

5. Employment History including any relevant Teaching Experience

In chronological order starting with the most recent. Include unpaid activities such as parenting, voluntary work and teaching practice if you are a student. Continue on a separate sheet if necessary, for safeguarding reasons you will need to explain any gaps in your employment history in section 7 below.

Post Held or Pay Spine	Full or Part Time	Name and contact address of School	Overview of Responsibilities	Dates	
				To	From

6. Other Full Time Employment

Full Time employment from the age of 18 years (if any) or service in HM Forces, continue on a separate sheet if necessary, as above please account for any gaps in employment in section 7 below.

Employers Name	Address	Nature of Employment	Dates	
			From	To

7. Relevant Information

8. Professional Development

Courses attended or delivered in the last 3 years, including short courses & seminars.

Name of Course	Provider	Dates		No. of Sessions	Outcome
		From	To		

9. King's Letter of Application

Along with your application form please attach a summary of your experiences to date which make you a suitable candidate. Formal letters should be no more than two sides of A4 and not less than font size 11.

10. Referees

Please give details of 2 referees, the first must be your current or most recent employer.

Referee No 1 (Current Employer)		Referee No 2	
Name		Name	
Position		Position	
Address		Address	
How long have you know them		How long have you know them	
Tel No		Tel No	
E-Mail		E-Mail	

11. Advertisement

Where did you see this post advertised?	
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All sections on this page must be completed and signed

12. Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act (Exemption) Order 1975

The provision under the above legislation relating to non-disclosure of spent convictions does not apply to any employment as a teacher in a school or any other employment which is carried out wholly or partially within the precincts of a school, being employment of such a kind as to enable the holder to have access to persons under the age of 18 in attendance at the school in the course of his or her normal duties.

You must, therefore, give information concerning **any previous convictions or cautions**, whether or not they are “spent” within the meaning of the Act.

Failure to disclose **any conviction or caution** could lead to an application being rejected or may later lead to the dismissal of a successful applicant.

Please note that only motoring fixed penalties are not convictions under the Law and, therefore, do not need to be declared.

Previous Convictions or Cautions			
Offence		Date	Outcome
Signed		Date	

13. Canvassing

Canvassing members of the Governors of King’s schools, both directly or indirectly, is forbidden and will disqualify applicants.

A candidate for any appointment shall when making application, disclose whether he or she is related to:

- a) a member of the Great Schools Trust (GST);
- b) a teacher employed by the school;
- c) a person employed by the school;
- d) a governor of the school.

A candidate who fails to disclose any such relationship shall be disqualified from the appointment and if appointed, shall be liable to dismissal without notice.

Are you related to any member or employee of GST – (please tick)		Yes	No
What is the relationship?			

14. Application Validation

I certify that the information I have given is correct and that I agree to obtain an Enhanced Level Disclosure via GST and when necessary.

Signed:		Name		Date	
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15. Interview

If you do not hear from us within two weeks of the closing date, please assume that your application has not been successful. You will find the closing date in the advertisement.



KING'S LEADERSHIP
ACADEMY BOLTON



GST (Great Schools Trust)

MEDICAL FITNESS OF TEACHERS

THE EDUCATION (TEACHERS') REGULATIONS 1982

With reference to your application for a teaching post with this school. In order to assist us in establishing that you are medically suitable and satisfy the health standards required, I should be grateful if you would kindly answer the questions set out below. The information provided will be treated with the strictest confidence and used only to determine whether it will be necessary to refer you for a medical examination prior to confirming your appointment with this school.

*- delete as appropriate

Name in Full (Mr/Mrs/Miss)			
1.	Has there been any cause for concern regarding your health during the period of employment with your present or most recent employer?		
2.	Has a medical examination been required at any time in connection with this employment?		
3.	If the answer was "YES" to question No 2 above, was the medical requested on:		
	a) Appointment	Yes / No	
	b) Following a Special Referral during your appointment	Yes / No	
4.	What was the result of such an examination?		
<p>I declare to the best of my knowledge and belief, all statements contained in the above answers are correct and I understand and acknowledge that should I conceal and material fact I will be liable to the termination of my contract of service, with such notice as may be appropriate and may be refused benefits under the sickness payments and superannuation schemes</p> <p>I consent to undergo a medical examination or examinations if required to do so and have no objection to GST Occupational Health Consultant communicating with my own doctor or obtaining any hospital records concerning my health or medical history.</p>			
Signed		Date	



KING'S LEADERSHIP
ACADEMY BOLTON



Disclosure of Criminal Records Additional Information for Candidates

Introduction

Schools have access to criminal records for those potential employees whose posts would involve responsibility for children and/or other vulnerable groups or posts which are also exempt from the Rehabilitation of Offenders Act 1974. This is referred to as a Disclosure.

Posts in schools are subject to Disclosure. A Disclosure Application form will only be given to individuals who are offered an appointment.

This information explains the purpose of Disclosure, what candidates for employment must disclose; how disclosed information will be considered and how it will affect employment; and who will consider this information. It also indicates how Disclosed information will be handled and destroyed.

Purpose of Disclosure

The purpose of Disclosure is to facilitate safe recruitment decisions. It will help to prevent unsuitable people having access to jobs and positions that provide opportunity to harm children and vulnerable adults. It will provide information to help recruiters make more informed decisions about the suitability of those seeking work in positions of trust.

Type of Disclosure used by GST

GST always uses full Enhanced Disclosure, this is for posts involving a far greater degree of contact with children or vulnerable adults. In general the type of work will involve regularly caring for, supervising, training or being in sole charge of such people.

This level of Disclosure involves an additional level of check to those carried out for the Standard Disclosure. An Enhanced Disclosure includes a check on local police records. Where local police records contain additional information that might be relevant to the post the applicant is being considered for, the police may release information for inclusion in an Enhanced disclosure. Exceptionally, in a very small number of circumstances (typically to protect the integrity of current police investigations), additional information may be sent under separate cover to the Counter-signatory and will not be revealed to the applicant.

What must candidates for employment disclose?

Anyone applying for a post where disclosure applies is required to disclose the detail of all convictions on record (including 'spent' convictions – i.e. those that happened some time ago and normally no longer need to be revealed as specified in the Rehabilitation of Offenders Act 1974), plus details of any cautions, reprimands or warnings. Failure to disclose such convictions could, however, be seen as a deliberate attempt to gain employment by deception and as such would result in the withdrawal of any offer of employment.

How will this affect employment?

Past convictions will not necessarily be a bar to obtaining a position. If you have past convictions and disclose them consideration will be given to the nature of the offence stated and its relevance to the post applied for. This will be considered by GST Registered Officer.

Disclosure will only affect you obtaining employment where the particulars of the offence make you an unsuitable candidate.

The Registered Officer will consider the following:

- Whether the convictions or other matters revealed are relevant to the position in question,
- The seriousness of any offence revealed,
- The length of time since the offence or other matters occurred,
- Whether the applicant has a pattern of offending behaviour or other relevant matters,
- Whether the applicant's circumstances have changed since the offending behaviour or other relevant matters

Will a candidate be given the opportunity to explain?

Any matters revealed by disclosure that will affect a recruitment decision will be discussed with the candidate prior to a decision being made. Ultimately, it is the responsibility of the Registered Officer(s) to decide whether to offer the candidate a position.

How will the information disclosed by an applicant be checked?

If a candidate is successful in their application for a post requiring disclosure, they will be required to authorise GST to apply for disclosure of information from the Disclosure & Barring Service (DBS). This authorisation must be given at the time the application is made. No check will be made, however, until an appointment is offered.

The DBS is a Central Government Agency, which provides information on criminal records. The application for disclosure is made and paid for by GST to the DBS, who undertake to issue a response as quickly as possible. The response is in the form of a certificate of disclosure.

As part of its agreement with the DBS Great Schools for All Children conforms to the Code of Practice it publishes regarding disclosure of convictions.

How secure is Disclosed information?

Disclosure contains sensitive personal data, which must be handled carefully, and only by those in the organisation who are entitled to see them in the course of their duties, i.e. the Registered Officers.

As part of the agreement for access the DBS will provide information at the request of, and to, specific officers, who are registered with GST, referred to as Registered Officers.

How long is information retained?

Once a recruitment decision has been made the certificate and associated correspondence will be retained for a maximum of six months. This period allows for any disputes about the accuracy of a certificate or a recruitment decision to be made and considered. In the case of a dispute, certificate information may be retained for a period of six months after resolution of the dispute. The usual conditions in respect of storage and access remain in place during this period.

No photocopy or other image of the disclosure will be retained neither will any copy or representation of the contents be made or kept. A record of the date of a Disclosure, the name of the subject, the type of Disclosure, the position in question, the unique number issued by the Bureau and the recruitment decision taken will be retained.