

**CONFIDENTIAL**

**APPLICATION FORM FOR THE POST OF:**

**POST:** Grounds-Person

**DEPT:** Grounds & Gardens

**SALARY:** SCP 10-SCP 12 [£18,675-£20,241 per annum] depending on experience/qualification

**CLOSING DATE:** Friday 11 January 2019



**King's Schools**  
TAUNTON

<b>PERSONAL DETAILS</b>		
Surname:  Previous Surnames:	Forenames:	
Mr/Mrs/Miss/Ms/Dr	Date of Birth:	
Address:	Contact Telephone Details:  Home: _____  Work: _____  Mobile: _____  E-Mail: _____  Can you be contacted at work? Yes/No	
Do you hold a current full driving licence?  Yes/No	NI Number:	
Are you eligible for employment in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>EMPLOYMENT DETAILS</b>		
Current (or most recent) Employment		
Job Title:		
Name and Address of Employer:		
Date Commenced:	Reporting To:	
Present Salary:	Notice Period Required:	
Reason for Leaving:		

**Briefly outline the major tasks and responsibilities in your current role**

**Employment History (Most recent first) Month and Year**

<u>Employer &amp; Address</u>	<u>From-To</u>	<u>Job Title and Main Responsibilities</u>	<u>Reason for Leaving</u>

**If you have not already done so in your application letter, please tell us why you have applied for the post and give examples of things you have done that make you particularly suited for it. (Continue on a separate sheet if necessary)**

**Education/Training & Development Details**

**Secondary Education History i.e. GSCE's (or equivalent)**

Establishment (with attendance dates) Month and Year	Subject	Grade/Level Achieved

**Further/Higher Education History i.e A Levels (or equivalent)**

Establishment (with attendance dates) Month and Year	Subject	Grade/Level Achieved

**Gaps in your employment:**

If there are any gaps in your employment history, e.g. looking after children, sabbatical year, please give details and dates.

**Postgraduate Education – please give the name of the institution, dates attended and any qualifications gained, with level of achievement (e.g. Degree, Masters, Hons, etc)****Professional Qualifications/Membership of Professional Bodies**

Professional Body/Organisation	From-To (month and Year)	Programme/Qualification

**Qualified Teacher Status:** Yes/No    **Registered with GTC:** Yes/No    Registration No.....

<p><b>Sanctions, restrictions and prohibitions</b></p> <p>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?</p> <p>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?</p> <p>Have you ever been the subject of a direction under Section 142 of the Education Act 2002?</p> <p><b>If answering 'yes' to any of the questions in this section please provide details on a separate sheet and send this in a sealed envelope marked 'confidential' with your application form.</b></p>	<p><b>Yes</b> <input type="checkbox"/></p> <p><b>Yes</b> <input type="checkbox"/></p> <p><b>Yes</b> <input type="checkbox"/></p>	<p><b>No</b> <input type="checkbox"/></p> <p><b>No</b> <input type="checkbox"/></p> <p><b>No</b> <input type="checkbox"/></p>
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**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 employer does/did not involve working with children, then your second referee should be from your employer with whom you have worked 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 make take up references from your overseas employers.

The School may also telephone your referees in order to verify the reference they have provided.

Referee 1	Referee 2
Name:	Name:
Organisation:	Organisation:
Address:	Address:
Tel No:	Tel No:
Email:	Email:
Occupation:	Occupation:

**If you do not wish us to contact your referee(s) without your prior consent, please place an asterisk against their name(s)**

**Where did you see this post advertised:**

### **Criminal Record**

The School applies for an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**), including a Children's Barred List check for all positions at the School which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. 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 information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS.

The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared. **You are not required 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 (see Appendix 1 to this form.** If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment procedure set out in the School's recruitment, selection and disclosure policy and procedure.

It is a condition of your application that you answer the questions below. **Before doing so please read Appendix 1.**

Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence whether in the United Kingdom or in another country? **You are not required to disclose a caution or conviction for an offence committed in the United Kingdom which is subject to the DBS filtering rules (see Appendix 1).**

Yes

No

Is there any relevant court action pending against you?

Yes

No

If answering 'Yes' to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked 'confidential' with your application form

### **Recruitment**

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 policy and child protection policy is available for download from the School's website [www.kings-taunton.co.uk](http://www.kings-taunton.co.uk) 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 normally be confidentially destroyed six months after the date on which you are notified of the outcome. Please refer to the School's retention of records policy for further detail on how such information is retained by the School.

Unfortunately, due to the considerable number of enquiries for vacancies, we are unable to acknowledge receipt of written applications unless you specifically request this by enclosing a stamped addressed envelope. If you have not heard from us within 2-3 weeks of the closing date you should assume that your application has been unsuccessful on this occasion.

## How we use your information

Information on how the School uses personal data is set out in the School's Privacy Notice, which can be found here <http://www.kings-taunton.co.uk/assets/attachments//assetsdocs79-privacy-policy-apr-18.pdf>

## Declaration

- I confirm that the information I have given on this application form is true and correct to the best of my knowledge.
- I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children.
- I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- 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.

Signed:

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Date:

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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.

Please return your completed application form to:

HR Manager  
King's Schools Taunton  
20 Holway Avenue  
Taunton  
Somerset TA1 3AR

## APPENDIX 1 Spent convictions and the DBS filtering rules

### Spent convictions

Sentence	Rehabilitation period (in all cases the period commences from the date of the conviction)	
	Aged over 18 at the time of the conviction	Aged under 18 at the time of the conviction
Prison sentence of more than 4 years	Never	Never
Prison sentence of more than 30 months but less than or equal to 4 years	Length of sentence + 7 years	Length of sentence + 3.5 years
Prison sentence, or sentence of detention, of more than 6 months but less than or equal to 30 months	Length of sentence + 4 years	Length of sentence + 2 years
Prison sentence, or sentence of detention, of less than or equal to 6 months	Length of sentence + 2 years	Length of sentence + 18 months
Removal from HM Service	1 year	6 months
Service detention	1 year	6 months
Community order	1 year	6 months
Fine	1 year	6 months
Youth rehabilitation order	N/A	6 months
Compensation order	Once paid in full	Once paid in full
Hospital order	At the end of the order	At the end of the order
Conditional discharge, binding over, care order, supervision order, reception order	At the end of the order	At the end of the order
Absolute discharge	Spent immediately	Spent immediately
Disqualification	End of the disqualification	End of the disqualification
Relevant order	End of the order	End of the order
Conditional cautions	Once conditions end	Once conditions end
Caution, warning, reprimand	No period	No period



## Filtering rules

You are not required to disclose information about spent criminal convictions for offences committed in the United Kingdom if you were over 18 years of age at the time of the offence and:

- 11 years have elapsed since the date of conviction;
- it is your only offence;
- it did not result in a custodial sentence; and
- it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution in relation to an offence committed in the United Kingdom if you were over 18 years of age at the time of the offence and six years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

You are not required to disclose information about a spent criminal conviction if you were under 18 years of age at the time of the offence and:

- five and a half years have elapsed since the date of conviction;
- it is your only offence;
- it did not result in a custodial sentence; and
- it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution if you were under 18 years of age at the time of the offence and two years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

The list of "specified offences" that will always be disclosed can be found at:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>.