

Please complete and return  
 via **email** to [admin@knightsfield.herts.sch.uk](mailto:admin@knightsfield.herts.sch.uk)  
**or** postal address:  
 Knightsfield School  
 Knightsfield  
 Welwyn Garden City, Hertfordshire AL8 7LW

Post Applied for:	
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**Please complete all sections in black to facilitate photocopying**

You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry).

1 Personal details			
Surname:		Preferred Title:	
First name(s):		Previous surname:	
Home address:		Telephone (Home):	
		Telephone (Mobile):	
		Telephone (Work):	
		e-mail:	
Post code:		Date of Birth:	
		National Insurance No:	
For Teaching appointments only:		DfE Teacher No:	
Date of Recognition:		Date of Registration:	

2 Higher Education - List all higher qualifications including degrees and post graduate qualifications								
From	To	University	FT/PT	Qualification awarded				Date of award
				Degree	Subject	Class	Division	

3 Other Professional Qualifications		
Course & Organising Body	Date	Qualification

4 Education (secondary)		
From	To	Establishment(s)



<b>7 Previous employment - List in chronological order, earliest to latest, with precise dates.</b>				
From	To	Establishment name and type	Post and responsibilities	Reason for Leaving

<b>8 Periods not accounted for in previous sections since age 18 - Give all details</b>		
From	To	Details

**9 Training and development - Please include details of any training (e.g. courses, seminars) and development (special projects, personal development courses) relevant to your application. Also include how you keep your job skills up to date.**

**10 Leisure interests - State briefly what your main leisure interests are, particularly if they are relevant.**

<b>11 References</b> <i>Give full details of two referees who may be approached now. Relatives/friends are NOT acceptable. (If you are currently employed your main referee must be your present employer)</i>			
Name:		Name:	
Status:		Status:	
Establishment:		Establishment:	
Address:		Address:	
Telephone:		Telephone:	
e-mail:		e-mail:	
If you are known to the referees by another name (e.g. previous name) please inform them of your present name and advise that we may be in contact.			

<b>12 Other information</b>	
From what source did you learn of this vacancy?	
Are you a relative or partner of any employee or governor of the School?	Yes/No
If yes, please give details: .....	
Has someone else completed this form on your behalf?	Yes/No
If yes, please provide the person's name and an explanation:	

<b>13 Rehabilitation of offenders act</b>	
This appointment is excluded from the non-disclosure provisions under the Rehabilitation of Offenders Act 1974. Applications are not, therefore, entitled to withhold information about convictions, which for other purposes are 'spent' and in the event of appointment, failure to disclose such convictions could result in dismissal or disciplinary proceedings by the school. Any information will be treated confidentially.	
Have you ever been convicted of a criminal offence by a Court of Law?	Yes/No
If yes, please attach details in a sealed envelope, including the offence and the date:	

<b>14 Declaration</b>	
I certify that the information given above and overleaf is correct to the best of my knowledge. I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice.	
Signature:	Date:

In the interests of economy, receipt of this application may not be acknowledged unless specifically requested (in which case please enclose S.A.E)

**\*\*\* PLEASE TURN TO PAGE 5 TO COMPLETE YOUR PERSONAL STATEMENT, THANK YOU \*\*\***

**15 Personal Statement**

*Please explain why you believe you are suitable for the post, including any skills, knowledge and experience that would be relevant to your application. Please note that if completing electronically the boxes will expand.*

**Skills and Abilities:**

**Experience:**

**Knowledge:**

**Knightsfield School actively encourages and supports the safeguarding and protection of all its pupils. This post is subject to enhanced DBS disclosure.**

**\*\*\* PLEASE TURN TO PAGE 7 TO COMPLETE STATEMENTS, THANK YOU \*\*\***

**Equal Opportunities**

Applicants will not be unfairly discriminated against on the grounds of their sex, marital status, disability, race, nationality or ethnic origin, sexuality or age. To ensure the effectiveness of the policy and to assist in its development, please complete the following. All answers will be treated in the strictest confidence.

Are you:            male            female

How would you describe your ethnic origin? \_\_\_\_\_

Are you disabled? Yes No

**For Disabled Candidates only:**

To help recruiters decide whether a reasonable adjustment will be required, please answer the following:

Does your impairment prevent you from carrying out any duties of the post? Yes No

If yes, you are still encouraged to apply as we may be able to make changes to accommodate a suitable candidate. It would be helpful if you could give details of any potential difficulties:

If called for interview, does your impairment require us to make any particular arrangements?

Yes No

If yes, please give details. Please also give details of how any problems may be overcome. If you do not provide this information at this stage there is no guarantee that we can meet your needs on the day.

**Data Protection Act**

The information detailed in this application form will be used in the Organisation's Recruitment and Selection Process. It will also be used to monitor the effectiveness of the Organisation's policies and practices, and in particular its Equal Opportunities Policy. This monitoring is for statistical purposes only and you will not be identifiable from this process. However, personal details contained in your application form may be used in the prevention and detection of fraud. Where this occurs you will be identifiable.

Your information may also be disclosed to the following third parties: Local Government Authorities, Central Government Authorities, Law Enforcement Authorities, organisations that handle or investigate the proper use of public funds, Survey and Research organisations (for monitoring purposes only).

Application forms submitted by unsuccessful candidates will be destroyed after six months from the date the post was appointed.

**Declaration**

I consent to Knightsfield School recording and processing the information detailed in this application form. I understand that the information may be used by the Organisation in pursuance of its business purposes and my consent is conditional upon the organisation complying with their obligations under the Data Protection Act 1998.

I can confirm that, to the best of my knowledge, the information provided on this form is correct and gives a fair representation of my qualifications and employment history.

Signed:

Date: