King Edward’s School and King Edward VI High School for Girls are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. For all shortlisted candidates, online searches will be carried out prior to interview as required by *Keeping Children Safe in Education 2024*. Successful candidates will be required to undergo an enhanced DBS check and other pre-employment checks. **Please note that** **where a role involves engaging in regulated activity relevant to children, it is a criminal offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.** Copies of the Schools’ Recruitment, Selection and Disclosure Policies are available on the websites [www.kes.org.uk](http://www.kes.org.uk) and [www.kehs.org.uk](http://www.kehs.org.uk).

**Application for Employment**

**Instructions:**

* Please use Microsoft Word to fill in this application form – the boxes will expand as you type.
* Email your completed **application form** and completed **equal opportunities monitoring form** to [kesrecruitment@keschools.org.uk](mailto:kesrecruitment@keschools.org.uk) along with a **covering letter** (if required)
* Contact the HR Team if you would like any more information or guidance (email [kesrecruitment@keschools.org.uk](mailto:kesrecruitment@keschools.org.uk) or telephone 0121 472 1672)

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

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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): |  | | |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **3. Previous employment (most recent first)**  *Please detail* ***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: |  | | | | |
|  | | | | | |
| 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: |  | | | | |
|  | | | | | |
| **Continue on a separate sheet if necessary** | | | | | |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **5. Educational history (please start with secondary education)** | | | |
| Name of Institution: | Name and type of qualification | Grade: | Date(s):  (mm/yyyy) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Continue on a separate sheet if necessary** | | | |

|  |  |  |
| --- | --- | --- |
| **6. Relevant training/courses attended (most recent first)** | | |
| Course Provider: | Course Title: | Date(s):  (mm/yyyy) | |
|  |  |  | |
|  |  |  | |
|  |  |  | |
|  |  |  | |
|  |  |  | |
|  |  |  | |
|  |  |  | |
| **Continue on a separate sheet if necessary** | | | |

|  |  |
| --- | --- |
| **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 |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **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: |  | | |

|  |
| --- |
| **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.** |
|  |
| **Please let us know if you are, or have been, involved in** **voluntary/unpaid activities**: |
|  |
| **Recreations, special interests and other relevant information:** |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **9. References** | | | | |
| Please provide two referees.   * One referee must be your **current** or **most recent employer**. * References relating to your work in a school must be supplied by the **Headteacher**. * If you have worked with children in the past, one reference must come from the school/setting where you were most recently employed to work with children. * We reserve the right to take up references from any previous employer other than those supplied. * We will ask referees for details including job title, dates of employment, key duties, suitability for the role, level/type of responsibility and details of any safeguarding concerns. * Referees will be contacted to verify the reference.   Two satisfactory references will be required before a job offer can 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: |  | | | |
| Can we contact the referee prior to interview? | Yes |  | No |  |
|  | | | | |
| 2nd referee name: |  | | | |
| Organisation: |  | | | |
| Their role in the organisation: |  | | | |
| Address of organisation: |  | | | |
| Contact number: |  | | | |
| Contact email: |  | | | |
| Their relationship to you: |  | | | |
| Can we contact the referee prior to interview? | Yes |  | No |  |

|  |  |  |
| --- | --- | --- |
| **10. Online searches** | | |
| As required by *Keeping Children Safe in Education 2024*, 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 or specify if you do not use social media. | | |
|  | | |
| **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: | |