King Edward’s School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants invited to interview will be required to provide proof of identity, preferably a birth certificate, although where this is not available we will accept other forms of ID. Online searches will also be carried out for all shortlisted candidates, as required by *Keeping Children Safe in Education 2022*. Successful candidates will be required to undergo an enhanced DBS check and other pre-employment checks. A copy of the School’s Recruitment, Selection and Disclosure Policy is available on the website [www.kes.org.uk](http://www.kes.org.uk).

**Application for Employment**

**Instructions:**

* Please use Microsoft Word to fill in this application form – the boxes will expand as you type.
* The School’s Recruitment, Selection and Disclosure policy is available at [www.kes.org.uk](http://www.kes.org.uk)
* Email the completed application form to [recruitment@kes.org.uk](mailto:recruitment@kes.org.uk) along with a covering letter (if required)
* Contact the HR Team if you would like any more information or guidance (email [recruitment@kes.org.uk](mailto:recruitment@kes.org.uk) or telephone 0121 472 1672)

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| **1a. Role applied for** | |
| Role title: |  |

**Where did you see this role advertised?**

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| --- | --- | --- | --- | --- | --- |
| TES | Guardian | Birmingham City Council website | Indeed | LinkedIn | Facebook |
| Twitter | Google | School website | Word of mouth | Internal advert | WM Jobs |
| Other (please specify): | |  | | | |

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| **1b. Personal details** | | | | | |
| Title: |  | | | | |
| Forename(s): |  | | | | |
| Surname: |  | | | | |
| Any previous names: |  | | | | |
| Preferred pronouns: | He/him | She/her | They/them | Other (please specify): | |
|  | Prefer not to say | | |
| **1b. Personal details (continued)** | | | | | |
| Do you have the right to work in the UK? | | | | Yes ☐ | No ☐ |
| Address: |  | | | | |
| Postcode: |  | | | | |
| Mobile telephone: |  | | | | |
| Other telephone: |  | | | | |
| Email address: |  | | | | |
| National Insurance number: |  | | | | |
| Current pension scheme (if applicable): |  | | | | |

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| **2. Employment history – current/most recent post** | |
| Employer name: |  |
| Employer address: |  |
| Post title: |  |
| Start date: |  |
| Last day of service (if no longer employed): |  |
| Current salary: |  |
| Other allowances: |  |
| Brief description of duties: |  |
| Period of notice: |  |
| Reason for leaving: |  |

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| **3. Previous employment (most recent first)**  *Please cover all employment since leaving full-time education*. | | | | | |
| Employer name and address: |  | | | | |
| Post title: |  | | | | |
| Dates of employment | From: (mm/yyyy) |  | To: (mm/yyyy) |  | |
| Brief description of duties: |  | | | | |
| Reason for leaving: |  | | | | |
|  | | | | | |
| Employer name and address: |  | | | | |
| Post title: |  | | | | |
| Dates of employment | From: (mm/yyyy) |  | To: (mm/yyyy) |  | |
| Brief description of duties: |  | | | | |
| Reason for leaving: |  | | | | |
| **Continued on next page** | | | | | |
| Employer name and address: |  | | | | |
| Post title: |  | | | | |
| Dates of employment | From: (mm/yyyy) |  | To: (mm/yyyy) | |  |
| Brief description of duties: |  | | | | |
| Reason for leaving: |  | | | | |
|  | | | | | |
| Employer name and address: |  | | | | |
| Post title: |  | | | | |
| Dates of employment | From: (mm/yyyy) |  | To: (mm/yyyy) | |  |
| Brief description of duties: |  | | | | |
| Reason for leaving: |  | | | | |
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| **Continue on a separate sheet if necessary** | | | | | |

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| **4. Gaps in employment (most recent first)** | | |
| Please give details of any periods of unemployment and the reasons for them. | | |
| Start date: | End date: | Reason: |
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| **Continue on a separate sheet if necessary** | | |

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| **5. Educational history (most recent first)** | | | |
| Name of Institution: | Name and type of qualification | Grade: | Date(s): |
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| **6. Relevant training/courses attended (most recent first)** | | |
| Course Provider: | Course Title: | Date(s): | |
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| **7a. Extra-curricular activities (teaching posts only)** | |
| Please give details of any extra-curricular activities you would be prepared to offer. | |
| Activity | Details of interest, experience and qualifications in this activity |
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| **7b. Teacher status (teaching posts only)** | | | |
| Teacher number: |  | Date issued: |  |
| Date QTS obtained : |  | Date of satisfactory completion of induction: |  |
| Is this your first teaching appointment? | Yes | No | |
| If yes, please state the name of your training establishment: |  | | |
| Name of confirming authority: |  | | |

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| **8. Personal Statement** |
| **Please use this section to explain in detail your** **abilities, skills, knowledge and experience,** **and how you meet the requirements of the Person Specification.** |
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| **Please let us know if you are, or have been, involved in** **voluntary/unpaid activities**: |
|  |
| **Recreations, special interests and other relevant information:** |
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| **9. References** | |
| Please specify two referees who we can contact to obtain a reference.   * One of these must be your **current or most recent employer**. * One of these must also be your employer when you **last worked with children** (if applicable).   **If you do not wish your referees to be contacted before your interview, please tick the box indicated.**  Two satisfactory references will be required before a job offer will be made. | |
| 1st referee name: |  |
| Organisation (**must be your current/most recent employer**): |  |
| Their role in the organisation: |  |
| Address of organisation: |  |
| Contact number: |  |
| Contact email: |  |
| Their relationship to you: |  |
| Do not contact prior to interview: | |
|  | |
| 2nd referee name: |  |
| Organisation: |  |
| Their role in the organisation: |  |
| Address of organisation: |  |
| Contact number: |  |
| Contact email: |  |
| Their relationship to you: |  |
| Do not contact prior to interview: | |

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| **10. Online searches** | | |
| As required by *Keeping Children Safe in Education 2022*, we will carry out online searches on all candidates shortlisted for interviews. To facilitate this process and ensure no confusion with someone of the same or a similar name, please provide your social media handles below. | | |
|  | | |
| **11. Declaration** | | |
| Are you related to an employee or pupil of the Independent Schools of King Edward VI in Birmingham (comprising King Edward’s School, King Edward VI High School for Girls and the Foundation Office)?  *Note: canvassing or failure to disclose will disqualify the candidate.* | Yes | No |
| If yes to the question above, please specify employee/pupil and your relationship to them: | | |
| The post for which you are applying is one for which you are obliged to declare all convictions, cautions, reprimands and final warnings, as defined by the Rehabilitation of Offenders Act 1974.  If you are shortlisted for an interview, you will be required to complete a self-declaration of your criminal record or information that would make you unsuitable to work with children.  **It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.** | | |
| I declare that the information given on this form is, to the best of my knowledge, true and complete and I understand that any false information may be sufficient cause for rejection or, if employed, dismissal without notice. I also confirm that I am not on any Barred Lists or otherwise disqualified from working with children. I further authorise the Governors to obtain references to support this application and release the Governors and referees from any liability caused by giving and receiving information. I agree that the information given on this form may be used for registered purposes under General Data Protection Regulations. | | |
| Signature: | Date: | |

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| **12. Equal Opportunities monitoring form** | | | | | | | | | | | | | | | |
| King Edward’s School is committed to ensuring that applicants and employees from all sections of the community are treated equally and not discriminated against on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, which includes colour, nationality and ethnic or nation origins, religion or belief, sex or sexual orientation. These are known as protected characteristics. This form assists us in monitoring who is applying for employment with us, our adherence to equal opportunities best practice and our progress towards identifying any barriers to diversity among our workforce. These objectives comply with the requirements of the Equality Act 2010. Please tell us about yourself: answering these questions will help us to ensure our recruitment and employment processes are fair to all and recognise the diversity needs of our workforce. However, we understand that how people are defined is a personal choice and understand if you prefer not to respond to some of these questions.  **This form is used solely for monitoring purposes and is removed from the application form prior to shortlisting. Any information you provide will be treated in the strictest confidence. It will have no impact whatsoever upon your application or subsequent employment.**  Please put an “x” in the appropriate boxes. | | | | | | | | | | | | | | | |
| **1a. Position applied for:** | | | | | |  | | | | | | | | | |
| **1b. Is the position:** | | | Full time | | | Part-time | | | | Permanent | | | Temporary | | |
| **2a. Age – please indicate:** | 16-24 | | | 25-29 | | | 30-39 | | 40-49 | | | 50-59 | | | 60-74 |
| **3a. Ethnicity** – **how would you describe your ethnicity?** | | | | | | | | | | Prefer not to say | | | | | |
| **White:** | | | British | | | Scottish | | | | Welsh | | | English | | |
|  | | | Irish | | | Gypsy/Traveller ☐ | | | | Other White background | | | | | |
| **Mixed:** | | | White and Black Caribbean | | | White and Black African | | | | White and Asian | | | Other Mixed background | | |
| **Asian or Asian British:** | | | Pakistani | | | Bangladeshi | | | | Chinese | | | Indian | | |
|  | | | Other Asian background ☐ | | | | | | |  | | |  | | |
| **Black or Black British:** | | | Caribbean | | | African | | | | Other Black background | | | | | |
| **Other ethnic group:** | | | Arab | | | Other ethnic  group | | | | Please specify: | | | | | |
| **3b. What is your nationality?** | | | | |  | | | | | | | | | | |
| **3c. Do you require a Work Permit?** | | | | | Yes | | | No | | |  | | | | |
| **4a. Religion or belief – please indicate what best describes you:** | | | | | | | | | | | | | | | |
| Buddhist | | Christian | | | Hindu | | | Jewish | | | Muslim | | | Sikh | |
| Agnostic | | Atheist ☐ | | | No religion | | | Other | | | Prefer not  to say | | | | |

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| **5a. Socio-economic background – What was the occupation of your main household earner when you were aged about 14?** | | | | | | | | | | | |
| **Modern professional and traditional professional occupations** such as teacher, nurse, physiotherapist, social worker, musician, police officer (sergeant or above), software designer, accountant, solicitor, medical practitioner, scientist, civil/mechanical engineer | | | | | **Senior, middle or junior managers or administrators** such as finance manager, chief executive, large business owner, office manager, retail manager, bank manager, restaurant manager, warehouse manager | | | | **Clerical and intermediate occupations** such as secretary, personal assistant, call centre agent, clerical worker, nursery nurse | | |
| **Technical and craft occupations** such as motor mechanic, plumber, printer, electrician, gardener, train driver | | | | | **Routine, semi-routine manual and service occupations** such as postal worker, machine operative, security guard, caretaker, farm worker, catering assistant, sales assistant, HGV driver, cleaner, porter, packer, labourer, waiter/waitress, bar staff | | | | **Long-term unemployed** (claimed Jobseeker’s Allowance or earlier unemployment benefit for more than a year) | | |
| **Small business owners** who employed fewer than 20 people such as corner shop owners, small plumbing companies, retail shop owner, single restaurant or café owner, taxi owner, garage owner | | | | | **Other** such as retired, this question does not apply to me, I don’t know | | | | Prefer not to say | | |
| **5b. Which type of school did you attend for the most time between the ages of 11 and 16?** | | | | | | | | | | | |
| State-run or state-funded school | | | | | Independent or fee-paying school | | | | Independent or fee-paying school, where I received a means-tested bursary covering 90% or more of the overall cost of attending throughout my time there | | |
| Attended school outside the UK | | | | | I don’t know | | | | Prefer not to say | | |
| **5c. If you finished school after 1980, were you eligible for free school meals at any point during your school years?** | | | | | | | | | | | |
| Yes | No | | Not applicable (finished school before 1980 or went to school overseas) | | | | I don’t know | | | Prefer not to say | |
| **6a. Sex – please indicate what best describes you:** | | | | | | | | | | | |
| Female | | Male | | Prefer not  to say | |  | | | | | |
| **7a. Transgender – do you currently live or plan to live in the gender opposite to your gender at birth:** | | | | | | | | | | | |
| Yes | | No | | Prefer not  to say | |  | | | | | |
| **8a. Sexual orientation – please indicate your sexual orientation:** | | | | | | | | | | | |
| Heterosexual | | Gay man | | Gay woman  /Lesbian | | Bisexual | | Other | | | Prefer not  to say |

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| **9a. Do you consider yourself to have a disability or long-term health condition?**  The equality Act 2010 defines disability as a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out your normal day-to-day activities which has lasted, or is expected to last, at least 12 months. Alternatively some conditions, such as severe disfigurement, a diagnosis of cancer, HIV infection, multiple sclerosis or a progressive condition, are also covered under the Act. Please answer the following questions to help us make reasonable adjustments to address your needs for support to overcome barriers in the workplace. | | | | | |
| Yes | No | Prefer not  to say |  | | |
| **9b. If yes, which of the following apply to you? (you can select more than one)** | | | | | |
| Blind or visual impairment | Deaf or hearing impairment | Learning  Difficulty | | Mental health  Condition | Mobility |
| Physical  Impairment | Other disability | None of these | | Prefer not  to say |  |
| **9c. To ensure we offer you a fair recruitment process, please tell us whether you require any reasonable adjustment should you be invited to interview:** | | | | | |
| Yes | No |  | | | |
| **9d. If yes, please provide details.**  We will endeavour to provide access, equipment or other practical support to ensure that applicants attending interviews are not unfairly disadvantaged. | |  | | | |
| *I hereby declare that the information provided on all parts of this form is correct.* | | | | | |
| **Signature of applicant:** | | | **Date:** | | |