



Confidential Application Form

This is an application for the post of:	
Where did you hear about this post?	

Personal details			
Title (Mr/Mrs/Ms/Dr)		Date of Birth	
First Name(s)		Surname	
All previous names			
Mobile number		Alternative number	
Address (including postcode)			
Email address			
Do you hold a current UK driving licence?	Yes/ No		
NI Number			
Current DBS Number			

Current or most recent employment	
Name of Employer	
Address	
Position Held	
Please give a brief description of your duties	
Reason for leaving	

Education			
Please list all Secondary and Further Education establishments beginning with most recent			
Name/ address of establishment	From (mm/yy)	To (mm/yy)	Qualifications / Grades attained

Continue on a separate sheet if necessary

In Service Training	
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Course Title / Venue	Date(s)	Qualifications (if applicable)

Employment History	
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Name/ address of establishment	From (mm/yy)	To (mm/yy)	Brief description of duties	Reason for leaving

Reason for any gaps in employment	
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Continue on a separate sheet if necessary

Reasons for applying for this position
Using the Job Description and Personal Specification, outline the qualities and experience you would bring to this post

[illegible]

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Continue on a separate sheet if necessary

References		
Please give details of two professional referees, one of who should be your present or most recent employer (where possible these should be relevant to experience in work with children/young people). To prove authenticity the references should be supplied on company headed paper. Please also provide details for one character reference. Relatives may not be nominated as referees. If you have not been in paid employment, please give the head of your training establishment or the manager of a voluntary group for whom you have worked. NB. If you are shortlisted for interview, all references will be sought prior to interview and a firm offer of employment is subject to these being satisfactory. Please contact us if you DO NOT consent to your referees being contacted prior to your interview.		
	First Reference	Second Reference
Full Name of Referee (inc title)		
Job Title		
Address		
Email		
Daytime contact Number		
Nature of professional relationship		

Character Reference	
Name of Referee	
Nature of relationship	
Address	
Email	
Daytime contact no.	

Relationship to current staff

If you have any relationship to or with any existing members of staff or trustees of King's Reach- please detail the nature of the relationship here:	
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Safeguarding
We take safeguarding our children extremely seriously at King's Reach. Applicants to this role will be subject to the usual rigorous DBS and reference checks outlined in Keeping Children Safe in Education (KCSIE). In line with KCSIE guidance, as part of the shortlisting process, we reserve the right to conduct an online search on shortlisted candidates, as part of our due diligence and any relevant information found concerning a candidate's suitability to work with children will be discussed at the interview. You are required to declare any criminal convictions and cautions with dates and outcomes. Please fill in the attached Self Disclosure form and send to us prior to your interview/ bring this to interview in an envelope marked 'Confidential'. This information will only be viewed if you are made a conditional offer of employment and otherwise destroyed unopened. An "enhanced" Disclosure and Barring Service check and a Prohibition from Teaching check (if applying for a teaching position) and Section 128 (if applying for management position) will be made before you will be able to take up duties at King's Reach. This position is exempt from the Rehabilitation of Offenders Act 1974.

Living Abroad Please indicate if you have lived or worked abroad in the past 5 years for longer than 3 months.		
Yes/No	Country	Dates from and to (mm/yy)

Medical Fitness to work
In the application pack is a Medical Fitness to Work Declaration Form. Please complete and bring this to your interview in an envelope marked 'Confidential'. It will only be opened and considered if you are successful at interview and once a conditional offer of employment has been made. If they are not opened, they will be shredded and placed in confidential waste.

Failure to provide accurate information or making material omissions could lead to this position being withdrawn after it has been offered, or dismissal at a later date should this be discovered.

I hereby declare that the information I have given is true with nothing omitted, and agree to be bound by the Company's policies, procedures and Terms and Conditions of service should I be appointed. I consent to and understand these details will be held in confidence by the Company, for the purposes of ongoing personnel administration and payroll administration in compliance with the Data Protection Act 2018. I undertake to notify the Company immediately of any changes to the above details.

Signed:	Date:
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When you have completed this form please return it and any attachments to:
recruitment@kingsreach.org.uk

Your application will be held for 3 months if unsuccessful before being destroyed. If you take up employment this application will be held for two years after the end of your employment.