



Kesteven and Grantham Girls' School

APPLICATION FORM

SUPPORT STAFF

INSTRUCTIONS FOR COMPLETING APPLICATION FORM

Please use standard typeface or, alternatively, print and complete the form in black ink. We prefer to receive applications via email if possible. If you would prefer a word version of the form, please email staffcbishop@kggs.org

You are invited to provide a letter of application not to exceed two sides of A4. While referring to the Job Description explain how you would relate your education, training and experience (including those not related to employment) to the requirements of the post for which you are applying.

Please note that in order to be considered for a position at the school, you must complete this application form in full. A curriculum vitae will not be accepted in place of a completed application form.

Please forward completed forms to staffcbishop@kggs.org

INFORMATION

We are committed to safeguarding and promoting the welfare of children and young people and expect staff and volunteers to share this commitment. All posts will be subject to an enhanced DBS disclosure, medical and reference checks. All pre-employment checks including online checks if you are shortlisted for interview are in line with "Keeping Children Safe in Education".

All information provided on this form will be dealt with in accordance with the Data Protection Act 2018 and the GDPR 2018. This information may be computerised and used for administrative purposes within Kesteven and Grantham Girls' School Academy Trust. All personal information computerised by the Trust has to be registered and may only be used and disclosed as described by the Data Protection Register. If your application is unsuccessful, we are required to keep your information for 6 months in accordance with the retention schedule in the Information Management Toolkit for Schools.

The KGGS Privacy Notice for Job Applicants is on the school website and it explains how we collect, store and use personal data about individuals applying for jobs at our school.

The School will also carry out a check of the Children's Barred List. Please be aware that it is unlawful for the School to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so.

The role you are applying for is also exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children. If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. However, you will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.

Having a criminal record will not necessarily prevent you from taking up employment with the School. Instead, the School will assess each case on its merits and with reference to the School's objective assessment criteria set out in the School's 'Recruitment, selection and disclosure policy and procedure'.



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CONFIDENTIAL

SUPPORT STAFF APPLICATION FORM

POST APPLIED FOR		GRADE	
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PERSONAL DETAILS					
Title		First Name(s)		Surname	
Address				Previous Names (if applicable)	
				Home phone	
				Work phone	
				Mobile phone	
Post code				Date of birth	
Email					
NI Number					

PRESENT POST			
Name of Workplace			
Job Title			Date Started
Address			
Post code			Salary, Point, plus any additional responsibility points/allowances
Telephone Number			

KEY DUTIES AND RESPONSIBILITIES (maximum of 10 - these can be expanded upon in your letter of application)	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	



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EDUCATION AND TRAINING

Please list in chronological order. Documentary evidence of relevant qualifications/memberships must be presented at interview; these must be originals. Continue on a separate sheet if necessary and attach it securely to your application form.

SECONDARY & FURTHER EDUCATION

Name and location of school /college	Dates (month and Year) Full or Part Time	Qualification achieved, you must include ALL of the following: • Level • Subject • Grade

HIGHER EDUCATION & PROFESSIONAL QUALIFICATIONS

Name of Institution/ Awarding Body	Dates (month and year) Full or Part Time	Qualifications Achieved (include level and grade) If relevant include key stage training, subject specialisms, specialist training or special studies (publications or research dissertations)

TRAINING/COURSES ATTENDED OVER THE LAST 3 YEARS

Title	Organising body	Date (month & year)	Duration



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APPLICATION FORM

PREVIOUS EMPLOYMENT Continue on a separate sheet if necessary and attach it securely to your application form.
Please include any voluntary work and give reasons for any gaps in employment in the box below

Name and contact details of previous employer	Position and Responsibilities	Dates (month and year)	Reason for leaving



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GAPS IN EMPLOYMENT/EDUCATION HISTORY

If there are any gaps in your employment/education history, please explain the reasons for them. For safeguarding purposes we must ensure that there are no unexplained gaps before shortlisting

CRIMINAL CONVICTIONS – REHABILITATION OF OFFENDERS ACT 1974

All applicants are required to provide full details about any criminal record that they may have.

The successful applicant will be required to make an application to the Criminal Records Bureau (CRB) for disclosure under the provisions of the Police Act (1977). Kesteven and Grantham Girls' School Academy Trust will confirm your identity at the interview and submit the application to the CRB, paying the necessary fee.

The 1977 Police Act allows employers to obtain information about people who are being considered for appointment to positions involving working with children, vulnerable adults or other positions of trust. The post that you are applying for is subject to an enhanced disclosure and you must provide details of all convictions either in the UK or abroad including those 'spent' under the Rehabilitation of Offenders Act 1974 and Exceptions order 1976, cautions and bind-overs, reprimands, warning, investigations or prosecutions pending. You must also inform us if you are on a List 99, disqualified from working with children, or subject to sanctions imposed by a regulatory body, e.g. the DfE.

Criminal records will only be taken into account for recruitment purposed when the conviction is relevant. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background of your offence(s). Any information disclosed will be treated sensitively and in confidence and will only be used in deciding a candidate's suitability for post applied for.

Failure to disclose any information required of you may result in your application being rejected, disciplinary action or dismissal. Do you have any criminal records information to disclose?

Yes ☐

No ☐

If 'yes', please give details below, including the nature of the offence/alleged offence, date and full name at the time of the offence.

If you are a foreign national or a UK resident who has lived or worked abroad you must obtain a Certificate of Good Repute from the relevant Embassy in the UK. For example, if you have worked in France, you must obtain a Certificate of Good Repute from the French Embassy in the UK.

CONVICTIONS

PROSECUTIONS PENDING



Kesteven and Grantham Girls' School

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DISQUALIFICATION ORDER

GOVERNMENT DEPARTMENT LISTS including:

DCSF list 99 (formerly DfES/DfEE), Department of Health (DoH) Protection of Children Act List (PoCA), or Department of Health (DoH) Protection of Vulnerable Adults (PoVA)

ASYLUM & IMMIGRATION ACT, 1996

Can you provide evidence of your legal right to work in the UK?
(You will be required to produce this documentation)

Yes ☐

No ☐

GUIDANCE FOR DISABLED PEOPLE

A disability is defined as any physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities. Long term means that effect of the impairment has lasted at least twelve months, is likely to last for twelve months, or is likely to last for the rest of a person's life.

It is important for you to tell us whether you require adjustments to any part of the selection procedure including arrangements for interview. If you are offered the job, any adjustments to the working conditions or environment that may be required to enable you to carry out the duties of the job will be considered in consultation with you.

Do you consider yourself to have a disability:

Yes ☐

No ☐

Do you have any special requirement in relation to your interview arrangements?

If 'yes' please give details:

Yes ☐

No ☐

Are you, to the best of your knowledge, related to any Senior staff, Trustees or Governors at Kesteven and Grantham Girls' School?

Yes ☐

No ☐

If yes, please list below:

Name:

Position:

A candidate who fails to disclose their relationship to Senior staff, Trustees or Directors at Kesteven and Grantham Girls' School may have their application rejected. If appointed they may be subject to disciplinary action or dismissal

WHERE DID YOU SEE THIS VACANCY ADVERTISED?



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DECLARATION:

1. The information that I have given on this form is true and accurate to the best of my knowledge
2. I have read or had explained to me and understand all of the questions on this form
3. I understand that deliberate omissions and incorrect statements could lead to my application being rejected or to my dismissal if appointed to the post
4. I understand that evidence of my qualifications will be required during the interview process
5. I understand that satisfactory reference, CRB disclosure, medical clearance and evidence of the right to work in the UK are required before any final offer of employment can be made.

Signed

Date:

If you are submitting this form via email you are declaring that the information stated is true and accurate. You will be asked to sign this form if you are invited to an interview.

LETTER OF APPLICATION

Please provide a letter of application not to exceed two sides of A4. While referring to the Job Description explain how you would relate your education, training and experience (including those not related to employment) to the requirements of the post for which you are applying.

REFEREES

Please give details of two referees. If you are, or have recently been employed, one **must** be your current or last employer. If you have worked with children in the past one of your referees must be able to make reference to your work with children. If your current or last employment was within a school, one reference **must** be the Headteacher. If you are a student one referee should be a senior member of staff from your place of study. Your referees **must not** be a relative or partner.

Referee 1		Referee 2	
Name		Name	
Job Title		Job Title	
Address		Address	
Post code		Post Code	
Daytime Phone Number		Daytime Phone Number	
Email		Email	
Capacity in Which Known to you		Capacity in Which Known to you	

References may be taken up before interview.

Additional references may be requested.