

To submit your application please email this Application Form and the Equalities Monitoring Form to HR@wealdgs.org

Please complete all sections. Your application will be treated in the strictest confidence. Please see our privacy notice on our website for more information on how we use your personal data. If any sections of this form do not apply to you, please enter 'N/A' (Not Applicable). *If necessary, please complete answers on a separate sheet.*

Position applied for:

PERSONAL DETAILS

Title:	Forenames:	Surname:
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Home Address:	Previous surname(s):	
	Mobile:	Landline:
	Email address:	
	National Insurance Number:	

How did you find out about the vacancy?

If successful, when could you start the position applied for?

EMPLOYMENT HISTORY

Current/most recent employer:

Position:	Full-time or part-time?
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Date started:	Date leaving/left (if applicable):
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Salary:	Reason for leaving:
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Brief description of roles/responsibilities:

Teachers only

Type of school/age range:

Teaching subjects:

Do you have qualified teacher status?	Yes	No	Date of qualification:
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Have you completed an induction year as an NQT?	Yes	No	Teacher reference number:
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PROFESSIONAL MEMBERSHIPS/QUALIFICATIONS

Name of professional body	Date achieved	Grade achieved/membership status

TRAINING AND PROFESSIONAL DEVELOPMENT

Please provide details of training/development courses undertaken in the past three years that are relevant to this application. *If necessary, please complete your answers on a separate sheet.*

Course title	Course length	Dates	Course provider

OTHER SKILLS AND INTERESTS

In the box below, please tell us about any pastimes you have. Please include language skills, technological interests, public duties and/or community and voluntary work you do. *If necessary, please complete your answers on a separate sheet.*



Application Form for Employment

Teaching and Support Staff

PERSONAL STATEMENT

Using the job and person specification as a guide, please provide details in the box below of your experience and/or relevant skills which you feel demonstrate your suitability for this post. *If necessary, please complete your answers on a separate sheet.*



Application Form for Employment

Teaching and Support Staff

PERSONAL STATEMENT

Continued...

REFERENCES

Please provide the names of two people who are able to comment on your suitability for this post. One must be your current or most recent employer. If you have not previously been employed, please provide details of another suitable referee (students should include a reference from a university and/or college tutor). Weald of Kent Grammar School reserves the right to seek any additional references that we deem appropriate. Should you be shortlisted, please let your chosen referees know that you have provided their details and that they should expect a request for a reference. References will not be accepted from relatives or from people writing solely in the capacity of friends.

Please give Headteacher details for school references.

REFEREE ONE

Full name:		
Relationship to you:		
Is this your current employer?	Yes	No
Address:		
Telephone number:		
Email address:		
May we contact this person prior to interview?	Yes	No

REFEREE TWO

Full name:		
Relationship to you:		
Is this your current employer?	Yes	No
Address:		
Telephone number:		
Email address:		
May we contact this person prior to interview?	Yes	No

If either of your referees know you by a different name, please state that name:

DISABILITY AND ACCESSIBILITY

Weald of Kent Grammar School is committed to ensuring that applicants with disabilities and/or impairments receive equal opportunities and treatment. If you have a disability or impairment and would like us to make adjustments or arrangements to assist if you are called for an interview, please state below the arrangements that you require. *If necessary, please continue your answer on a separate sheet.*

DISCLOSURE AND BARRING

Weald of Kent Grammar School is legally obliged to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate. For posts in regulated activity, the DBS check will include a barred list check. It is an offence to seek employment in regulated activity if you are on a barred list. Any data processed as part of the DBS check is done so in accordance with data protection regulations and Weald of Kent Grammar School's privacy notice.

Do you have a DBS certificate? Yes No Date of check:

RIGHT TO WORK IN THE UK

Weald of Kent Grammar School requires you to produce evidence of your right to work in the UK in accordance with the *Immigration, Asylum and Nationality Act 2006*. By signing this application form, you agree to provide such evidence when requested.

RELATIONSHIP TO THE SCHOOL

Please list any personal relationships that exist between you and any of the following members of the Weald of Kent Grammar School community:

- ▶ Staff
- ▶ Students

N.B. If you have a relationship with a trustee or employee, this does not necessarily prevent them from acting as a reference for you. *Continue your answers on a separate sheet, if necessary.*

Their full name	Your relationship	Role at Weald of Kent Grammar School

DRIVING LICENCE

Do you have a current (and valid) driving licence? Yes No

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 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.

Signed:

Date:

School policies can be found at www.wealdofkent.kent.sch.uk/about/policies

IMPORTANT: Please tick the box below that applies

I confirm that I have completed the Weald of Kent Equalities Monitoring Form and will submit it with this application.

I confirm that I have elected not to complete the Weald of Kent Equalities Monitoring Form.