

# Keswick School



STRICTLY CONFIDENTIAL



## Application for Appointment of: *Teacher of Design Technology*

*Closing date: 10am Thursday 5<sup>th</sup> March 2026*

Please read the guidance notes before completing this application form

Please indicate how you heard of this vacancy.

Post Advertised in	TES Newspaper	<input type="checkbox"/>
	TES Website	<input type="checkbox"/>
	Keswick School Website	<input type="checkbox"/>
	Newspaper Publication	<input type="checkbox"/>

\_\_\_\_\_

### Section One

**Surname (Block Letters)** \_\_\_\_\_

**Full Forenames (Block Letters)** \_\_\_\_\_

**Correspondence Address** \_\_\_\_\_

**Home Address (If different)** \_\_\_\_\_

**Daytime Telephone** \_\_\_\_\_ **Mobile Telephone** \_\_\_\_\_

**Email** \_\_\_\_\_

**Have you been known by a different name or changed your name by Deed Poll?**  Yes  No

**(If yes, please provide details)** \_\_\_\_\_

# Keswick School



## FOR OFFICE USE ONLY

Date Received	Date Acknowledged	Gaps in Employment History	Explanation Required at Interview	Recent employer as a reference	Signature

## **Asylum and Immigration Act 1996**

The Asylum and Immigration Act 1996 makes it a criminal offence for Keswick School Governors to employ those who do not have permission to live or work in the United Kingdom. Applicants will be required to provide documentary evidence of their right to work in the United Kingdom if invited to interview.

**Do you have the right to live and work in the United Kingdom?**  Yes  No

**National Insurance Number (If applicable)**

## **Relationship**

If, to the best of your knowledge, you are related to any employee of Keswick School please state occupation, together with the name, address and relationship to such person.

**Canvassing directly or indirectly will automatically disqualify you from the recruitment process**

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## **Applicants with Disabilities**

Keswick School will guarantee to interview all disabled applicants who meet the essential criteria for the post for which they are applying. The Equality Act 2010 defines a disabled person as an individual who has a long-term physical or mental impairment, which has substantial adverse effect on their ability to perform normal day-to-day activities.

**Do you consider yourself to be disabled under the Equality Act 2010?**  Yes  No

*(If yes, please list below any reasonable adjustments you would request)*

During the interview process:

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Application reference (FOR OFFICE USE ONLY) \_\_\_\_\_

# Keswick School



Application reference (*FOR OFFICE USE ONLY*) \_\_\_\_\_

## Rehabilitation of Offenders Act 1974

*(Please refer to all guidance notes. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.) Employment is subject to a full enhanced DBS disclosure*

If your application is shortlisted for interview, your suitability to work with children will be explored. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'filtered'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot consider them. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

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

All short listed applicants will be required to complete a self-disclosure form.

## References

*(Please refer to the guidance notes before completing this question)*

Name \_\_\_\_\_

Name \_\_\_\_\_

Job Title \_\_\_\_\_

Job Title \_\_\_\_\_

Capacity in which known \_\_\_\_\_

Capacity in which known \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

Telephone Number \_\_\_\_\_

Telephone Number \_\_\_\_\_

**Please note: References will be contacted prior to Interview unless stated otherwise**

# Keswick School



## Section Two

## Secondary Education

## **Further Education – University, College Courses**



# Keswick School

***(To be completed for Teaching Applications only)***

Date Gained Qualified Teacher Status	Probation Induction Completed Yes or No	DFES Number

## **Membership of Professional Organisations and Institutions**

Name of Professional Body or Organisation	Date Attained	Membership Status	Membership Number	By Examination Yes/No

## Work Related Training

# Keswick School



### **Present Employment (Present or most recent employment details)**

**Name and address of employer**

### Job Title

## Salary

Date of appointment

Date of leaving (*If applicable*)

**Period of notice required**

**Date available to commence employment**

**Reason for leaving (*If applicable*)**

## Main duties and responsibilities

# Keswick School



## Previous Employment

In date order, most recent first, with no gaps unaccounted for. Continue on a separate sheet if necessary.

(Keswick School may contact all or any employers you have listed below in order to verify the employment details stated.)

Name and address of Employer	Period		Job title and brief description of role and responsibilities	Reason for leaving
	From	To		

# Keswick School



## Section Three

**Additional Information** *(Please refer to the guidance notes before completing this section)*

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# Keswick School



## Declaration

To the best of my knowledge, I declare that the information contained in this application form is accurate and correct.

I understand and agree that:

- The provision of false information may result in disqualification from the recruitment process or termination of employment.
- The information provided on this application may be stored and processed by Keswick School for a period of 6 months for recruitment purposes and if successful, the information will be stored on personal file and processed for the purpose of the employment relationship.
- Where I cannot provide evidence of qualifications and / or suitable references the offer of employment may be rescinded and / or employment terminated.
- Canvassing of Employees of Keswick School, directly or indirectly for any appointment will disqualify my application.
- Where the post for which I am applying requires me to work with children and / or vulnerable adults I hereby agree to a disclosure being made by the Disclosure and Barring Service about the existence and content of a criminal record spent or otherwise as appropriate.
- Where the post for which I am applying involves engaging in regulating activity I understand that it is an offence to apply for the role if I am barred from engaging in regulated activity relevant to children  
<https://www.keswick.cumbria.sch.uk/ckfinder/userfiles/files/Policies/KSCPPolicy%26ProceduresOct2023.pdf>
- Should I be short-listed I will be required to provide documentary evidence of my right to live and work in the United Kingdom (see guidance notes).
- All information contained in this form will be treated as strictly confidential, and used only for recruitment purposes. By supplying information, you are indicating your consent to the information being processed for all employment purposes as defined in the Data Protection Act 2018, and any verifications checks that may be made.
- Keswick School must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations, which handle public funds.

Date

Signature

For office use only

*You are satisfied that the documentation is genuine and relates to the person whom made this application.*

Signature of Officer

Date

# Keswick School



## Equality & Diversity Monitoring Form

### STRICTLY CONFIDENTIAL

Please read the guidance notes before completing this application form

Post Title

Post Advertised in

**Please tick boxes as appropriate**

Gender

Male

Female

I prefer to self-describe

If you prefer to self-describe please provide this here:

Do you identify as Transgender?

Yes

No

Prefer not to say

Preferred pronouns:

**Ethnic Origin (Please tick the box that you feel best describes your ethnic origin)**

White

British

Irish

Traveller of Irish Heritage

Gypsy/Roma

Any Other White Background (Please specify)

Mixed

White & Black Caribbean

White & Black African

White & Asian

Other Mixed Background (please specify)

Asian/Asian British

Indian

Pakistani

Bangladeshi

Any Other Asian Background (Please specify)

Black/Black British

Caribbean

African

Any Other Black Background (please specify)

Chinese or other ethnic group

Chinese

Undeclared

Other (Please specify)

# Keswick School



**Date of Birth**

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**Employment**

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Are you currently in paid employment?  Yes  No

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**Do you consider yourself to be disabled under the Equality Act 2010?**

Yes  No

## **Religion and Belief**

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<input type="checkbox"/> Christian	<input type="checkbox"/> Buddhist	<input type="checkbox"/> Hindu
<input type="checkbox"/> Jewish	<input type="checkbox"/> Muslim	<input type="checkbox"/> Sikh
<input type="checkbox"/> Non-Religious	<input type="checkbox"/> Other Religion	

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If you prefer to use your own definition please provide this here:

## **Sexual Orientation**

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<input type="checkbox"/> Heterosexual
<input type="checkbox"/> Lesbian or Gay
<input type="checkbox"/> Bisexual
<input type="checkbox"/> Prefer to self-describe

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If you prefer to self-describe please provide this here: