

# 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***

<b>TEACHING POST APPLICATION FORM</b>	
Post applying for:	

<b>PERSONAL DETAILS</b>	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:	

<b>EDUCATION &amp; QUALIFICATIONS</b>					
	Establishment	Qualification	Subject	Grade	Month & Year obtained
Secondary					
Further Education/ Vocational/ Higher					

<b>MEMBERSHIP OF PROFESSIONAL BODIES</b>	
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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"/>			
<b>Post Title:</b>			
<b>Employer:</b>			
<b>Employer Address:</b>		<b>Employer Tel:</b>	
		<b>Hours: ✓</b>	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
		<b>Date of Appointment:</b>	
<b>Details of Responsibilities:</b>			

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**

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### 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**

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 <b>all</b> 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 <b>either of these boxes</b> , 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*