Kew House School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including online checks, checks with past employers and the Disclosure and Barring Service. Kew House School is an equal opportunities employer.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as spent, must be declared.

N.B. Please bring verification of identification to interview (passport and 2 proofs of address), as well as evidence of your qualifications (hard copies of certificates). Photocopies are not sufficient.

Position applied for:

Title: Mr

Surname

Forenames

Any other surnames used

Do you have QTS Status? Yes

National Insurance Number:

DfE reference number:

Permanent Address

Telephone No.

Correspondence Address (if different)

Telephone No.

Daytime Telephone No.

Mobile Telephone No.

E-Mail Address:

Subjects / age range you are able to teach / practice

Date you are able to commence duty

Do you have the permanent right to work in the UK? Yes

If NO, please give details

Details of online profile

Keeping Children Safe in Education (**KCSIE**) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.

If you are shortlisted for the role, we will carry out an online search.

If you are not shortlisted for the role, online searches will not be carried out on you.

Education & Training

Please give details of any qualifications you have obtained that are relevant to the position with details of the awarding body and date of award.

Secondary Education

Name and Address of School	From: MM/YYYY	To: MM/YYYY

Qualifications/Examinations Passed

Name of Qualifications/Examinations	Subject/Grade	Date obtained (MM/YYYY)

Further/Higher Education

Name and Address of College/University	Full/Part Time	From: (MM/YYYY)	To: (MM/YYYY)

Name of Qualifications/Examinations	Main Subject/Grade	Subsidiary Subjects	Date obtained (MM/YYYY)
Hons/Ordinary (if applicable) Class ☐ Div ☐			

If any course you have taken has been extended beyond the normal period, state reason and period of extension:

Professional Development				
Long Courses (Attended during the last 3 years)				
Name of Course (and award if gained)	**Provider**	**Ftime/Ptime or Seconded**	**From: (MM/YYYY)**	**To: (MM/YYYY)**

Short Courses (Attended during the last 3 years)				
Name of Course	**Provider**	**Ftime/Ptime or Seconded**	**From: (MM/YYYY)**	**To: (MM/YYYY)**

Work History and Experience

Please give a full employment history in chronological order since leaving secondary education, including periods of any post-secondary training/education, and any part-time and voluntary work, as well as full-time employment. Please also give reasons for periods not in employment or education/training, and reasons for leaving employment. **Please do not leave any gaps in time and include reasons for the gaps in employment in section D of the application**

(a) Present (or most recent) post

Name of employer			
Address			
Your Job Title			
Reporting to (Job Title)			
Start Date (MM/YYYY)		**End Date (MM/YYYY)**	
Salary		**Notice Period**	
Reason for leaving (if applicable)			
Brief description of your duties and responsibilities and any other details			

Previous Employer 2

Name of employer			
Address			
Your Job Title			
Reporting to (Job Title)			
Start Date (MM/YYYY)		**End Date (MM/YYYY)**	
Salary		**Notice Period**	
Reason for leaving			
Brief description of your duties and responsibilities			

Previous Employer 3

Name of employer			
Address			
Your Job Title			
Reporting to (Job Title)			
Start Date (MM/YYYY)		**End Date (MM/YYYY)**	
Salary		**Notice Period**	
Reason for leaving			
Brief description of your duties and responsibilities			

Previous Employer 4

Name of employer			
Address			
Your Job Title			
Reporting to (Job Title)			
Start Date (MM/YYYY)		**End Date (MM/YYYY)**	
Salary		**Notice Period**	
Reason for leaving			
Brief description of your duties and responsibilities			

Previous Employer 5

Name of employer			
Address			
Your Job Title			
Reporting to (Job Title)			
Start Date (MM/YYYY)		**End Date (MM/YYYY)**	
Salary		**Notice Period**	
Reason for leaving			
Brief description of your duties and responsibilities			

If there is insufficient space, please continue on a separate sheet if necessary, giving page number and title heading.

(c) Other work experience			
Name and Address of Employer	**Nature of Employment (full/part-time/Volunteer?)**	**From MM/YYYY**	**To MM/YYYY**

(D) Gaps in Employment	
Dates MM/YYYY	**Reason**

References

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current / most recent employment does / did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The school intends to take up references on all shortlisted candidates before interview. The school reserves the right to take up references from any previous employer.

If the School receives a factual reference i.e. one which contains only limited information about you, additional references may be sought.

If you have previously worked overseas the school may take up references from your overseas employers.

If the School feels it is necessary to take up additional references for any reason, we will contact you to discuss this before approaching any party for an additional reference.

The school may also telephone your referees to verify the reference they have provided.

Reference 1

Full Name:

Job Title:

Organisation:

Address:

Tel:

E-mail:

May we request reference before the interview:

Yes

Reference 2

Full Name

Job Title:

Organisation:

Address:

Tel:

E-mail

May we request reference before the interview:

Yes

Personal Qualities

Please give a short statement outlining the personal qualities and experience that you believe are relevant to your suitability for the post or attach a separate letter with this information.

Activities and Interests

(a) Non-athletic, e.g., Music, Drama, etc.

Please confirm if you know any existing employee, volunteer or Governor at the School and if so, please provide full details of how you know them.

No

If you selected yes, please specify full name and position in the School/Group:

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (ie filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013 and 2020). The amendments to the Exceptions Order 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 using the following link.

https://www.gov.uk/government/publications/dbs-filtering-guidance

Please ensure that you answer the following questions honestly as false statements or withholding relevant information will result in one of the following actions being taken:

- your application will be taken no further
- an offer of employment will be withdrawn
- disciplinary action leading to dismissal will be taken (if employment has commenced)

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'.

Declaration

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service (DBS), and, where appropriate, a check of the Barred List maintained by the DBS, and any offer of appointment will be made conditional on obtaining such satisfactory checks

I have not been disqualified from working with children, I am not prohibited from working with children, and I am not subject to any sanctions imposed by a regulatory body *(e.g. the General Teaching Council for England, or the Teaching Regulation Agency)*.

I have nothing to declare	

- **I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children** ☐
- **I confirm that I am not prohibited from carrying out 'teaching work'** ☐ (do not tick this box if the role for which you are applying does not involve 'teaching work')
- **I confirm that I am not prohibited from being involved in the management of an independent school** ☐ (do not tick this box if the role for which you are applying is not a management role)
- **I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight** ☐ (do not tick this box if the role for which you are applying does not involve the provision of 'childcare')
- **I confirm that I have provided details of all my online profiles (including social media accounts under nicknames and / or pseudonyms) and I have not knowingly withheld any information.** ☐
- **I confirm that the information I have given on this application form is true and correct to the best of my knowledge** ☐
- **I understand that providing false or misleading information could result in my application being rejected or (if the false or misleading information comes to light after my appointment) summary dismissal and may amount to a criminal offence** ☐

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.

Signature: _____ **Date:** _____