

KING JAMES'S SCHOOL

King James Road
Knaresborough
North Yorkshire
HG5 8EB



01423 866061
01423 861189
recruitment@king-james.co.uk
www.king-james.co.uk

*Please either complete this form electronically, or print the form and complete it using **black ink***

TEACHING POST APPLICATION FORM

Post applying for:	
--------------------	--

PERSONAL DETAILS	Surname:		Other Names:		
	Preferred Title: ✓ or detail other	<input type="checkbox"/> Dr	<input type="checkbox"/> Rev	<input type="checkbox"/> Miss	Other Title:
		<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	
	Home Address: (including Post Code)				
	Home Tel:		Mobile Tel:		
	Work Tel:		Email:		
	GTC registered?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	DfES No:	

EDUCATION & QUALIFICATIONS

	Establishment	Qualification	Subject	Grade	Month & Year obtained
Secondary					
Further Education/ Vocational/ Higher					

MEMBERSHIP OF PROFESSIONAL BODIES	
--	--

EXPLANATION OF GAPS IN EDUCATION / EMPLOYMENT HISTORY	
Date(s)	Reason/Event/Activity

OTHER QUALIFICATIONS/COURSES			
Please detail any other qualifications you have gained/ are currently studying for and courses you have attended which you consider relevant to the post			
Education centre/company	Date gained or date to be taken	Title	Qualification

CURRENT EMPLOYMENT			
If you are <u>not currently employed</u> , please tick this box <input type="checkbox"/>			
Post Title:			
Employer:			
Employer Address:		Employer Tel:	
		Hours: ✓	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
		Date of Appointment:	
Details of Responsibilities:			

SALARY INFORMATION									
Current Salary Scale (✓)						Other allowances	UPS 1 date awarded	UPS 2 date awarded	UPS 3 date awarded
M1	M2	M3	M4	M5	M6				

TEACHING EXPERIENCE (most recent first)

If you wish to provide details of more teaching experience, please use a separate sheet and attach to this form.

Is this your first teaching post?		<input type="checkbox"/> Yes <input type="checkbox"/> No		Are you an NQT?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Establishment & Post Title	Employing Authority	Gender Boys (B) Girls (G) Mixed (M)	No on Roll & Age Range	Hours Full Time (FT) Part Time (PT)	Period		
					From	To	

EMPLOYMENT EXPERIENCE OUTSIDE TEACHING

If you wish to provide details of more employment experience, please use a separate sheet and attach to this form.

Employer	Post Title	Main Responsibilities	Hours Full Time (FT) Part Time (PT)	Period	
				From	To

INTERESTS / HOBBIES

--

REFEREES

Wherever possible references should relate to current or previous employment or alternatively work experience. One referee **MUST** be from your current or most recent employer OR if in school, college or just completed education, one referee must be from school/college (the application will not be pursued without two referees supplied). We reserve the right to request an alternative referee if that is deemed inappropriate.

	Referee 1 Details	Referee 2 Details
Name:		
Position/ Company/ Capacity:		
Address:		
Post Code:		
Telephone:		
Fax No:		
Email:		

Do we have your permission to contact the referees for references prior to interview? ✓	Referee 1	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Referee 2	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Where did you first find out about the vacancy? ✓	TES Website	NYCC Website	SRS Website	Local newspaper	Other (please specify)

DECLARATIONS

PLEASE NOTE THAT APPOINTMENT TO THIS POST WILL BE SUBJECT TO MEDICAL CLEARANCE, SATISFACTORY ENHANCED CRB DISCLOSURE AND SATISFACTORY REFERENCES

Number of days sickness absence in the last 24 months:		
Please explain any periods of sickness absence over 3 days:		
Are you related to, or have a close personal relationship, with any member of King James's School Governing Body or staff? ✓	<input type="checkbox"/> Yes <input type="checkbox"/> No	If you ticked Yes, please give name and relationship:
Have you ever been convicted/cautioned or bound over, for a criminal offence? ✓	<input type="checkbox"/> Yes <input type="checkbox"/> No	This job is exempt from Section 4(2) of the Rehabilitation of offenders Act 1974 therefore <u>all</u> convictions, cautions and bind overs, including those regarded as "spent" must be declared. If you have any of these and have ticked Yes, you must provide details in a sealed envelope, marked confidential, attached to your application form.
Has your name been referred to OR included on these lists: ✓ if appropriate	<input type="checkbox"/> The Protection of Children Act List <input type="checkbox"/> The DfES List 99 <input type="checkbox"/> The Protection of Vulnerable Adults List	
Has any previous employer expressed concerns and/or taken any action, whether informal/formal (including suspension from duty) on (include any investigations or actions taken by your professional body): ✓ if appropriate	<input type="checkbox"/> Capability/performance <input type="checkbox"/> Disciplinary	If you have any of these and have ticked either of these boxes, please provide details including dates and action taken, also include pending investigations or action, in a sealed envelope, marked confidential, attached to your application form.
I certify that the contents of this form are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statements or withhold any relevant information, this may result in subsequent dismissal or the withdrawal if any offer of appointment.	Signature of applicant:	
	Date:	

COMPLETED FORMS SHOULD EITHER BE POSTED TO THE HEADTEACHER AT THE SCHOOL ADDRESS, OR EMAILED TO THE SCHOOL RECRUITMENT EMAIL ADDRESS (see Page 1 for school address/email) TOGETHER WITH ANY SUPPLEMENTARY LETTER OF APPLICATION REQUESTED IN THE POST SUBJECT NOTES.

Thank you for the interest you have shown in King James's School