**APPLICATION FOR EMPLOYMENT (TEACHING)**

Please send the completed application form with covering letter in support of your application to The Bursar at [**bursar@canburyschool.co.uk**](mailto:bursar@canburyschool.co.uk)**.** If sending by post, please ensure that the envelope is marked ‘**Application’** in the top left hand corner and send to: **The Bursar, Canbury School, Kingston upon Thames, KT2 7LN.**

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| \* Canbury School are legally required to carry out a number of pre-appointment checks which are detailed in the Schools’ Safer Recruitment policy and procedure. The information you are being asked to provide in this form is required so that the Schools can comply with those legal obligations should your application be successful. In order to be considered for a position at the School, you must complete this application form. A curriculum vitae will not be accepted in place of a completed application form, Please note that the School may carry out online searches on applicants as part of the shortlisting exercise (see the School’s Recruitment, selection and disclosure policy and procedure’ for further information). | |
| **Post Applied For** |  |

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| SECTION 1: PERSONAL DETAILS | | | | | |
| Title:  Dr/ Mr/ Mrs/ Miss/ Ms/ Other | Forename(s): | | Surname: | | |
| Date of Birth: | Former Name: | | | | |
| Preferred Name: | | | | |
| Address:  Post Code: | Telephone Number(s):  Home:  Work:  Mobile:  Email Address: | | | | |
| How long have you lived at this address?  *If less than 5 years please provide all previous addresses for past 5 years.* | | | | | |
| Address:  Post Code: |  | | | | |
| National Insurance Number: | DFE Number: | | | | |
| Do you have Qualified Teacher Status?  *(please circle or delete as appropriate)* | | YES | | | NO |
| Have you read the School's Safeguarding and child protection policy and procedure? | | YES | | | NO |
| Do you have a current full UK driving licence?  *(please circle or delete as appropriate)* | | YES | | | NO |
| Please confirm your most recent DBS/CRB number and date of issue *(if applicable)* |  | | | | |
| Do you have the legal right to work in the UK?  *(please circle or delete as appropriate)* | YES | | | NO | |
| If Yes, and there are conditions attached, for example visa start or finish date, please specify: |  | | | | |
| If No, what type of work permit do you need  *(please circle or delete as appropriate)* | Tier 2 | | | Other | |
| Where did you see this position advertised?  *(Please indicate as appropriate)* | TES on-line TES App TES magazine School’s website ISBA Other | | | | |
| Please provide full details of membership of any professional bodies |  | | | | |

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| **SECTION 2: 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.  You (and all other candidates) are therefore required to provide the following information as part of your application:   * The social media platforms on which you have accounts. * The account names/handles for all of your social media accounts, including any under a nickname or pseudonym. * Any websites you are involved with, in or featured on or named on. * Any other publicly available online information about you of which the School should be made aware.   If you are shortlisted for the role, we may carry out an online search based on the information you provide in this form. If we carry out a search, we will also search more widely for any other online information about you.  You are not required to provide account passwords or to grant the School access to private social media accounts.  If you are not shortlisted for the role, online searches will not be carried out on you. |
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| SECTION 3: Sanctions, restrictions and prohibitions | | | | |
| The School is not permitted to employ anyone to carry out 'teaching work' if they are prohibited from doing so. For these purposes 'teaching work' includes:   * planning and preparing lessons and courses for pupils; * delivering lessons to pupils; * assessing the development, progress and attainment of pupils; and * reporting on the development, progress and attainment of pupils.   The above activities do not amount to 'teaching work' if they are supervised by a qualified teacher or other person nominated by the Head.  The School is also not permitted to employ anyone to work in a management position if they are prohibited from being involved in the management of an independent school. This applies to the following positions at the School:   * Head; * teaching posts on the senior leadership team; * teaching posts which carry a departmental head role; and * support staff posts on the senior leadership team;   The School is also not permitted to employ anyone to work in a position which involves the provision of 'childcare' if they are disqualified from providing 'childcare'. For these purposes 'childcare' includes:   * all supervised activities before, during and after the school day for children in our early years provision i.e. for a child up to 1 September following their 5th birthday; and * provision for children who are not in our early years provision and who are under the age of 8, which takes place on the school premises before or after the school day. * Work as a cleaner, driver, transport escort, member of the catering staff or member of the office staff is not considered 'childcare' for these purposes.   The declaration at Section 15 of this Form therefore asks you to confirm whether you are prohibited from carrying out 'teaching work', prohibited from being involved in the management of an independent school and / or disqualified from providing 'childcare'. You do not have to complete these aspects of the declaration if you are not applying for a relevant role. If you are unsure whether the role for which you are applying involves teaching work, is a relevant management role or involves the provision of 'childcare' please contact [bursar@canburyschool.co.uk](mailto:bursar@canburyschool.co.uk).  The School will also carry out a check to determine whether successful applicants for relevant roles are prohibited from teaching and / or prohibited from involvement in the management of an independent school. Successful applicants for 'childcare' roles will be required to complete a childcare disqualification self-declaration form. | | | | |
| Have you ever been referred to, or are you the subject of a sanction, restriction or prohibition issued by, the Teaching Regulation Agency (previously known as the National College for Teaching and Leadership (NCTL), any equivalent body in the UK or a regulator of the teaching profession in any other country? | Yes |  | No |  |
| Have you ever been referred to the Department for Education, or are you the subject of a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts you from being involved in the management of an independent school? | Yes |  | No |  |
| Have you ever been the subject of a direction under section 142 of the Education Act 2002? | Yes |  | No |  |
| If answering "Yes" to any of the questions in Section 3 please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form. | | | | |

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| SECTION 4: EDUCATION  Please start with most recent | | | | | | |
| Name of  school/college/university | Dates of attendance | | | Examinations | | |
| Subject | Result | Date |
|  | From: | | |  |  |  |
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| **SECTION 5: Other vocational qualifications, skills or training**  Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied. | | | | |
| Name of Course (and award if gained) | Provider | Full Time/ Part Time or Seconded | From | To |
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| **SECTION 6: EMPLOYMENT HISTORY (please continue on a further sheet if appropriate)** | | | | | | | | | | |
| **Current / Most recent employment** (If not applicable please state reason, e.g. school/university leaver) | | | | | | | | | | |
| **Name and Address of Employer** | | | | | |  | | | | |
| **Position Held** | | | | | |  | | | | |
| **Dates** | | | | | |  | | | | |
| From: | | | | | |
| dd/mm/yy | | | | | |
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| To: | | | | | |  | | | | |
| dd/mm/yy | | | | | |  | | | | |
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| **Present Salary** | | | | | |  | | **Notice Required** |  | |
| **Main Responsibilities & Duties** | | | | | | | | | | |
| **Please state briefly your reasons for wishing to leave:** | | | | | | | | | | |
| **SECTION 7: PREVIOUS EMPLOYMENT** (most recent first)  Please continue on a separate sheet if necessary | | | | | | | | | | |
| Dates | | | | | Name and address of employer | | Position held and / or duties | | | Reason for leaving |
| From: | | | | |  | |  | | |  |
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| **SECTION 8: Gaps in your employment**  If there are any gaps in your employment or education history e.g gap year, looking after children, sabbatical year, please explain them here and give relevant dates |
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| **SECTION 9: EXTRA-CURRICULAR CONTRIBUTION**  Proposed extra-curricular contribution to Canbury School |
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| **SECTION 10: INTERESTS**  Please list other (outside) activities or interest, membership of organisations, or commitments to public duties. |
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| **SECTION 11: SUITABILITY**  Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any personal qualities, experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary. |
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| **If there is insufficient space, please continue on a separate sheet if necessary giving page number and title heading.** |

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| **Section 11: Disclosure and Barring Service Checks, Criminal Record and Children’s Barred lisT** |
| Please be aware that the School applies for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the School which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the School will be handled in accordance with any guidance and / or code of practice published by the DBS.  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 declaration at Section15 of this Form therefore asks you to confirm whether you are barred from working with children.  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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| **SECTION 12: PROFESSIONAL / ACADEMIC REFEREES**  One of the referees must be your current or most recent employer and must be a senior person with ‘appropriate authority’. If your current/most recent employer does/did not involve work with children, then your second reference (where possible) should be from a recent employer where you worked with children.  Neither referee should be a relative or someone known to you solely as a friend or colleague. Please ensure you provide full contact details for the referees, including their e-mail address. 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.  The School will also telephone your referees in order to verify the reference they have provided  The School may wish to take up references during any stage of the recruitment process. Please indicate below whether or not this is acceptable to you. |

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| **Are we able to contact this Referee during the recruitment process?** | | | | **Yes**  **No** |
| Title |  | | | |
| Name |  | | | |
| Position/Job Title |  | | | |
| Organisation |  | | | |
| Address of organisation |  | | | |
| Postcode |  | | | |
| Telephone Number *(and extension if available)* |  | Email |  | |
| In what capacity do you know this referee? |  | | | |

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| **Are we able to contact this Referee during the recruitment process?** | | | | **Yes**  **No** |
| Title |  | | | |
| Name |  | | | |
| Position/Job Title |  | | | |
| Organisation |  | | | |
| Address of organisation |  | | | |
| Postcode |  | | | |
| Telephone Number *(and extension if available)* |  | Email |  | |
| In what capacity do you know this referee? |  | | | |

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| **Section 13: Recruitment and Use of Information** |
| It is the School's policy to employ the best-qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.  The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  A copy of the school's recruitment and safeguarding policy is available for download from the school's website. Please take the time to read them.  If your application is successful, the school will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will be confidentially destroyed after one year.  Online searches will be carried out as part of our due diligence checks. |

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| **SECTION 14: ADVERTISING** |
| * Where did you find out about this role? * Do you know any existing employees or Governors of Canbury School and if so in what capacity? |

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| **SECTION 15: DECLARATION** |
| * 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 profile (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   **Signed: ………………………………………………………………………………………………**  **Date:**  ……………………………………………………………………………………………….  Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 15. |

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| **EQUAL OPPORTUNITIES MONITORING FORM** | | | |
| Canbury School is committed to ensuring that applicants and employees from all sections of the community are treated equally and not discriminated against on the grounds of sex, race, marriage or civil partnership, religion or belief, pregnancy and maternity, sexual orientation, gender reassignment, disability or age.  This form assists us in monitoring who is applying for employment with us, our adherence to equal opportunities best practice and our progress towards identifying any barriers to diversity among our workforce. These objectives comply with the requirements of the Equality Act 2010.  We would be grateful if you would complete this form and return it with your completed Application Form. You are not obliged to answer all the questions but the more information you supply, the more effective our monitoring will be. The information you provide will be used solely for monitoring purposes. It will be kept securely and separated from your application until the recruitment process is complete.  The School will process personal data in accordance with its data protection policy and Privacy Notices.  Thank you for your assistance.  *When completing this form please tick the boxes which most closely relate to you.* | | | |
| 1. **Please state which job you have applied for and the date of your application.**   Job applied for:  Date of application: | | | |
| 1. **Where did you hear about the job for which you have applied?** | | | |
| School website    Others (please specify)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Agency  Friend | |
| 1. **What is your gender (please tick):**   Male  Female  Non-binary  Other  Prefer not to say  *If you are currently undergoing the process of gender reassignment, please use the gender you identify with.* | | | |
| 1. **Is the gender you identify with the same as your gender registered at birth?**   Yes  No  Prefer not to say | | | |
| 1. **Your age (please tick)** | | | |
| 16-24  25-34 | 35-44  45-54 | | 55-64  65 or over |
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| 1. **How would you describe your nationality and/ or ethnicity?** | | | |
| **White:**  British — English, Scottish or Welsh  Irish  Any other white  Background  **Mixed Race:**  White & Black Caribbean  Indian    White & Black African  White & Asian    Any other mixed  background | **Black or Black British:**  Caribbean  African  Any other Black  background  **Asian or Asian British:**  Indian  Pakistani  Bangladeshi  Any other Asian  background | | **Chinese or other ethnic group:**  Chinese  Any other ethnic group  Prefer not to say |
| 1. **How would you describe your sexual orientation (please tick)?** | | | |
| Heterosexual  Gay | Bisexual  Other | | Lesbian  Prefer not to say |
| 1. How would you describe your religion (please tick)?   My religion is: ..........................................................  I am not religious  Prefer not to say | | | |
| 1. The Equality Act defines a disability as a "physical or mental impairment" which "has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities". An effect is long-term if it has lasted, or is likely to last, over 12 months or for the rest of the life of the person affected. Do you consider yourself to have a disability as defined under the Equality Act (please tick)?   Yes  No  I used to have a disability but have now recovered  Don't know | | | |
| 1. If you answered "Yes" to question 8, please give brief details of your condition: | | | |
| Signed ………………………………………………………………………………………………………………...  Dated ………………………………………………………………………………………………………………… | | | |