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Description automatically generated

Red Kite Schools Trust

Teaching Staff Application form

PLEASE COMPLETE USING BLACK INK OR TYPE

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| APPLICATION FOR THE POST OF: | | | | | | | | | | |
| Full Name: |  | | |  | | |  |  | | dd/mm/yyyy |
| Surname | | | | Forename(s) | | | Title | | | Date of birth |
| Address: |  | | | | | |  | | | |
| Street Address | | | | | | | Apartment No. | | | |
|  |  | | | | | |  | |  | |
| City | | | | | | | County | | Postcode | |
| Phone Home: | | (     ) | | | Mobile | (     ) | | | | |
| Phone Work: | | (     ) | | | E-mail Address: |  | | | | |
| National Insurance Number: | | |  | | | | | | | |
| Application for the post of: | | |  | | | | | | | |
| Name of school applying to: | | |  | | | | | | | |

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| EMPLOYMENT HISTORY |

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| **PRESENT OR MOST RECENT EMPLOYMENT** | |
| School:  Address:  Are you still currently employed by this school?  Y/N | Job Title:  Responsibilities:  Grade & details of any allowance: £  Salary Scale & Current Salary: £ |
| Date of appointment:  (dd/mm/yy) | Date if leaving:  (dd/mm/yy) |
| Reason(s) for seeking a new post: | |

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| **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 | |
| Company:  Nature of Business:  Address:  Job Title:  From: (dd/mm/yy) To: (dd//mm/yy/) | Are you still currently employed by this organisation: Y/N  Starting Salary: £  Ending Salary: £  Reason for leaving: |

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| Please describe the reason and duration of any period(s) longer than 1 month when you have not been in employment since leaving full-time education: |

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| TEACHING EXPERIENCE |

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| Do you hold Qualified Teacher Status? \*Yes/No If yes, please give date of award  Is this your first teaching appointment? \*Yes/No \* Please delete as appropriate  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** |
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| **Section B: For Qualified Teaching Staff only** | | | | | | | | |
| **Name of School or College** | **Type of school or college** | **Number on roll** | **Status** | | | | **Exact dates of service** | |
|  |  |  | **Full or Part Time** | | **Qual or Unqual** | **Salary Scale** | **From** | **To** |
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| DfE Reference Number: | | | | | Date Issued: (dd/mm/yy) | | | |
| Date of Satisfactory completion of induction: (dd/mm/yy) | | | | 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 full 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

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| QUALIFICATIONS AND TRAINING |

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| **EDUCATIONAL AND ACADEMIC QUALIFICATIONS (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 will be requested from shortlisted candidates. | | | | | | |
| **Secondary School(s)** | **Subject** | **Level**  **(A/GCSE)** | **Year**  **Awarded** | **Result**  **(include all GCSE & A level grades or equivalent)** | | |
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| **University or College** | **Courses taken** | **From** | **To** | **Result/Qualifications gained (include class of degree)** | | |
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| **INSERVICE TRAINING** Give details of the most recent, relevant courses attended and indicate any awards earned | | | | | | |
| **Course Title** | **Provider** | | | | **Duration** | **Dates** |
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| REFERENCES |

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| Give details of two people who have knowledge of you in a working/educational environment, paid or unpaid. The first reference should be your present or most recent employer. If you are a student give appropriate school or college referees. **It is the normal practice for references to be obtained before any formal interview** | |
| If you were known to either of your referees by another name, please give details:  **Can references be taken up prior to interview with:**  **Your first referee: Yes/No Your second referee: Yes/No** | |
| First Referee  Name:  Company/School:  Address:  Tel:  Email:  In what capacity does the referee know you? | Second referee  Name:  Company/School:  Address:  Tel:  Email:  In what capacity does the referee know you? |

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| ADDITIONAL INFORMATION DECLARATION |

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| 1. To comply with the Asylum and Immigration legislation during the selection process you will be required to give evidence of your ability to work in the UK. Do you need any documentation supplied by the Home Office or UKBA in order to work in the UK?   Do you need a work permit to work in the UK? **YES NO  Please confirm which of the following you have:** British Passport or Birth Certificate  Certificate of registration/naturalisation as a British Citizen Passport showing right to work/live in UK   EEC Passport or Identity Card plus required work registration letter 2. Under the Working Time Directive, you should not work more than 48 hours a week. Do you plan to undertake work for other employers, which would cause a breach of these regulations? **YES NO** If so, please give details: 3. Do you hold a full current driving licence? **YES NO** 4. Have you ever been subject to any disciplinary action by your employer or professional body? **YES NO**  If so, please give details: 5. Are you a relative or partner of any member of the Governing Body, or any employee of Chesham Grammar School/RKST?  **YES NO**  If YES, please state name of person and relationship: 6. If you have a disability, please let us know of any special arrangements you may need to make if you are short listed for interview: 7. Where did you see the advertisement for this post? Please circle:   TES; Bucks Herald; Guardian: Bucks Free Press; Buckinghamshire Advertiser; BCC Job Website; Careers Fair; other local press; other national press; other trade press; other website. If seen on the internet on which site? |

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| CRIMINAL CONVICTIONS – REHABILITATION OF OFFENDERS ACT 1974 |

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| Having a criminal record will not necessarily bar you from employment; this will depend on the relevance, the circumstances and the background of your offence(s). The School has a Policy on the Recruitment of Ex-Offenders which meets the Disclosure & Barring Service (DBS) Code of Practice and complies with the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974.  If you are applying for work which brings you into contact with children, young people or vulnerable adults or for certain positions within legal and financial fields you may be required to undergo an enhanced DBS criminal record check before taking up your role. This check will include details of convictions, cautions, reprimands and warnings which you may have, even if they are regarded as 'spent' under the Rehabilitation of Offenders Act 1974. You must also (where appropriate) let us know of any prosecutions pending against you. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account.  Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exemptions) order 1975 (as amended in 2013)?  **YES**  **NO**  The following declarations are only required if you are applying to undertake Regulated Activity with either children or adults. If you are in doubt about this requirement, please refer to the role profile.  **Declaration for applicants into Regulated Activity with Children and Young People:**  Have you been barred from working with children by the DBS, the Independent Safeguarding Authority (ISA) or any other organisation? **YES**  **NO**  Are you subject to a Prohibition Order? **Yes**  **No**  Have you been disqualified under the terms of the Childcare (Disqualification) Regulations 2009 (relevant only for caring for children under age 8)? **Yes**  **No**  **Declaration for applicants into Regulated Activity with Adults (for posts within Special Schools only):**  Have you been barred from working with adults by the DBS, ISA or any other organisation? **Yes**  **No**  Failure to disclose this information could result in your dismissal or disciplinary action by the Academy.  Signed: Date: |

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| DECLARATION |

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| I agree that any offer of employment with Red Kite Schools Trust is subject to satisfactory evidence of the right to work in the UK, satisfactory references, DBS check and other pre-employment checks. In accordance with the Data Protection Act 2018, Red Kite Schools Trust will hold and use personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information can be stored in both manual and/or computer form. I understand that my data will be used in connection with recruitment and may be passed to non-Trust employees, such as School Governors, Consultants and referees in connection with my application for a role. If unsuccessful, information will be held in line with our retention standards.  This Trust is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.  For further information, see our Privacy Policy.  I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action by Red Kite Schools Trust.  Signed:  Date: |

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| RECRUITMENT MONITORING |

Red Kite Schools Trust operates a Diversity Policy and is committed to appointing the best candidate, on the basis of their ability to do the job.

The Codes of Practice published by the Equal Opportunities Commission and the Commission for Racial Equality advise employers to monitor the outcome of selection decisions to ensure that discrimination does not occur within our recruitment and selection process.

The information you give is confidential and is used for monitoring purposes only.

**Application for the post of:**

**Full Name:**

**Date of Birth:**

**How did you find out about this vacancy?**

***Please highlight:*** School website, TES, DfE vacancies, Buckinghamshire Council jobs page, Indeed, Social Media, other local press, other national press, other website, word of mouth.

**Gender**

**Please tick the appropriate section**

Male  Female  Transgender  Other (Please define

**Disability**

Disability is defined as “physical or mental impairment, which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities

**Do you consider yourself disabled?**

Yes  No

If Yes, please give details:

**Ethnicity**

**Choose ONE section from A to F, and then tick the appropriate box to indicate your cultural background**

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| **A. White** |  | **D. Black or Black British** |  |
| White  Irish  White non-UK  Any other White background (Please define) |  | Caribbean  African  Black other (Please define) |  |
| **B. Mixed** |  | **E. Chinese or other Ethnic** |  |
| White and Black Caribbean  White and Black African  White and Asian  Mixed Other (Please define) |  | Chinese  Chinese Other |  |
| **C. Asian or Asian British** |  | **F. Other Ethnic** |  |
| Indian  Pakistani  Bangladeshi  Asian Other |  | Other Ethnic Group (Please define) |  |