

STRICTLY CONFIDENTIAL

ENE ABOUT

Application for Appointment of:				
	Please read the guidance no	tes before com	oleting this application form	
Post Advertised in	TES Newspaper TES Website Keswick School Website Newspaper Publication		Please indicate how you heard of this vacancy.	
Section One				
Surname (Block Letter Full Forenames (Block Correspondence Addr	Letters)	Home /	Address (If different)	
Daytime Telephone		Mobile	Telephone	
Email				
Have you been known	n by a different name or changed you	r name by Deed	Yes No	
(If yes, please provide	details)			



FOR OFFICE USE ONLY

have permission to live or work in the United Kingdom. Applicants will be required to provide documentary evidence of the 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 Applicants with Disabilities	The Asylum and Immigration Act 1996 makes it a criminal offence for Keswick School Governors to employ those who do n have permission to live or work in the United Kingdom. Applicants will be required to provide documentary evidence of the right to work in the United Kingdom if invited to interview. Do you have the right to live and work in the United Kingdom?	Pate Received	Date Acknowledged	Gaps in Employment History	Explanation Required at Interview	Recent employer as a reference	Signatu
The Asylum and Immigration Act 1996 makes it a criminal offence for Keswick School Governors to employ those who do on have permission to live or work in the United Kingdom. Applicants will be required to provide documentary evidence of the light to work in the United Kingdom if invited to interview. **Do you have the right to live and work in the United Kingdom?** Yes	The Asylum and Immigration Act 1996 makes it a criminal offence for Keswick School Governors to employ those who do no have permission to live or work in the United Kingdom. Applicants will be required to provide documentary evidence of the light to work in the United Kingdom if invited to interview. **Do you have the right to live and work in the United Kingdom?** **No **						
Applicants with Disabilities Reswick School will guarantee to interview all disabled applicants who meet the essential criteria for the post for which the reapplying. The Equality Act 2010 defines a disabled applicrants who meet the essential criteria for the post for which the reapplying. The Equality Act 2010 defines a disabled under the Equality Act 2010?	Applicants with Disabilities Applicants with Disabilities Applicants with Disabilities	Sylum and	Immigration Act 19	996			
Relationship f, to the best of your knowledge, you are related to any employee of Keswick School please state occupation, together with ename, address and relationship to such person. Canvassing directly or indirectly will automatically disqualify you from the recruitment process Applicants with Disabilities Reswick School will guarantee to interview all disabled applicants who meet the essential criteria for the post for which the pre 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. To you consider yourself to be disabled under the Equality Act 2010? Yes No	Relationship f, to the best of your knowledge, you are related to any employee of Keswick School please state occupation, together with he name, address and relationship to such person. Canvassing directly or indirectly will automatically disqualify you from the recruitment process Applicants with Disabilities Reswick School will guarantee to interview all disabled applicants who meet the essential criteria for the post for which the are applying. The Equality Act 2010 defines a disabled person as an individual who has a long-term physical or mental mpairment, which has substantial adverse effect on their ability to perform normal day-to-day activities. To you consider yourself to be disabled under the Equality Act 2010? Yes No	ave permission	n to live or work in the	United Kingdom. Appli			
Relationship f, 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 Applicants with Disabilities Keswick School will guarantee to interview all disabled applicants who meet the essential criteria for the post for which there applying. The Equality Act 2010 defines a disabled person as an individual who has a long-term physical or mental mpairment, 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	Relationship f, 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 Applicants with Disabilities Keswick School will guarantee to interview all disabled applicants who meet the essential criteria for the post for which the are applying. The Equality Act 2010 defines a disabled person as an individual who has a long-term physical or mental mpairment, 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	o you have th	e right to live and wor	k in the United Kingdo	m? Yes	No	
f, 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 Applicants with Disabilities Keswick School will guarantee to interview all disabled applicants who meet the essential criteria for the post for which the are applying. The Equality Act 2010 defines a disabled person as an individual who has a long-term physical or mental mpairment, 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	f, 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 Applicants with Disabilities Keswick School will guarantee to interview all disabled applicants who meet the essential criteria for the post for which the are applying. The Equality Act 2010 defines a disabled person as an individual who has a long-term physical or mental mpairment, 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	lational Insura	nce Number (If applica	able)			
to the best of your knowledge, you are related to any employee of Keswick School please state occupation, together with he name, address and relationship to such person. Canvassing directly or indirectly will automatically disqualify you from the recruitment process Applicants with Disabilities Disabilitie	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 Applicants with Disabilities Disabiliti						
to the best of your knowledge, you are related to any employee of Keswick School please state occupation, together with he name, address and relationship to such person. Canvassing directly or indirectly will automatically disqualify you from the recruitment process Applicants with Disabilities Disabilitie	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 Applicants with Disabilities Disabiliti	elationship					
Applicants with Disabilities eswick School will guarantee to interview all disabled applicants who meet the essential criteria for the post for which the reapplying. The Equality Act 2010 defines a disabled person as an individual who has a long-term physical or mental mpairment, which has substantial adverse effect on their ability to perform normal day-to-day activities. To you consider yourself to be disabled under the Equality Act 2010? If yes, please list below any reasonable adjustments you would request)	Applicants with Disabilities eswick School will guarantee to interview all disabled applicants who meet the essential criteria for the post for which the re applying. The Equality Act 2010 defines a disabled person as an individual who has a long-term physical or mental mpairment, which has substantial adverse effect on their ability to perform normal day-to-day activities. To you consider yourself to be disabled under the Equality Act 2010? Yes No				loyee of Keswick School pl	lease state occupation, togeth	ner with
Applicants with Disabilities Ceswick School will guarantee to interview all disabled applicants who meet the essential criteria for the post for which the applying. The Equality Act 2010 defines a disabled person as an individual who has a long-term physical or mental mpairment, which has substantial adverse effect on their ability to perform normal day-to-day activities. To you consider yourself to be disabled under the Equality Act 2010? Yes No	Applicants with Disabilities Esswick School will guarantee to interview all disabled applicants who meet the essential criteria for the post for which the applying. The Equality Act 2010 defines a disabled person as an individual who has a long-term physical or mental appairment, which has substantial adverse effect on their ability to perform normal day-to-day activities. To you consider yourself to be disabled under the Equality Act 2010? Yes No			·			
Keswick School will guarantee to interview all disabled applicants who meet the essential criteria for the post for which the 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. To you consider yourself to be disabled under the Equality Act 2010? Yes No	Keswick School will guarantee to interview all disabled applicants who meet the essential criteria for the post for which the 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. To you consider yourself to be disabled under the Equality Act 2010? Yes No	anvassing dire	ectly or indirectly will a	utomatically disqualif	y you from the recruitmer	nt process	
Keswick School will guarantee to interview all disabled applicants who meet the essential criteria for the post for which the 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. To you consider yourself to be disabled under the Equality Act 2010? Yes No	Keswick School will guarantee to interview all disabled applicants who meet the essential criteria for the post for which the 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. To you consider yourself to be disabled under the Equality Act 2010? Yes No			_	_		
Keswick School will guarantee to interview all disabled applicants who meet the essential criteria for the post for which the 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. To you consider yourself to be disabled under the Equality Act 2010? Yes No	Keswick School will guarantee to interview all disabled applicants who meet the essential criteria for the post for which the 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. To you consider yourself to be disabled under the Equality Act 2010? Yes No						
Keswick School will guarantee to interview all disabled applicants who meet the essential criteria for the post for which the 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. To you consider yourself to be disabled under the Equality Act 2010? Yes No	Keswick School will guarantee to interview all disabled applicants who meet the essential criteria for the post for which the 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. To you consider yourself to be disabled under the Equality Act 2010? Yes No						
Keswick School will guarantee to interview all disabled applicants who meet the essential criteria for the post for which the 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. To you consider yourself to be disabled under the Equality Act 2010? Yes No	Keswick School will guarantee to interview all disabled applicants who meet the essential criteria for the post for which the 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. To you consider yourself to be disabled under the Equality Act 2010? Yes No						
Keswick School will guarantee to interview all disabled applicants who meet the essential criteria for the post for which the 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	Keswick School will guarantee to interview all disabled applicants who meet the essential criteria for the post for which the 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						
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? (If yes, please list below any reasonable adjustments you would request)	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? (If yes, please list below any reasonable adjustments you would request)						
(If yes, please list below any reasonable adjustments you would request)	(If yes, please list below any reasonable adjustments you would request)	re applying. Th	he Equality Act 2010 de	efines a disabled person	n as an individual who has a	a long-term physical or menta	
		o you conside	er yourself to be disable	ed under the Equality <i>i</i>	Act 2010?	Yes N	10
During the interview process:	During the interview process:	lf yes, please li	st below any reasonabl	le adjustments you woı	ıld request)		
	Buring the interview process.	Ouring the inte					
			rview process:				

Application reference (FOR OFFICE USE ONLY)



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.

(Please refer to the guidance notes before con	mpleting 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



Section Two

Name and location of school/college	From	То	Examinations taken (include level and grade)

Further Education – University, College Courses

Name and location of establishment	From	То	Examinations taken (including subject and level)	Classification or Grade



(To be completed for Teaching Applications only) **Date Gained Probation Induction Completed DFES Number Qualified Teacher Status** Yes or No **Membership of Professional Organisations and Institutions** Name of Professional Body or By Examination **Date Attained** Membership Status Membership Number Yes/No Organisation **Work Related Training** Date Course/Training Details

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				



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	Pe	riod	Job title and brief description of role	Reason for leaving
	From	To	and responsibilities	
	I			I



Section Three

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

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 Baring 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/KSChildProtectionPolicyDec2021.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	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





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 I prefer to self-describe Female 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 Mixed **British** White & Black Caribbean Irish White & Black African Traveller of Irish Heritage White & Asian Gypsy/Roma Other Mixed Background (please specify) Any Other White Background (Please specify) Asian/Asian British Black/Black British Indian Caribbean Pakistani African Bangladeshi Any Other Black Background (please specify) Any Other Asian Background (Please specify) Chinese or other ethnic group Undeclared Chinese Other (Please specify)



Date of Birth
Employment
Are you currently in paid employment? Yes No
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?
Religion and Belief
Christian Buddhist Hindu
Jewish Muslim Sikh
Non-Religious Other Religion
If you prefer to use your own definition please provide this here:
Sexual Orientation
Heterosexual
Lesbian or Gay
Bisexual
Prefer to self-describe
If you prefer to self-describe please provide this here: