|  |
| --- |
| *The School is legally required to carry out a number of pre-appointment checks which are detailed in the School's Safer Recruitment, Policy. The information you are being asked to provide in this form is required so that the School can comply with those legal obligations should your application be successful. In order to be considered for a position at the School, you must complete this application form. A curriculum vitae will not be accepted in place of a completed application form. Please note that the School may carry out online searches on applicants as part of the shortlisting exercise (see the School's Recruitment, selection and disclosure policy and procedure' for further information).* |

|  |  |
| --- | --- |
| Post applying for: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full time |  | Part time |  | If Part time – preferred time, ie 0.6 |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Surname |  | | First name |  | | | Title |  | Date of birth |  | |
| Former Surname |  | | Preferred Surname |  | | |  |  | *If happy to supply* | |  |
| Address | |  | | | Email |  | | | | | |
| Postcode: | |  | | | Mobile no |  | | | | | |
| National Insurance number | |  | | | Home Tel |  | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you eligible for employment in the UK (please tick as appropriate) | Yes |  | No |  |
| Please provide details: | | | | |  |
|  | | | | |  |

|  |  |
| --- | --- |
| Teacher Registration Number (if applicable) |  |

|  |
| --- |
| Employment History |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| CURRENT EMPLOYER | | | | | |
| School |  | Job Title |  | | |
| Address |  | Are you still currently employed by this organisation | | Yes  No |  |
| Grade and detail of any allowance |  | Responsibilities |  | | |
| Starting Salary | £ | Salary scale and current salary | £ | | |
| Start date |  | End date (if applicable): |  | | |
| Reason for Leaving: |  | | | | |

|  |
| --- |
| **PREVIOUS NON-TEACHING/VOLUNTARY EMPLOYMENT**  Please summarise your employment history **other than teaching** since leaving full-time education, paid or unpaid, or working in a voluntary organisation or agency, full or part-time. Start with the most recent. Please continue of a separate sheet if necessary |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| School / Company |  | Nature of Business | |  | | | |
| Address |  | Are you still currently employed by this organisation | | | | Yes  No |  |
| Job Title |  | Responsibilities | |  | | | |
| Starting Salary | £ | Ending Salary | | £ | | | |
| Start date |  | End date | |  | | | |
| Reason for Leaving: |  | |  | |  | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| School / Company |  | Nature of Business | |  | | | |
| Address |  | Are you still currently employed by this organisation | | | | Yes  No |  |
| Job Title |  | Responsibilities | |  | | | |
| Starting Salary | £ | Ending Salary | | £ | | | |
| Start date |  | End date | |  | | | |
| Reason for Leaving: |  | |  | |  | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| School / Company |  | Nature of Business | |  | | | |
| Address |  | Are you still currently employed by this organisation | | | | Yes  No |  |
| Job Title |  | Responsibilities | |  | | | |
| Starting Salary | £ | Ending Salary | | £ | | | |
| Start date |  | End date | |  | | | |
| Reason for Leaving: |  | |  | |  | | |

|  |
| --- |
| If there are any gaps in your employment history, eg looking after children, sabbatical year etc, please give details and dates below: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Do you hold Qualified Teacher Status | Yes |  | If yes, please give date of award | |  |
|  | No |  |  | |  |
| If this your first teaching appointment | Yes |  |  | |  |
|  | No |  |  | |  |
| If **yes**, please state the name of your training establishment | | | |  | |
| and then complete Section A, detailing any teaching experience gained through teaching placements | | | | | |
| If **No**, please complete Section B only | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SECTION A: For NEWLY QUALIFIED Teaching Staff** | | | | | |
| **From:** | **To:** | **School Name** | **Primary/Secondary/Special** | **Age of Children Taught** | **Length of Experience** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION B: For QUALIFIED Teaching Staff only** | | | | | | | | | |
| **Role** | **Name of School or College** | **Type of school or college** | **Number on roll** | **Status** | | | | **Exact dates of service** | |
| ***(pls use one line for each role)*** |  |  |  | **Full /Part Time** | **Qual or Unqual** | **Salary Scale** | **TLR** | **From** | **To** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| DfE Reference Number: | |  | Date Issued |  | | |
| Date of Satisfactory completion of induction | |  | Name of Confirming Authority |  | | |
| Are you subject to any conditions or prohibitions placed on you by the Teaching Regulation Agency? | | | | | Yes |  |
|  | | | | | No |  |
| If yes, please give details |  | | | | | |

**Please attach a letter of application giving any further relevant details of your experience and explain why you would like to be considered for this post**

|  |
| --- |
| Qualification and Training |

|  |
| --- |
| EDUCATIONAL AND ACADEMIC QUALIFICTIONS (Secondary, Further/Higher or work based)  Please give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies, relevant to the application. (Please continue on a separate sheet if necessary). Evidence of qualifications may be requested. |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of University/College (if applicable):** | | | |  | | | | |
| From |  | To |  | Examination course |  | Result/  qualification gained |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Secondary School:** | | | |  | |
| From |  | To |  | Examination course | Result/qualification gained |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Name of 16-18 Education provider (if different)** | | | |  | |
| From |  | To |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |
| --- |
| **Other vocational qualifications, skills or training**  *Please provide detail of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied* |
|  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **IN SERVICE TRAINING** Give details of the most recent, relevant courses attended and indicate any awards earned | | | | | | | | |
| From |  | To |  | Course Title | Provider | Duration | Qualification gained (If applicable) |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Prohibition from teaching, prohibition from management and disqualification from providing childcare** |  |
| The Trust is not permitted to employ anyone to carry out 'teaching work' if they are prohibited from doing so. For these purposes 'teaching work' includes:   * planning and preparing lessons and courses for pupils; * delivering lessons to pupils; * assessing the development, progress and attainment of pupils; and * reporting on the development, progress and attainment of pupils.   The above activities do not amount to 'teaching work' if they are supervised by a qualified teacher or other person nominated by the Head.  The School is also not permitted to employ anyone to work in a management position if they are prohibited from being involved in the management of an independent school. This applies to the following positions at the School:   * Head; * teaching posts on the senior leadership team; * teaching posts which carry a departmental head role and deputy head of department * support staff posts on the senior leadership team;   The School is also not permitted to employ anyone to work in a position which involves the provision of 'childcare' if they are disqualified from providing 'childcare'. For these purposes 'childcare' includes:   * all supervised activities before, during and after the school day for children in our early years provision i.e. for a child up to 1 September following their 5th birthday; and * provision for children who are not in our early years provision and who are under the age of 8, which takes place on the school premises before or after the school day.   Work as a cleaner, driver, transport escort, member of the catering staff or member of the office staff is not considered 'childcare' for these purposes.  The declaration at the end of this form therefore asks you to confirm whether you are prohibited from carrying out 'teaching work', prohibited from being involved in the management of an independent school and / or disqualified from providing 'childcare'. You do not have to complete these aspects of the declaration if you are not applying for a relevant role. If you are unsure whether the role for which you are applying involves teaching work, is a relevant management role or involves the provision of 'childcare' please contact the HR Manager.  The School will also carry out a check to determine whether successful applicants for relevant roles are prohibited from teaching and / or prohibited from involvement in the management of an independent school. Successful applicants for 'childcare' roles will be required to complete a childcare disqualification self-declaration form. |  |

|  |  |
| --- | --- |
| **Criminal record** |  |
| Please be aware that Red Kite Schools Trust applies for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions within the Trust which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Employment with the Trust is conditional upon the Trust being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the Trust will be handled in accordance with any guidance and/or code of practice published by the DBS.  The Trust will also carry out a check of the Children’s Barred List. Please be aware that it is unlawful for the Trust to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so. The declaration at the end of this form therefore asks you to confirm whether you are barred from working with children.  The role you are applying for is also exempt from the Rehabilitation of Offenders Act 1974 and the Trust is therefore permitted to ask you to declare all conviction and cautions (including those which would normally be considered “spent”) in order to assess your suitability to work with children. If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. However, you will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.  Having a criminal record will not necessarily prevent you from taking up employment with the Trust. Instead, the Trust will assess each case on its merits and with reference to the Trust’s Safer Recruitment Policy. |  |

|  |
| --- |
| References |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references on all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer.  If the School receives a factual reference i.e. one which contains only limited information about you, additional references may be sought.  If you have previously worked overseas the School may take up references from your overseas employers.  If the School feels it is necessary to take up additional references for any reason we will contact you to discuss this before approaching any party for an additional reference.  The School may also telephone your referees in order to verify the reference they have provided. | | | | | | | | |
| If you were known to either of your referees by another name, please give details: | | | | | |  | | | |
| **Can references be taken up prior to interview with:** | | | | | | | | |
| First Reference | | Yes |  | Second Reference | | | Yes |  |
|  | | No |  |  | | | No |  |
| Name: |  | | | Name: |  | | | |
| Company / School: |  | | | Company / School: |  | | | |
| Address: |  | | | Address: |  | | | |
| Email address: |  | | | Email address: |  | | | |
| Tel: |  | | | Tel: |  | | | |
| In what capacity does the referee know you? |  | | | In what capacity does the referee know you? |  | | | |

|  |  |
| --- | --- |
| **Recruitment** |  |
| It is the Trust’s policy to employ the best qualified personnel and to provide equal opportunities for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.  The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  A copy of the Trust’s Safer Recruitment Policy, Children Protection Policy and Keeping Children Safe in Education is available via [www.cheshamgrammar.org/information/policies](http://www.cheshamgrammar.org/information/policies). Please take time to read them.  If your application is successful, the Trust will retain the information provided in this form (together with any attachments) on your personnel file for the duration of your employment. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed six months after the date on which you are notified of the outcome.  How we use your information  Information on how the school uses personal data is set out in the Trust’s Privacy Notice. |  |

|  |  |
| --- | --- |
| **Declaration** |  |
| I confirm that I am not named on the Children’s Barred List or otherwise disqualified from working with children |  |
|  |  |
| I confirm that I am not prohibited from carrying out “teaching work”  (*do not tick this box if the role for which you are applying does not involved “teaching work*”) |  |
|  |  |
| I confirm that I am not prohibited from being involved in the management of an independent school  (*do not tick this box if the role you are applying is not a management role)* |  |
|  |  |
| I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight  (*do not tick this box if the role for which you are applying does not involve the provision of ‘childcare’*) |  |
|  |  |
| Keeping Children Safe in Education (KCSIE) states as part of the shortlisting process schools should consider carrying out an online search of information in the public domain as part of the due diligence on shortlisted candidates. I agree to an online search of my public profile |  |
|  |  |
| I confirm that the information I have given on this application form is true and correct to the best of my knowledge |  |
|  |  |
| I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence. |  |

|  |  |  |
| --- | --- | --- |
| **Signed** |  |  |
| **Date** |  |  |

|  |
| --- |
| *Where this form is submitted electronically and without signature, electronic receipt of this form by the Trust will be deemed equivalent to the submission of a signed version and will constitute confirmation of the declaration above.* |