KEREM SCHOOL

Norrice Lea, London, N2 0RE
020 8455 0909

APPLICATION FOR APPOINTMENT

POSITION APPLIED FOR					
PERSONAL DETAILS					
Title		Forename(s)		Surname	
Preferred name					
Former name (including maiden name)					
Mobile tel. no.		Home tel no.			
Email address					
Address					
Postcode					
Since when have you lived at this address?					
If less than 5 years, please provide all previous addresses for the past 5 years below (continue on a separate sheet if necessary).					
1	Address…… ……Postcode..…… Dates at this address……..				
NI no.		DfE no.			
Nationality					
Are you required to have a UK work visa/permit?				Yes / No	
If so, do you have a valid visa/permit?				Yes / No	
If so, when does it expire?					
Do you have a full current driving licence valid in the UK?				Yes / No	
Are there any limitations/conditions on the work permit?				Yes / No	
If yes, please give details.					
Do you have access to some form of personal transport?				Yes / No	

Number of days of illness/absence over the last 12 months and reasons.

Do you have a disability you would want taken into account? Yes / No

If yes, please outline what assistance (if any) you need during the recruitment and selection process, e.g. a signer, parking arrangements etc.

Do you have qualified teacher status? Yes / No

Please give full details of membership of professional bodies.

EDUCATION AND TRAINING (Please attach copies of certificates)

Details of educational history – most recent first. Please list all schools, colleges, universities etc. which you have attended.

Name of establishment (school, college, university, etc)	Course taken	Qualifications achieved and date of qualifications achieved

Are there any subjects which you are particularly qualified to teach and/or experienced? Give details.

ACADEMIC AND VOCATIONAL QUALIFICATIONS (Please attach copies of certificates)

Please provide details of all academic and vocational qualifications.

Award/Qualification	Awarding Body	Date Obtained	Grade (if appropriate)

PROFESSIONAL DEVELOPMENT				
Courses attended				
Name of Course (and award if gained)	Provider	Full or Part Time	From	To

EMPLOYMENT HISTORY			
Present or most recent employment			
Name, full address and telephone number of employer			
Post held			
Key roles/achievements			
Date of appointment		Date of leaving	
Number of pupils in school		Age range	
Full or part time			
If part-time, what percentage of full time			
Current Basic Salary		Spine point	
Additions (please indicate responsibility points, London Allowance etc.			
Total Current Salary			
Reason for leaving			

Previous employers since leaving school (most recent first) (Please continue on a separate sheet if necessary). (Please provide details of any gaps in employment).

Name, full address and telephone number of employer	Date of Employment		Position held, if full or part-time and salary	Reason for leaving
	From	To		

Have you ever been dismissed by an employer? Yes / No
If yes, please give details. (Please continue on a separate sheet if necessary).

REFERENCES
Please give details of two referees of whom confidential enquiries can be made. One referee must be from your current employer (or most recent employer) or your current educational establishment. We may ask you for further references.

	Referee 1		**Referee 2**
Name			
Position (job title)			
Capacity in which known to you			
Organisation			
Address			
Telephone number			
Email address			

It is our practice to take up references if you are shortlisted, unless you have indicated otherwise. All references will be contacted if a conditional offer of employment is made.

When could you take up your duties if appointed?

Where did you hear about this position?

REHABILITATION OF OFFENDERS ACT

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website www.gov.uk/dbs. All other spent connections and cautions must be disclosed.

a) A sexual offence?	Yes / No
b) Any criminal offence involving violence, threats of violence or dishonesty?	Yes / No
c) Any other criminal offence which could be considered as making you unsuitable for the post you are applying for?	Yes / No

If yes, please give details of conviction(s) and date(s).

Disqualification under the Childcare Act 2006

The school has a duty of care to its pupils and will not employ a person who has been disqualified from working with children under the Childcare (Disqualification) Regulations 2009 and as amended August 2018).

I confirm that there is nothing that affects my suitability from working with children including any cautions, warnings, convictions orders or other determinations made that would render me disqualified from working with children.

RECRUITMENT

It is the school's policy to employ the best qualified personnel and to provide equal opportunities for the advancement of employees including promotion and training and not to discriminate against any person.

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share and adhere to this commitment. Online searches will be done as part of pre-recruitment checks.

Please attach a statement in support of your application, which addresses the criteria in the person specification for this post.

DATA PROTECTION

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection Policy which are available on the school website, www.keremschool.co.uk.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.

We may check the information provided by you on this form with third parties.

DECLARATION

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head Teacher. If you would like to discuss this beforehand, please telephone in confidence to the Head Teacher for advice.

You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

I have nothing to declare
I enclose a confidential statement.
(please delete as appropriate)

I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal. I am aware that I will need to complete a medical form if my application leads to a job offer.

I declare that the details provided on this application form are true to the best of my knowledge; that I have no previous convictions, cautions or bind-overs, no cases are outstanding and I am not currently disqualified from working with children or on a Secretary of State Prohibition Order. If any of the above applies, or if you have any disciplinary offences or been the subject of any child protection concerns, please supply full details on a separate sheet if they have not been included above.

Signature of Applicant		Date	

Please return your completed application form to vacancies@keremschool.co.uk

Thank you for making this application. We will be in touch with you as soon as possible.

Canvassing members of the Governing Body of the School, directly or indirectly, will disqualify the candidate concerned. Please inform us if you know a Governor or existing member of staff or volunteer of Kerem School.