  |  |  |  |  |  |  |  |  |  |  |  |  | Email: |  |

**Reference 2**

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| --- | --- | --- | --- |
| Name: |  | Position: |  |

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| Address: |  | | | | | | | | |
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| Post Code: |  |  |  |  |  |  |  |  |  |

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| Telephone N°: |  |  |  |  |  |  |  |  |  |  |  |  |  | Email: |  |

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| Applicants can normally expect to be invited for an interview within three weeks of the closing date. Otherwise they may assume that, on this occasion, their application has been unsuccessful. However, career opportunities may emerge in the future. If you are unsuccessful please indicate if you wish us to hold your form on file to be considered for future similar vacancies. |

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| --- | --- | --- | --- | --- |
| If you are unsuccessful please indicate if you wish us to hold your form on file to be considered for future similar vacancies at Kew House School. | **Yes** |  | **No** |  |
|  |  |  |  |

**I declare that the information I have given on this form is accurate and complete.**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Signed |  | Date |  |  |  |  |  |  |  |  |
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**Providing false information is an offence and could result in this application being rejected, summary dismissal or referral to the police.**

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| **7. Data Protection** |

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| The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection Policy.  If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.  We may check the information provided by you on this form with third parties. |

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| **8.** **Declaration of Criminal Offences** |

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| As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.  Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head or the HR Advisor.  If you would like to discuss this beforehand, please telephone in confidence to the Head for advice.    Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and 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 at the Disclosure and Barring Service website. [www.gov.uk/dbs](http://www.gov.uk/dbs)  You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service.  Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.   |  |  | | --- | --- | | I have nothing to declare | I enclose a confidential statement | | (please delete as appropriate) | | |

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| I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal. |
| Signature: Date: |

**Please return the completed Application Form and Letter of Application to:**

Mr Mark Hudson, Headmaster, Kew House School, 6 Capital Interchange Way, Brentford, TW8 0EX

Email: [officemanager@kewhouseschool.com](mailto:officemanager@kewhouseschool.com)