



King's Academy  
Easthampstead Park

## Application form for support staff (non-teaching post)

King's Group Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Our recruitment has safeguarding at the heart of the process.

We are also working to ensure we are an equal opportunities employer. The aim of our policy is to ensure that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, disability, gender, religion, age, marital status, sexual orientation, medical condition (including people living with HIV or AIDS) or is disadvantaged by any conditions or requirements which cannot be shown to be justified.

The information requested in this form is important in assessing your application. Please complete this form in full. CVs are not acceptable. Please write/type in black ink. Please ensure that you save this document before sending, otherwise all data may be lost.

*The sections in part A of this form will be used to shortlist candidates for interview.*

### PART A

Job details	
Post applied for:	
School / Establishment:	
If the post is full-time, would you be prepared to consider working on a job-share basis?	
<input type="checkbox"/> Yes	
<input type="checkbox"/> No	
If appointed, when can you start?	
Personal details	
Title:	
First name:	
Family Name / Surname:	
Maiden or previous name(s):	
Home address:	
Correspondence address (if different from above):	
Email address:	
Daytime telephone number:	
Evening telephone number:	

<b>Education &amp; Qualifications</b>		(NB: Shortlisted candidates will be required to produced qualification certificates at interview)	
School/College/University name and address	Qualification	Grade	

<b>Other Relevant Training</b>			
(Including one year and one term courses and any recent short courses (e.g., NPQH))			
Organising Body	Subjects & Course Title	Qualifications Obtained	Length of courses

<b>Membership of Professional Bodies</b>	
Name of Body	Type of Membership

<b>Current or most recent employer</b>	
Name & Address:	
Telephone no:	
Email:	
Job Title:	
Date appointed:	
Description of duties:	
Salary:	
Are you still employed by this establishment?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Notice required (if applicable)	
Date and reason for leaving (if applicable)	

## Previous Employment

Name	Address	Post held	Period of service From To (exact dates)	Reason for leaving

## Relevant Experience & Other Information

The information you provide in this section is important in assessing your application. Please use the space (and/or additional A4 sheets, if necessary) to state your reasons for applying for the post, relating your skills, experience and personal qualities to the requirements of the job (please refer to the person specification for the post).

You should include details of the following, where they are relevant to the requirements of the post: present and previous teaching posts or teaching practices if you are newly qualified, other paid or unpaid employment or any other activities outside the workplace.

This is the end of part A of the application form.

Please proceed to part B which contains important sections that support our statutory responsibilities. Please note that Part B will not be used to shortlist candidates for interview but will be used to obtain essential information which will either support the selection and interview process, complete pre-employment checks or support the new employee process.

**Reasonable Adjustments**

King's Group Academies seeks to provide the support needed to ensure that all candidates have an equitable recruitment experience. If you wish to request any adjustments as part of the recruitment process you may disclose them here. This information will not be disclosed to the shortlisting panel unless you ask us to do so.

**Referees**

Please refer to guidance notes before completing this section.

1) Present/Most recent employer

Name:

Address:

Occupation:

Telephone no:

Fax no:

Email address:

2) Previous employer

Name:

Address:

Occupation:

Telephone no:

Fax no:

Email address:

3) Course Tutor (those who have not yet been employed only)

Name:

Address:

Occupation:

Telephone no:

Fax no:

Email address:

**NOTE:** References will be taken up if you are called for interview. In view of the nature of the job no offer of employment can be made without these. We also reserve the right to take up employment references from previous employers listed in "Previous Employment" on this form.

You are asked to sign to give consent to us contacting your previous employer/s for a reference which may be done prior to interview. You can indicate by ticking the appropriate statement below:

I give consent to King's Group Academies contacting my referees and previous employers prior to interview.

OR

I give consent to King's Group Academies contacting my referees should I be given a conditional

offer of employment

I understand that I can withdraw my consent at any time by contacting the Personnel Officer, email recruitment@kgaeasthampstead.uk.

Signed.....

Date.....

## Rehabilitation of Offenders Act 1974 and Safeguarding Vulnerable Groups Act 2006

Please read the guidance notes before completing this section.

Have you ever been convicted of a criminal offence?

Yes

No

Are there any alleged offences outstanding against you?

Yes

No

If 'YES' to any of the above, please give details below or, if you prefer, attach details in a sealed envelope marked 'strictly confidential'. Failure to disclose, in accordance with the guidance, any information relating to criminal convictions may disqualify your application or result in dismissal without notice.

## Safety and Welfare of children

Have you ever been the subject of any allegations in relation to the safety and welfare of children, either substantiated or unsubstantiated?

Yes

No

If you have answered 'YES' to the above question, you must supply details on a separate sheet of paper, place it in a sealed envelope marked confidential and attach it to your application form.

I have attached details as requested:

Yes

No

## Disciplinary Record

Are you (or have you ever been) dismissed from a teaching post for alleged misconduct or incompetence or resigned in the face of such allegations?

Yes

No

If 'YES', please give details:

Have you ever received a final warning for misconduct or incompetence or have you received a lesser warning which has not time expired at the point of making this application?

Yes

No

If 'YES', please give details:

Have you ever been barred from working with children?

Yes

No

If 'YES', please give details:

## Asylum and Immigration Act 1996

It is a criminal offence to employ persons whose immigration status prevents them from working in this country. The Act does not affect citizens of the UK and those who have a right of abode in the UK. You will be required to provide evidence of your right to work in the UK prior to appointment.

Do you have the right to work in the UK?

Yes

No

## Pension

Are you in receipt of a pension awarded through the teachers' ill health retirement arrangement?

Yes

No

If 'YES', give details below: (including the date pension arrangements took effect)

## Other employment

In order to ensure compliance with the Working Time Regulations and the relevant pensions legislation, you must tell us about any other employment you hold that you intend to continue with should you be appointed. We also need to know which, if any, pension scheme you are an active member of in respect of these posts.

Job title, hours per week and employer

Active pension scheme membership

Declaration of interest	
You are required to declare if you are in a relationship with or related to a King's group Academy employee.	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please give name and position of this person	

Declaration	
I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.	
Signature:	Date:
Print name:	
If form has been completed electronically, please place an 'x' in this box to indicate your consent ⑦	<input type="checkbox"/>

**Data Protection Act 1998**

In completing this application form you should refer to the Recruitment Privacy Notice sent out with this document. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice.

King's Group Academies will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for payroll, pension and employee administration in accordance with the Workforce Privacy Notice which is available on our website and will be issued on appointment.

Your details will be kept both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud.

**Note to Candidates:**

Thank you for taking the time to complete your application. Please return it to [recruitment@kgaeasthampstead.uk](mailto:recruitment@kgaeasthampstead.uk).

We receive a high number of candidates and cannot provide individual feedback on application forms. If you have not heard from us within 4 weeks of the closing date, you should normally assume that on this occasion you have not been selected for interview.

We would like to take this opportunity to thank you for your interest in working with King's Group Academies and wish you every success in the future.

## CONFIDENTIAL: Equal Opportunities in Employment – Monitoring Form

**This section will be removed for monitoring purposes before the selection process begins and will not affect the consideration of your application.**

Everyone is unique owing to differences in age, gender, ethnic origin, religion, sexual orientation, ability etc. King's Academies aim to treat these differences positively, recognising that diversity creates a strong, flexible and creative workforce. All applicants are to be treated fairly, and selection for appointment is to be based solely on a person's ability to do the job.

King's Academies collect the information you provide on this form to assist us in ensuring fairness of treatment in appointment decisions, as statistical monitoring will show whether minority groups are being treated equitably. This information will not affect the consideration of your application.

Job applied for:			
Job No. or Ref. (if applicable):			
Location:			
How did you learn of this vacancy?		Worthwhile work campaign <input type="checkbox"/> Other (please specify)	
Surname and initials:			
Age:		Date of Birth:	
Gender:	M <input type="checkbox"/> / F <input type="checkbox"/>		

### Ethnic Origin

This is the origin of your family rather than your nationality. For example, you could be British and your ethnic (family) origins could be any of the ones listed opposite, or a combination of them, or something more specific. Please identify your ethnic origin either by putting an 'x' in ONE of the boxes below or by giving your own description in the space provided.

<b>A. White</b>	
British	<input type="checkbox"/>
Irish	<input type="checkbox"/>
Gypsy / Roma	<input type="checkbox"/>
Traveller of Irish Heritage	<input type="checkbox"/>
Any other White background	<input type="checkbox"/>

<b>B. Mixed</b>	
White and Black Caribbean	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>
Any other mixed	<input type="checkbox"/>

<b>C. Black or Black British</b>	
Caribbean	<input type="checkbox"/>
African	<input type="checkbox"/>
Any other Black background	<input type="checkbox"/>

<b>D. Asian or Asian British</b>	
Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>

<b>E. Other ethnic groups</b>	
Chinese	<input type="checkbox"/>
Any other ethnic group (please specify)	<input type="checkbox"/>



## Disability Guidance

Where an applicant has a disability and they meet the essential criteria of the post they are automatically shortlisted for interview. This positive action helps ensure people with disabilities get their fair share of jobs.

The Equality Act 2010 says that a person is disabled if they have a mental or physical impairment or long-term health condition which has a substantial adverse effect on their ability to carry out normal day-to-day activities.

If you consider yourself to be disabled, please let us know. We would appreciate advice on any assistance you may require or reasonable adjustments we might arrange to enable you to attend or participate in the interview, in compliance with the Equality Act 2010.

Do you consider yourself to be disabled as set out in the Equality Act?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES, please describe your disability.	
If you need any assistance to attend or participate in the interview, please give details.	

## Religion

Please identify your religion by putting an 'x' in ONE of the boxes below.

Christian	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>
Hindu	<input type="checkbox"/>
Jewish	<input type="checkbox"/>
Muslim	<input type="checkbox"/>
Sikh	<input type="checkbox"/>
Other religion	<input type="checkbox"/>
No religion	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

## Sexual Orientation

Please identify your sexual orientation by putting an 'x' in ONE of the boxes below.

Bisexual	<input type="checkbox"/>
Gay man	<input type="checkbox"/>
Gay woman / lesbian	<input type="checkbox"/>
Heterosexual / straight	<input type="checkbox"/>
Other	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

## Gender Identity

Is your gender identity the same as the gender you were assigned at birth?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
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## Military Status

Please identify your military status by putting an 'x' in the relevant box below, if required.

Army Reserve	<input type="checkbox"/>	Regular Reserve	<input type="checkbox"/>
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## Employees with caring and parental responsibilities

We value the contribution of carers, and we understand the additional pressures carers face in managing their work and caring responsibilities at the same time. We consider a carer to be anyone who spends a significant proportion of their time providing unpaid support to family or friends. This could be caring for a partner, relative or friend who is ill, frail, disabled, or has mental health or substance misuse problems.

## Examples of caring activities

A lot of people with caring responsibilities don't identify themselves as being a carer. We consider you to be a carer if you provide:

- personal care such as help with bathing, washing, dressing, going to the toilet and administering medicines
- physical care such as help getting out of bed, walking, eating and feeding, getting out of the house and/or in the community and with shopping
- administrative support such as help with finances and filling in forms
- emotional support and company including listening, prompting, encouraging and raising confidence.

According to the definition given above, do you have caring responsibilities for an adult?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
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## Are you a parent carer?

The term parent carer means any person with parental responsibility for a child or young person with special educational needs or disability. It is an inclusive term and covers for instance foster carers, adoptive parents and other family members.

According to the definition of a 'parent carer' given above, do you have caring responsibilities for a disabled child under the age of 18 years?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
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## Are you a parent?

We define a parent as:

- a mother, father, adopter, guardian, special guardian, foster parent or private foster carer of the child or a person who has been granted a residence order in respect of a child, or
- a person married to, or the civil partner of the child's mother, father, adopter, guardian, special guardian, foster parent or private foster carer of the child or person who has been granted a residence order in respect of a child.

According to the definition of a 'parent' given above, are you a parent of a child or children under the age of 17 years?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
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## **Guidance Notes for Applicants**

### **Equity**

If you would like to ask for reasonable adjustments in respect of a disability to support you with the recruitment process, please indicate this on the form or contact the named person for the recruitment directly to discuss.

### **Application Form**

It is imperative that the application form is completed in full and signed. Please follow the instruction to use black ink or typescript as your form will very likely be photocopied. If you are submitting your application form electronically, you will be asked to sign the form should you be invited to interview.

When submitting your application, it is important that you relate your skills, experience and abilities against the person specification. Please make sure you complete the application form that was sent to you with the application pack.

Please do not attach a previously prepared CV as an alternative. It is important that we are able to compare candidates' experience by drawing on the same range of information. Statements in support of an application will often need to be longer than the space provided on the form and these should be attached to the application on a separate sheet. Please refer to the information contained within the recruitment pack for the length and presentation of your personal statement.

### **Letter of Application**

In addition to the application form, you are invited to write a covering letter describing briefly the extent to which your experience has prepared you for the post for which you have applied.

The selection panel will look to see how well you have focused your application on the needs of the school in addition to relating your skills and knowledge to the person specification with supporting evidence which demonstrates how you meet the range of criteria.

### **Referees**

As part of our obligations in Keeping Children Safe in Education we take up references on shortlisted candidates and offers of employment are conditional on satisfactory references.

Please provide two referees (friends and relatives are not acceptable). You must give your current or most recent employer as one of your referees and your last employer where you worked with children (if applicable).

If you have not previously been employed, then Head Teachers/Principals or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.

We ask that you do not include photocopies of open testimonials.

You are asked to sign to give consent to us contacting your previous employer/s for a reference. For non-teaching posts you may indicate that you do not consent to references being requested before an offer of employment is made.

### **Qualifications**

Please give details of your qualifications i.e., O' levels, GCSEs, A' levels, Diploma, Degree etc.

### **Barring Service (DBS) Disclosure & Safety Welfare of Children**

King's Group Academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff will be expected to hold or be willing to obtain an enhanced DBS disclosure issued with this Authority as the employer.

Under the Rehabilitation of Offenders Act (ROA) job applicants are only required to declare criminal convictions which are not considered "spent" under the Act. Please note that in accordance with the Safeguarding Vulnerable Groups Act 2006, all roles in schools are now classified as "regulated".

This means that they are all exceptions to the ROA and therefore you are required to declare any convictions (including bind over and cautions) regardless of whether or not they would be considered spent in other circumstances.

King's Group Academies is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check, from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

Please note that having a criminal record does not automatically mean that an offer of appointment will be withdrawn.

**Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website, which can be accessed here:**

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

If shortlisted for an interview you will be required to disclose to us information about any:

- adult cautions (simple or conditional);
- **unspent** conditional cautions;
- **unspent** convictions in a Court of Law; and
- spent convictions that are **not protected** as defined by the [Rehabilitation of Offenders Act 1974 \(Exceptions\) Order 1975 \(Amendment\) \(England and Wales\) Order 2020](#)

so that a police check can be carried out if you are offered an appointment.

If you are subsequently employed by King's Group Academies and it is found that you failed to disclose any relevant previous convictions or cautions as defined above, this could result in dismissal, or disciplinary action being taken by King's Group Academies. During the course of your employment with the King's Group Academies, should you be arrested by the police you are obliged to notify the Director of Human Resources of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.

We also ask questions relating to your conduct and disciplinary record in order to fulfil our duty to safeguard the young people in our care. If you are shortlisted, anything you disclose here will be discussed with you at interview so that you are able to give a full account.

### **Identity Checks and Eligibility to Work in the UK**

In line with Safer Recruitment guidance and other employment related legislation, you will be required to provide evidence of your identity and eligibility to work in the UK. The evidence required is one of the following documents:

For more information you can see [here](#) and to use the government service for right to work proof [see here](#)

### **Medical Information and Disclosure**

Prior to confirmation of appointment, King's Group Academies are required to assess your medical fitness for work and to provide reasonable adjustments were appropriate to support you to do the job. For this purpose, you will need to complete a health statement prior to appointment. Where applicable, a follow up discussion will be arranged with our Occupational Health Team. Details will be sent to you if you are made a conditional offer of employment.