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| Application Form  for non-teaching/support posts  Kisharon School is committed to protecting and  safeguarding children and vulnerable adults.  We apply stringent safer recruitment practices. |
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Position Applied For \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Closing Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Available to commence employment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Please complete all sections of this form carefully in typescript or black pen, following the instructions. The information you provide is the only material used in deciding if you should be interviewed.  You must complete the first and last pages of this form in full and in your personal statement show how you meet the job requirements specified in the documentation provided. CVs will not be accepted. The declaration of criminal offences form must be completed. The equal opportunities monitoring form does not form part of the selection process but completion will allow us to monitor the effectiveness of our equal opportunities policy. If you require any reasonable adjustments as part of the application or selection process please contact us. |

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| |  | | --- | | 1. About you (Please use BLOCK CAPITALS for this section)   First Name:: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surname**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Any former Family/Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mr  Mrs  Ms  Miss  Other  Please specify: Tick as appropriate  National Insurance Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Current Home Address:    Postcode | | E-mail:       Mobile: | | Day Telephone No:       Evening Telephone No: | |
| If you do not wish to be contacted at work, please tick here |
| Are you eligible to work in the UK Yes  No  Are you required to have a UK work visa/permit? Yes  No  If so, do you have a valid visa/permit? Yes  No  If yes, state date of expiry \_\_\_\_\_\_\_\_\_\_\_\_\_  The Governing Body will require you to provide documentary evidence of your entitlement to undertake the position applied for and/or of your ongoing entitlement to live and work in the United Kingdom in accordance with the Immigration, Asylum and Nationality Act 2006.  Do you have a full current driving licence valid in the UK? Yes  No  Are you able to drive a mini-bus? Yes  No |
| **Once completed, please return this form to:** The School Office, [1011 Finchley Road, London NW11 7HB](http://www.bing.com/local?lid=YN1029x12009838326508113221&id=YN1029x12009838326508113221&q=Kisharon+Day+School&name=Kisharon+Day+School&cp=51.5781097412109%7e-0.197889000177383&ppois=51.5781097412109_-0.197889000177383_Kisharon+Day+School&FORM=SNAPST) |

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| 2. Employment history  Please list your current and all previous employers. Any gaps in employment must be explained and a continuation sheet used if required. |

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| Employers’ names, addresses and type of business | Job title, Key responsibilities, final actual salary and any allowances | Dates of employment | | Reason for leaving |
| Month/Year  From | Month/year  To |
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| 3. Other relevant experience  Please give details of any voluntary, unpaid or community work and also any experience/skills acquired outside of employment, including running your home and caring for dependants/family. Your experience should be related to the skills, abilities and knowledge outlined in the person specification and job description/role profile. | | |
| Type of experience | From  Month/Year | To  Month/Year | |
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| 4. Education and qualifications – any gaps must be explained and a continuation sheet used if required. |

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| Name & Address of school, college, university etc. | Name of course | Dates | | Qualification/ Awarding Body/ Grade achieved |
| From  Month/Year | To  Month/Year |
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| 5. Professional Association Membership |

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| Name of professional association | Year of membership | Grade/level |
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| Details of training courses attended | From  Month/Year | From  Month/Year |
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6.Relevant Training / Continuous Professional Development

7. Periods not accounted for in previous sections since age of 18

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| Please provide details of any gaps in employment or education      Failure to provide a full account may lead to your application being rejected | From  Month/Year | From  Month/Year |

Please advise us of any other information relevant to the recruitment process so we can ensure every attempt is made to meet your needs. This could include any special requirements you may have in order to access our school to enable you to attend an interview.

**8.** Supporting Statement

**Abilities, Skills, Knowledge & Experience**

Use this section to explain in detail how you meet all of the shortlist criteria for the job as set out in the enclosed person specification, drawing on all aspects of your education, skills and experience to date, including paid employment and unpaid work. (Please continue on a separate sheet as required).

**9. REFERENCES**

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| Please provide the names of all your referees who can verify your employment record and suitability for this post from the past 5 years. It is important to declare all employment over this period of time due to our safeguarding policies. The first of these references must be from your most recent employer/current educational establishment. If you are not currently working with children but have done so previously, one reference must be from that employer. We may ask you for further references. References are normally taken up prior to interview. We reserve the right to contact any of your previous employers.  Referees should have direct knowledge of your professional capabilities and performance  First appointments must include a reference from your college/university tutor  We cannot accept personal email addresses or references from friends or family | |
| Name of referee:  Capacity in which known to you:  Position:  Organisation:  Address:  Post Code:  Telephone:  Email address: | Name of referee:  Capacity in which known to you:  Position:  Organisation:  Address:  Post Code:  Telephone:  Email address: |
| Name of referee:  Capacity in which known to you:  Position:  Organisation:  Address:  Post Code:  Telephone:  Email address: | Name of referee:  Capacity in which known to you:  Position:  Organisation:  Address:  Post Code:  Telephone:  Email address: |

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| 10. Declaration |

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| All applicants are required to declare personal relationships with existing members of school governing bodies. Any financial interests that applicants may have in contracts with the school or pending school tenders must be declared. Canvassing school governing bodies directly or indirectly will automatically disqualify the applicant.  Are you related to any member of school governing bodies? Yes  No  If yes, please state their name and your relationship with them:  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **I certify that, to the best of my knowledge, the information I have provided on this form, and on my completed declaration of criminal offences form, is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it will automatically disqualify me from appointment or may render me liable to dismissal without notice.**  **Signed - Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Please note that you will be asked to sign this application form if you are invited to an interview.** | |

**Thank you for your interest in Kisharon School OFFICIAL USE ONLY**

Application withdrawn  Post withdrawn  Shortlisted  Not shortlisted  Appointed

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| Declaration of criminal offences  for jobs involving substantial access to children  and vulnerable people which are subject to  Disclosure and Barring Service Checks |

**Your application will not be considered without completion of this form.**

# Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind Overs: jobs in schools are exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. You Must, therefore declare, whether spend or not, any convictions, cautions or reprimands, warnings or bind-overs and give details of the offences. The fact that you have a criminal record will not necessarily debar you for consideration for this appointment.

# It is a criminal offence for barred individuals to seek or undertake work with children.

**DECLARATION OF CRIMINAL OFFENCES**

**Please list all your cautions and criminal offences. Do not forget to include any pending convictions and indicate that they are pending in the column ‘Place & date of judgement(s)’. If you have no convictions please write none and sign the form.**

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| --- | --- | --- | --- |
| Nature of offence | Details of offence(s) | Place and date  of judgement(s) | Sentence(s) |
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All information given will be treated in the strictest confidence and will be used for this job application only. In accordance with statutory requirements, an offer of appointment will be subject to satisfactory Enhanced DBS clearance.

I certify that, to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it will automatically disqualify me from appointment or may render me liable to instant dismissal without notice.

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| **SIGNED:**  **Please note that you will be asked to sign this application form if you are invited to an interview.** |
| **NAME: (PLEASE PRINT)       DATE:** |
| **JOB APPLIED FOR:       REF NO:** |

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| **Equal Opportunities** monitoring form |

Kisharon School aims to have a workforce that reflects the diversity of talent, experiences and skills of our communities. We monitor the composition of our workforce to ensure that it is representative and that all staff are treated fairly. In addition, we are committed to promoting race equality, under the Race

Relations (Amendment) Act 2000, which applies to everything the school does. We should be very grateful if you would answer the following questions. On receipt, we will detach it from your application and use the information provided for monitoring purposes only. The information you give on this form will remain strictly confidential, in accordance with the Data Protection Act 2018, and

will not affect any decision to employ you.

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| Name       Job Reference No  Post applied for       Date of Birth: |
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Disability:

The Disability Discrimination Act 1995 defines a disability as, ‘A physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities’. In this definition, long term is taken to mean more than 12 months and would cover long term illness such as cancer and HIV or mental health problems.

Do you consider that you have a disability under the Disability Discrimination Act definition?

Yes  No

If you have answered ‘Yes’, please select the definition/s from the list below that best describes your

Disability/disabilities:

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| Hearing (such as: deaf, partially deaf or hard of hearing) |  | Reduced physical capacity (such as inability to lift, carry or otherwise move everyday objects, debilitating pain and lack of strength, breath, energy or stamina, asthma, angina or diabetes) |
| Vision (such as blind or fractional/partial  sight. Does not include people whose visual  problems can be corrected by glasses/  contact lenses) |  | Severe disfigurement |
| Speech (such as impairments that can  cause communication problems) |  | Learning difficulties (such as dyslexia) |
| Mobility (such as wheelchair user,  artificial lower limb(s), walking aids,  rheumatism or arthritis) |  | Mental illness (substantial and lasting m  more than a year, such as severe  depression or psychoses) |
| Physical co-ordination (such as manual dexterity, muscular control, cerebral palsy) |  | Other disability Please specify |

Ethnicity:

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| --- | --- | --- | --- | --- |
| Asian or Asian British Bangladesh  Chinese  Indian  Pakistani  Other | Black or Black British African  Caribbean  Other | Mixed  Asian and White  White and Black African  White and Black Caribbean  Other Mixed Background  Other | Other Chinese  Any other ethnic group | White  British  Greek  Greek Cypriot  Irish  Turkish  Turkish Cypriot  Other |

If you selected any of the ‘Other’ categories, please tell us how you would further describe yourself

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faith: (Optional information):

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| --- | --- | --- | --- | --- |
| Agnostic | Atheist | Baha’i | Buddhist | Christian |
| Hindu | Humanist | Jain | Jewish | Muslim |
| Sikh | No Religion |

Other Faith: Please specify

Gender: Female  Male

Sexuality: (Optional Information)

Bisexual:  Gay  Heterosexual  Lesbian

In addition, if you prefer to define your sexuality in terms of other than those used above, please let us know.

Privacy Notice:

We will keep a copy of your application and any relevant documents including references received form third parties for 6 months from the date of the appointment for this post. Should your application be unsuccessful, your data will be shredded at the end of the 6 months period.

Please visit our website at <http://www.kisharon.org.uk/> for a copy of our updated Privacy Policy.

**Declaration:**

**I have completed the details required in this document and declare to the best of my**

**knowledge the information given is correct. I consent to it being held on file under the terms**

**of the Data Protection Act 2018.**

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**