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| Please note that if you have a disability and you require this form or to submit the information in another format, please contact: [hr@samphirestar.com](mailto:hr@samphirestar.com) | | |
| **How did you hear about this vacancy? (please delete those that do not apply)** | Word of Mouth / Kent Teach / Indeed / School Website / Findajob (DWP site) / Teaching Vacancies (DfE) / on Social Media  Other …………………………………………… | |
| **Personal Details:** |  | |
| **Family name** (including Preferred Title): |  | |
| **First Name(s):** |  | |
| **Address** (including postcode): |  | |
| **Contact telephone number (Home):** |  | |
| **Contact telephone number (Mobile):** |  | |
| **Email Address:** |  | |
| **National Insurance number:** |  | |
| **Are you eligible to work in the UK?** | **Yes No \***Highlight or delete as applicable | |
| **What documentation can you provide to demonstrate eligibility to work in the UK? e.g.** | | |
| * British passport, EEA ID card, passport or travel document showing an authorisation to reside and work in the UK.   Please note that for a UK-based post, we are only able to consider applications from individuals who hold the right to reside and work in the UK.  Should you be shortlisted you will be asked to bring this documentation to interview. Any subsequent offer of employment will be subject to successful verification of your ID, DBS status and right to work in the UK | | |
| **Do you hold a current driving licence?** | |  |
| **Declaration** | | | |
| I consent to a criminal record check if appointed to the position for which I have applied.  I consent to my references being taken up if I am shortlisted for interview, as per page 6 of this form.  I consent to the processing of sensitive personal data as described in the Data Protection Statement above.  I understand that if I am shortlisted for interview, the Trust will carry out an online search as part of their due diligence to identify any incidents or issues that have happened and are publicly available online, which we might want to explore with you at interview.  I understand that any job offer is subject to references, checks of employment eligibility and criminal convictions, all of which must be deemed by the Trust as satisfactory.  I understand that it is an offence to apply for the role if I am barred from engaging in regulated activity relevant to children.  I agree to inform the Trust if I am convicted of an offence after I take up any post within the Trust. I understand that failure to do so may lead to the immediate suspension of my work with children/vulnerable adults and/or the termination of my employment.  I agree to inform the Trust if I become the subject of a police and/or a social services (Children’s social care or Adult Social Services) department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children/vulnerable adults and/or the termination of my employment.  I declare that to the best of my knowledge and belief, the information given on this form is true and correct and can be treated as part of any subsequent contract of employment. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal.  **Signed:** **Date:** | | | |
| **Data Protection Statement** | | | |
| The information provided by you on this form, together with that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.  If your application is successful and you become employed with the Trust the information will be used in the administration of your employment and to provide you with information about us or a third party via your pay slip.  We may check the information collected with third parties or with any other information held by us. We may also use, or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law. | | | |

**The front two pages of the Application Form will be detached prior to short-listing.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Post Applied for:** | | |  | | | | | | | | |
| **Education**  (Please give details of education from age 11) | | | | | | | | | | | |
| **School / Education Establishment** | | Dates Attended | | | | **GCSE/Equivalents** | | | | Level of exam | Grade |
| From | | To | |
|  | |  | |  | |  | | | |  |  |
| **School / Education Establishment** | | Dates Attended | | | | **A Level/Equivalents** | | | | Level of exam | Grade |
| From | | To | |
|  | |  | |  | |  | | | |  |  |
| **Higher/Further Education** (university/college) | | Dates Attended | | | | **Qualifications attained/ to be attained.**  **Subjects** | | | | Grade | Year taken |
| From | | To | |
|  | |  | |  | |  | | | |  |  |
| **Other Qualifications, including membership of professional bodies** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **TRN - Teacher Reference Number**  (if applicable) : | | | | |  | | | | | | |
| **Employment and career history** (please list latest jobs first) | | | | | | | | | | | |
| **Present employment** (please state if you are unemployed and whether you are registered) | | | | | | | | | | | |
| **Name and address of present employer** | | | | |  | | | | | | |
| **Job title:** | | | | |  | | | | | | |
| **Date started:** | | | | |  | | | | | | |
| **Present salary:** | | | | | **£** | | | | | | |
| **If appointed, when would you be available to take up the position?** | | | | |  | | | | | | |
| **Current PayScale** (if on national or local school terms and conditions) e.g. MPS, TLR, Kent Range | | | | |  | | | | | | |
| **Outline your recent responsibilities/experiences that are relevant to this post** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Employer/**  **Organisation \*** | **Position(s) and responsibilities** | | | | | | Dates\* | | **Reason for leaving?** | | |
| From | to |
|  |  | | | | | |  |  |  | | |

\*Include any gaps between employers with reasons – this is a safeguarding requirement.

If you have been self-employed you will be required to provide proof.

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| **Personal Statement:** |
| **Outline your reasons for applying for this post:** |
|  |
| **Referring to the person specification criteria (if applicable), please explain how you have demonstrated the personal qualities, experience, knowledge and skills required for this role by describing what you have done in your workplace, volunteering, or home life.**  **It will help to give a few specific examples of things you have done, achieved or learned, or challenges you have faced.**  (Please use additional sheets if needed. Please limit your response to 2 pages of A4.) |
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| **References** | | | |
| Please give names and addresses for three referees, preferably from former employers, which must meet the following criteria:   * one must be from your most recent employer * references from schools must come from the Headteacher * one must be from your most recent employer within the child workforce (if relevant) * all must have a professional email address if possible (not outlook.com, gmail.com etc) * none should be related to you.   **References will not be sought without your consent and only if shortlisted. References are taken up before the interview in line with our Safer Recruitment policy unless you request otherwise.**  Please complete all fields below for each referee: | | | |
| **Referee 1** **– (Current or most recent Employer)** | | | |
| Name | |  | |
| Relationship to you (e.g. manager) | |  | |
| Organisation Name | |  | |
| Address | |  | |
| Contact Tel No: |  | Email: |  |
| **I consent to Samphire Star Education Trust requesting a reference from this organisation**  **Please do not contact this referee before any job offer has been made** | | | |
| **Referee 2** | | | |
| Name | |  | |
| Relationship to you (e.g. manager) | |  | |
| Organisation Name | |  | |
| Address | |  | |
| Contact Tel No: |  | Email: |  |
| **I consent to Samphire Star Education Trust requesting a reference from this organisation**  **Please do not contact this referee before any job offer has been made** | | | |
| **Referee 3** | | | |
| Name | |  | |
| Relationship to you (e.g. manager) | |  | |
| Organisation Name | |  | |
| Address | |  | |
| Contact Tel No: |  | Email: |  |
| **I consent to Samphire Star Education Trust requesting a reference from this organisation**  **Please do not contact this referee before any job offer has been made** | | | |
| **Please answer the following questions** (please use additional sheet if necessary) | | | |
| Are you currently or have you ever been an employee or volunteer for Samphire Star Education Trust or one of our schools? **YES/NO**   * If YES, please provide details:   Are you related to, or do you know personally, any employee/ trustee / volunteer who works within Samphire Star Education Trust or one of our schools? **YES/NO**   * If YES, please provide details (Name/Position within the Trust/Relationship of person to you)   Have you applied previously for a post within the Trust? **YES/NO**   * If YES please give details (post/date) | | | |
| **Additional comments relevant to your application** | | | |
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**Thank you for your application!**

**Please return to the email or postal address below, marked as CONFIDENTIAL:**

The HR Department

Samphire Star Education Trust

Astor Secondary School

Astor Avenue,

Dover,

Kent,

CT17 0AS

Tel: 01304 200 150

Email: [hr@samphirestar.com](mailto:hr@samphirestar.com)