

## Application Form

Please read the job profile, person specification and other supporting documents before completing this form.

**When completing the personal statement, you should demonstrate how you meet the criteria in the person specification.**

Please complete the form using **Black Ink and Block Letters** (refer to guidance notes).

Return completed form to: **Shelley Dunbar, School Business Manager, Kingsgate Primary School**  
[s.dunbar@kingsgate-pri.camden.sch.uk](mailto:s.dunbar@kingsgate-pri.camden.sch.uk)

Post applied for:

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### **PART A: PERSONAL DETAILS** (use block letters)

Last name:  First name:  Title:

Address:  National Insurance No.

**To be completed only if applying for a teaching post:**

Home telephone no:  Teacher Reference No.(DfE):

Daytime telephone no:  Date of recognition as a Qualified Teacher:

Mobile telephone no:  Country of Qualification:

E-mail:

Do you currently have the right to live and work in the UK? Yes ☐ No ☐

Are you a United Kingdom (UK), European Community (EC) or European Economic Area (EEA) National? Yes ☐ No ☐

If No

Please tell us below which category relates to your current immigration status including expiry date if applicable:

Tier 1/Tier 2/Tier 3/Tier 4/Tier 5/Residence/Multi/Asylum/Ancestry/Partner/Settlement/Indefinite Leave to Remain/EEA Family Permit/Other.

Are there any restrictions on your ability to work in the UK? Yes ☐ No ☐

If you have answered Yes to the above questions, please confirm what type of visa/permit/status you hold to work in the UK? .

If you hold a visa or other permissions entitling you to work in the UK, when does it expire?

**In line with KCSIE 2022 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.**

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## PART B: PRESENT OR MOST RECENT POST

Name and address of present or most recent employer:

Date started:

Until:

Job Title:

Post held:

Telephone No.

Present scale point and salary:

Summary of main responsibilities and duties:

## PART C: REFERENCES

Please provide at least two referees covering at least the past three years. Referees should not be friends, relatives or immediate colleagues. **One reference should be from your current headteacher.**

If this is your first appointment, one reference should be from your headteacher, lecturer or similar. Please continue on a separate sheet if necessary

Any offer made will be subject to these references being satisfactory. You will need to ensure you provide full contact details of your current/last employer as well as if you have been in full time education or taken up any voluntary work paid or unpaid during this period.

**Please note, we are unable to accept personal email addresses and we are unable to accept referees from class teachers or agencies.**

Name:

Job Title:

Address:

Telephone no:

E-mail address:

Employment dates from:

to:

Name:

Job Title:

Address:

Telephone no:

E-mail address:

Employment dates from:

to:

**Please use a separate sheet if necessary.**

## PART D: EXPERIENCE, RELATIVE SKILLS AND FURTHER INFORMATION

**Please submit your supporting Personal Statement on a separate sheet, within the specified length. Please do not submit a job history or a curriculum vitae.** The criteria against which you will be assessed are set out in the person specification.

Your personal statement should demonstrate how you believe you meet the all the criteria in the person specification for the role at Kingsgate School. Please provide evidence of how you meet these criteria through actual examples of what you have done, how you have developed your knowledge, skills, abilities, and experience both in work you have done and other experiences in your life outside work. Please convey what motivates you to want to work specifically at Kingsgate School.

## PART E: PREVIOUS EMPLOYMENT/CAREER HISTORY

Kingsgate Primary School is fully committed to safeguarding and all employees have a responsibility for the well being of children and young people. It is essential to include details of ALL employment, including any breaks in employment history and the reason for the break. References may be sought from your previous employers. Please complete this section fully, putting your most recent employment first on page 1 above and then continuing in reverse chronology below completing all columns.

From	To	Job Title, brief description of duties & scale of position held	Reason for leaving
<input type="text"/>	<input type="text"/>	<div></div>	<div></div>
Employer's name and Address			
<div></div>			
Full-time <input type="checkbox"/>	Part-time <input type="checkbox"/>		

From	To	Job Title, brief description of duties & scale of position held	Reason for leaving
<input type="text"/>	<input type="text"/>	<div></div>	<div></div>
Employer's name and Address			
<div></div>			
Full-time <input type="checkbox"/>	Part-time <input type="checkbox"/>		

Please continue on a separate sheet if necessary.

## PART F: EDUCATION AND QUALIFICATIONS

please enter details of courses attended and examination results

Name of school and location	From	To	Examination results – subject, level & grade

University/College and location	From	To	Qualification gained – subject, level & grade

Other courses or qualifications undertaken/attended, including short in-service training in the last 3 years

Establishment	From	To	Course title and result (if appropriate)

Membership of professional bodies

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### PART G: RELATIVES/OTHER INTERESTS

Canvassing of Councillors, officers or Governors in relation to this appointment will disqualify you.

Are you related to a councillor or employee of the Council or Governor of this school?

Yes ☐ No ☐

If Yes, give brief details

If appointed, do you have any business/financial interests that might conflict with the Duties/responsibilities of this post?

Yes ☐ No ☐

If Yes, give brief details

### PART H: PREVENTION AND DETECTION OF FRAUD

The Governing Body/School/Local Authority is under a duty to protect the public funds. We may use the information provided on this form for the prevention and detection of fraud. We may also share this information with other bodies administering public funds solely for these purposes.

### PART I: SALARY ASSESSMENT IN PRESENT OR MOST RECENT POST

To be completed ONLY if applying for a teaching post:

Please enter below details of your current salary:

	Scale/Point/Range	Value £
Teacher Pay Scale (Main, Upper Pay Range Unqualified, Leading Practitioner, Leadership, Other – <i>please specify</i> )	<input type="text"/>	<input type="text"/>
Teaching & Learning Responsibility (TLR) value ( <i>if any</i> )	<input type="text"/>	<input type="text"/>
Any other allowances, <i>please specify</i>	<input type="text"/>	<input type="text"/>
Any other Pay Scale, <i>please specify</i>	<input type="text"/>	<input type="text"/>
<b>TOTAL SALARY</b>		£ <input type="text"/>

### PART J: DECLARATION

Please complete the following declaration and sign in the appropriate place below. If this declaration is not completed and signed with copies of relevant documentation, your application will not be considered.

Providing false information or knowingly omitting or concealing any relevant fact about your eligibility for employment will result in your name being withdrawn from the list of candidates. If such a discovery is made after you have been appointed, then you will be liable to be summarily dismissed. If appointed you will be asked to provide an original birth certificate or passport, and proof of professional qualifications.

I hereby certify that all the information given by me on this form is correct to the best of my knowledge, that all questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold.

I enclose my supporting statement.

Signature:  Date:

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## PART K: REHABILITATION OF OFFENDERS ACT 1974

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? (Y/N)?

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? (Y/N)?

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

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## GUIDANCE ON HOW TO FILL IN THIS APPLICATION FORM

### 1 Checklist

- Complete all sections of the form
- Previous Employment/Career History: You must give your full employment history; paid or unpaid and explain any gaps in employment
- Education Qualifications & Training: Please list these and record any membership of professional bodies. Please note that if you are appointed we will need to see your original qualification certificates.
- Personal statement: **Ensure when completing the personal statement that you communicate how you believe you meet the criteria in the person specification for the role.** Choose those areas of your abilities, skills and experience that are relevant to the job you are applying for. Remind yourself of qualities and skills you may take for granted. Remember, as well as telling us about paid work you have done, you should also consider other experience you may have. This might include experience gained at home, in the community or through voluntary, leisure or college activities. Please restrict your Personal Statement to no more than 2-sides of A4.

If you consider yourself to be disabled, you are encouraged to declare your disability when applying for a job. We are positive about employing disabled people within the physical restraints of the building.

### 2 References

It is our policy to approach current employers, whether or not you name them as a referee. We also approach additional previous employers where necessary. If it is your wish that we do not contact your referees before interview, please indicate this on the form. References will not be accepted from relatives or people writing solely in the capacity of friends.

### 3 Prevention of illegal working

Under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence for an employer to employ a person who is subject to immigration control (i.e. a person who requires leave to enter / remain in the UK) unless he or she is entitled to be employed in the UK. We ask all shortlisted candidates to provide evidence at interview that they are entitled to work in the UK.

### 4 Rehabilitation of Offenders Act 1974

All school based posts are exempt from the Act. You must advise us of any conviction you have had in the past. Please submit with your application form details of the conviction(s) or offence(s) in a sealed envelope marked 'private and confidential' with your name and the title of the job for which you are applying. The envelope will be opened by the Head only. Failure to disclose any conviction(s) for an exempt post, whether spent or not, may lead to the withdrawal of the offer of employment. If you declare that you have a criminal record this will be assessed in relation to the tasks you will be required to perform and the circumstances in which the work is to be carried out.

### 5 Disclosure and Barring Service (DBS Checks)

We use the DBS to assess the suitability of applicants for positions of trust and fully comply with the DBS's Code of Practice. We undertake to treat all applicants fairly and not to discriminate unfairly against anyone who is the subject of a Disclosure on the basis of convictions or other information revealed. DBS checks are required for all staff. A criminal record will not necessarily be a bar to your appointment.

Full details of the DBS can be obtained from [www.gov.uk/disclosure-barring-service-check](https://www.gov.uk/disclosure-barring-service-check) or by telephoning **0870 90 90 811**. We comply with the requirement of the DBS in relation to secure storage and handling of data.

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## VALUING DIVERSITY IN EMPLOYMENT

The Governing Body/School/Local Authority is committed to equality and diversity in employment. In order to monitor and ensure the effectiveness of this, all applicants are asked to provide the following information. Any information given will be treated in the strictest confidence, and will be used solely for the purposes of monitoring.

This part of the form will be separated from the rest of your Application Form upon receipt and will not be considered as part of the short listing or appointment process.

Last Name:  First name:  Title:

What is your gender?:

Please tick (✓):

Female ☐

Male ☐

What is your date of birth?

Disability:

Under the terms of the Disability Discrimination Act 1995 'a person has a disability if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities'. Individuals with the following conditions can now automatically be classified as having a disability: HIV, cancer, multiple sclerosis, severe disfigurements, certified blindness or partial sightedness.

Do you consider yourself to have a disability as defined above? Please tick (✓):

Yes ☐

No ☐

What is your ethnic group? Please tick (✓):

Our ethnic background describes how we think of ourselves. Ethnic background is not the same as nationality or country of birth. The groups listed below reflect the largest ethnic groups in Camden. You are asked to choose the ethnic group that is closest to how you see yourself or specify an alternate background.

White:

Albanian (excluding Kosovan) ☐

Greek or Greek Cypriot ☐

Kosovan ☐

Turkish or Turkish Cypriot ☐

White British ☐

White Irish ☐

Any other White Background

Please specify:

**Mixed:**

White and African ☐

White and Asian ☐

White and Caribbean ☐

Any other Mixed Background

Please specify:

**Asian:**

Bangladeshi ☐

Indian ☐

Pakistani ☐

Any other Asian Background

Please specify:

**Black:**

African Congalese ☐

African Nigerian ☐

African Somalian ☐

Black Caribbean ☐

Any other African Background

Please specify:

Any other Black Background

Please specify:

**Chinese or other ethnic group:**

Chinese ☐

Any other Group

Please specify:

Where did you see this post advertised?