**APPLICATION FORM**

**Instructions Annex 1**

Please complete all sections of this form using black ink or type.

Applications will only be accepted if this form is completed in full.

Please return your application form along with the reference consent form

Email: jobs@kings.cam.ac.uk

Post: King’s College, King’s Parade, Cambridge CB2 1ST

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| **POSITION APPLIED FOR:** | **Lay Clerk**  |
| Please state when you would be available to take up employment, if offered: |  |
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| **Section 1: Personal Details** |
| **TITLE:** (Mr/Mrs/Ms etc) |  |
| **FIRST NAME(S) (from your legal documents):** |  |
| **If you prefer to be called by a name other than the one listed above, please specify:** |  |
| **SURNAME:** |  |
| **FORMER SURNAMES:**(any previous change of name[s]) |  |
| **DATE OF BIRTH:** |  |
| **NATIONAL INSURANCE NUMBER:** |  |
| **CONTACT DETAILS** |
| **CURRENT ADDRESS:** |  |
| **PREVIOUS ADDRESS:**(if resident at current address for less than five years please provide any previous addresses during this period) |  |
| **HOME PHONE** |  |
| **MOBILE PHONE** |  |
| **EMAIL ADDRESS** |  |
| **RIGHT TO WORK**Do you have the right to work in the UK? | Yes: [ ] [ ]  UK citizen [ ]  EU settled status [ ]  Skilled worker visa [ ]  Graduate visa [ ]  Youth mobility visa [ ]  Other – please provide full details in the box below  | No: [ ]  |
| If you have a visa permitting work in UK, please provide the expiry date: |  |
| Have you lived outside the UK in the last 10 years? *If you’ve lived and/or worked outside of the UK, the [school/trust] must make any further checks it considers appropriate (in addition to the usual pre-employment checks).* *We’ll base the decision on whether this is necessary on individual circumstances, and factors such as:* * *The amount of information you disclose in the DBS check*
* *The length of time you’ve spent in or out of the UK*
 | Yes: [ ]  | No: [ ]  |
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| Section 2: Sanctions, Restrictions, Prohibitions and Criminal Record |
| Are you, or have you ever been, the subject of a sanction, restriction or prohibition issued by the National College for Teaching and Leadership, or any predecessor or successor body, or by a regulator of the teaching profession in any other European Economic Area country? | Yes: [ ]  | No: [ ]  |
| Are you, or have you ever been, the subject of any proceedings before a professional conduct panel in the UK or an equivalent body in any other country?  | Yes: [ ]  | No: [ ]  |
| Are you, or have you ever been, the subject of a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts you from being involved in the management of an independent school? | Yes: [ ]  | No: [ ]  |
| Are you, or have you ever been, the subject of a referral to, or proceedings before, the Department for Education or other appropriate authority where consideration was given to imposing a direction under section 128 of the Education and Skills Act 2008? | Yes: [ ]  | No: [ ]  |
| Are you, or have you ever been, the subject of a direction under section 142 of the Education Act 2002 which prohibits, disqualifies or restricts you from providing education at a school, taking part in the management of an independent school or working in a position which involves regular contact with children? |  |  |

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| Are you, or have you ever been, the subject of a direction under section 142 of the Education Act 2002 which prohibits, disqualifies or restricts you from providing education at a school, taking part in the management of an independent school or working in a position which involves regular contact with children? | Yes: [ ]  | No: [ ]  |

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| King’s College School process the DBS checks for this position on behalf of the College.An offer of employment is conditional upon the School receiving an Enhanced Certificate from the Disclosure and Barring Service (DBS) which the School considers to be satisfactory. The School applies for an Enhanced Certificate from the DBS and a check of the Children's Barred List in respect of all positions at the School. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School (Section 7(1)(a) of the Safeguarding Vulnerable Groups Act 2006). If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS. We’ll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions and cautions (including those which would normally be considered "spent" under the Act) must be declared. You are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules. <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check> If you have a criminal record this will not automatically prohibit you from employment. Each case will be assessed fairly with reference to the School's recruitment procedure as set out in the School's *Safer Recruitment Policy.*It is a condition of your application that you answer the questions below.  |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? You are not required to disclose a caution or conviction for an offence committed in the United Kingdom which is subject to the Disclosure and Barring Service filtering rules. <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>  | Yes: [ ]  | No: [ ]  |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? | Yes: [ ]  | No: [ ]  |
| Is there any relevant court action pending against you? | Yes: [ ]  | No: [ ]  |

**Shortlisted candidates will be required to complete a confidential self-disclosure form to provide further details on the above.**

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| **Section 3: Education and other vocational qualifications, skills or training** |
| **DETAILS OF YOUR EDUCATION FROM SECONDARY SCHOOL ONWARDS.****You will be required to produce evidence of qualifications.** |
| **Dates attended** **From: (mm/yyyy)** | **Dates attended** **To: (mm/yyyy)** | **Name and location of School / College / other institution:** | **Qualifications obtained (including grades, awarding body and date of award)** |
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| **TRAINING AND PROFESSIONAL DEVELOPMENT** |
| **Please give dates and details of courses attended in the last five years** |
| **Course dates** | **Length of course** | **Course title** | **Course provider** | **Qualification obtained** |
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| **Section 4: Employment history** |
| **CURRENT EMPLOYMENT**  |
| Do you / did you receive any employee benefits? | Yes: [ ]  | No: [ ]  |
| If so, please provide details of these: |  |
| **Dates** | **Job title** | **Employer’s Name and Address** | **Age range taught** | **Permanent or temporary** | **Description of responsibilities** | **Reason for leaving** |
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| **PREVIOUS EMPLOYMENT**  |
| **Please supply a full history in chronological order (with start dates and end dates) of all employment, self-employment and any periods of unemployment since leaving education. Provide, where appropriate, explanations for any periods not in employment, self-employment or further education / training and in each case any reasons for leaving employment.** *(Please continue on a separate sheet if necessary).* |
| **Dates** | **Job title** | **Employer’s Name and Address** | **Description of responsibilities** | **Reason for leaving** |
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| **EMPLOYMENT GAPS** |
| **If there are any gaps in your employment or education history, e.g. looking after children, sabbatical year, please explain them here:** |
| **Start date** | **End date** | **Reason for employment gap** |
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| **EXISTING CONTACTS WITHIN KING’S COLLEGE OR KING’S COLLEGE SCHOOL** |
| **Please indicate if you know any existing employees, Fellows or governors**  |
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| **Section 7: References** |
| **Please provide the names and contact details of three referees.** One of these must be your current or most recent employer. If your current or 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 College intends to take up references from all shortlisted candidates before interview.**  |
| **REFEREE 1 – current or most recent employer. Please confirm that you are happy for us to obtain references before interview** Yes: **[ ]**  No: **[ ]**  |
| Name: |  |
| Position: |  |
| Name of organisation: |  |
| In what capacity do you know the referee? |  |
| Email:  |  |
| Tel No:  |  |
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| **REFEREE 2** |
| Name: |  |
| Position: |  |
| Name of organisation: |  |
| In what capacity do you know the referee? |  |
| Email:  |  |
| Tel No:  |  |
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| **REFEREE 3** |
| Name: |  |
| Position: |  |
| Name of organisation: |  |
| In what capacity do you know the referee? |  |
| Email:  |  |
| Referees will be asked to complete the College’s standard reference form. All referees will be asked about the candidate’s suitability to work with children as per King’s College School’s high standard of safeguarding and promoting the welfare of children. If you have any concerns about this, please contact the Head of HR  |

**Name:**

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| **Section 8: Safeguarding, Recruitment and Data Protection** |
| King’s College is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All successful applicants will be subject to an enhanced DBS check and must provide proof of qualifications. The School will process this check and will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. By signing this application, you agree to provide such evidence when requested.Interviews will be conducted in person; candidates’ suitability to work with children will be explored. The College is committed to ensuring equality of opportunity for all staff and has procedures in place to support this aim throughout the recruitment process. As per guidance from KCSIE, the College will conduct online searches on shortlisted candidates as part of our safer recruitment due diligence. This may help identify any incidents or issues that have happened which we may want to explore further at interview. Searches will be carried out by a member of staff not directly involved in the decision-making process and will encompass only publicly available sources such as a website or social media platform.Further details are available in the School’s *Safeguarding and Child Protection Policy* and *Safer Recruitment Policy* which are available on the School’s website. All new appointments are subject to a probationary period. For successful candidates, the College will retain the information provided in this form (together with any attachments) for the duration of your employment plus seven years. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after a period of six to twelve months. Further details may be found in the College’s *Data Protection and Retention Policy* which is available on the College’s website.  |
| **Section 9: Declaration** |
| * 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 the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body.
* I confirm that I am not subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008.
* 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 College and 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 College making direct contact with the people specified as my referees to verify the reference.
* I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |