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| Logo - The Blue Kite Academy Trust (1) | | | | |  | | | | | | | |  | | |
| **Section 1. Personal Information** | | | | | | | | | **Ref: No.** | | | | | | |
| The Information in Section 1 will be removed from the application prior to shortlisting | | | | | | | | | | | | | | | |
| **Surname:** | |  | | | | | | | **Forenames:** | | |  | | | |
| Title: | Mr 🞏 | | Mrs 🞏 | Miss 🞏 | | | Ms 🞏 | Other 🞏 | | Date of Birth: | | | | | |
| Address: | |  | | | | | | | Is this a job-share application? Yes 🞏 / No 🞏 | | | | | | |
|  | | | | | | |
| Contact Details (please tick preferred option) | | | | | | |
| Home | |  | | | | 🞏 |
| Work | |  | | | | 🞏 |
| Mobile | |  | | | | 🞏 |
| Email | |  | | | | 🞏 |
| National Insurance Number: | | | | | |  | | | | | | | | | |
| Right to work in the UK | | | | | | | | | | | | | | | |
| The Blue Kite Multi Academy Trust will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. By signing this application, you agree to provide such evidence when requested. | | | | | | | | | | | | | | | |
| Are you eligible to work in the UK?  Are you require to have a work permit to work within the UK? | | | | | | | | | | | | | | Yes 🞏 No 🞏  Yes 🞏 No 🞏 | |
| **Disclosure and Barring and Recruitment Checks** | | | | | | | | | | | | | | | |
| The Blue Kite Multi Academy Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.  The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) do not have to be disclosed and if they are disclosed will not be considered. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.  For posts in regulated activity, the DBS check will include a Children’s barred list check.  It is an offence to seek employment in regulated activity if you are on a barred list.  For relevant childcare posts we will use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Blue Kite Trust’s privacy notice.  **Do you have a DBS certificate?** ☐ Yes ☐ No Date of check:  Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. | | | | | | | | | | | | | | | |

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| **Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?** | | | | | | | | | | | | | | | | | Yes 🞏 No 🞏 | | | |
| Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position.  Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis. | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| **Time spent living or working overseas:** | | | | | | | | | | | | | | | | | | | | |
| If you’ve lived or worked outside of the UK in 5 years the Blue Kite Trust may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.  **Have you lived or worked outside of the UK in the last 5 years?** ☐ Yes ☐ No  We’ll base the decision on whether this is necessary on individual circumstances, and factors such as:   * The amount of information you disclose in the DBS check * The length of time you’ve spent in or out of the UK | | | | | | | | | | | | | | | | | | | | |
| **Canvassing:** | | | | | | | | | | | | | | | | | | | | |
| In order to ensure fairness and openness of our selection process please state whether you are related to, or in a close personal relationship with a Trustee, Governor or employee of The Blue Kite Academy Trust. Yes 🞏 No 🞏 | | | | | | | | | | | | | | | | | | | | |
| If yes, please provide details: | | | | Name: | | |  | | | | | | | | | | | | | |
| Position in Blue Kite Trust: | | | | | | |  | | | | | | | | | |
| Relationship with yourself: | | | | | | |  | | | | | | | | | |
| Please note that canvassing of Trustees, Governors and employees of The Blue Kite Academy Trust in relation to this application will disqualify any candidate. If evidence of this is discovered after appointment, you may be dismissed without notice. | | | | | | | | | | | | | | | | | | | | |
| **Declaration:** | | | | | | | | | | | | | | | | | | | | |
| I declare that the information I have given in this application is correct and complete. I understand that any false statements or failure to disclose information requested on this form may result in my application being disqualified or may lead to my dismissal or disciplinary action if appointed. | | | | | | | | | | | | | | | | | | | | |
| Signature: |  | | | | | | | | | | | Date: | | | | | |  | | |
| **[http://simpleicon.com/wp-content/uploads/lock-4.png](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=&url=http://simpleicon.com/lock-4.html&psig=AFQjCNE9B4m8QKzh3Y-_B0Tg7QtSj17TZA&ust=1456838290691353)How Information about you will be used**  All information on this form will be treated in the strictest of confidence and used to process your application for employment. If you are appointed, this application will form the basis of your personal file and information on this form may be held on computer. If your application is unsuccessful your details will be kept for a period of one year and will then be destroyed. Equalities information will be used solely for monitoring purposes. | | | | | | | | | | | | | | | | | | | | |
| **Equalities Information** - Please place a tick in the boxes where applicable: | | | | | | | | | | | | | | | | | | | | |
| Are you? | | | Male 🞏 | | | | | Female 🞏 | | | | | | | | | | | | |
| Please indicate your current age band below: | | | | | | | | | | | | | | | | | | | | |
| Up to 19 🞏 | | 20 – 29 🞏 | | | | | | 30 – 39 🞏 | | 40 – 49 🞏 | | | 50 – 59 🞏 | | | | 60 – 69 🞏 | | Over 70 🞏 | |
| How would you describe your ethnic origin? | | | | | **White** | | | | | | |  | | **Black or Black British** | | | | | |  |
| British | | | | | | | 🞏 | | Caribbean | | | | | | 🞏 |
| Irish | | | | | | | 🞏 | | African | | | | | | 🞏 |
| Polish | | | | | | | 🞏 | | Any other Black background | | | | | | 🞏 |
| Italian | | | | | | | 🞏 | |  | | | | | |  |
| Any other White background | | | | | | | 🞏 | |  | | | | | |  |
|  | | | | | | |  | |  | | | | | |  |
| **Mixed** | | | | | | |  | | **Asian or Asian British** | | | | | |  |
| White and Black Caribbean | | | | | | | 🞏 | | Indian | | | | | | 🞏 |
| White and Black African | | | | | | | 🞏 | | Pakistani | | | | | | 🞏 |
| White and Asian | | | | | | | 🞏 | | Bangladeshi | | | | | | 🞏 |
| Any other Mixed background | | | | | | | 🞏 | | Any other Asian background | | | | | | 🞏 |
|  | | | | | | |  | |  | | | | | |  |
| **Chinese** | | | | | | |  | |  | | | | | | |
| Chinese | | | | | | | 🞏 | |
| Any other ethnic group | | | | | | | 🞏 | |
| Are your day to day activities significantly limited because of a health problem or disability which has lasted or is expected to last for at least 12 months | | | | | | | | | | | | | | | Yes ☐  No ☐  Prefer not to say ☐ | | | | | |
| Local Newspaper | | | | | | 🞏 | | National Newspaper 🞏 | | | | | | | | | | | | |
| Professional Journal | | | | | | 🞏 | | Other 🞏 Please state: | | | | | | | | | | | | |
| Job Centre | | | | | | 🞏 | | Internet 🞏 Please state website: www. | | | | | | | | | | | | |
| Are you currently employed by The Blue Kite Academy Trust? | | | | | | | | | | | | | | | | Yes 🞏 | | No 🞏 | | |
| **What is your religion or belief?** | | | | | | | | | | | | | | | | | | | | |
| |  |  |  | | --- | --- | --- | | ☐ Agnostic  ☐ Atheist  ☐ Buddhist  ☐ Christian  ☐ Hindu | ☐ Jain  ☐ Jewish  ☐ Muslim  ☐ No religion | ☐ Other  ☐ Pagan  ☐ Sikh  ☐ Prefer not to say | | | | | | | | | | | | | | | | | | | | | |
| **Sexual Orientation** | | | | | | | | |  | | | | | | | | | | | |
| Which of the following best describes your sexual orientation? | | | | | | | | | ☐ Bisexual  ☐ Heterosexual  ☐ Homosexual | | | | | | | ☐ Other  ☐ Prefer not to say | | | | |

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| **Section 2: Application Form** | | | | | | | | | **Reference:** | | | | | | |
|  |  | | | | | | | |  | | | | |  | |
| **3. Vacancy Details** | | | | | | | | | | | | | | | |
| Job(s) applied for: | |  | | | | | | | | | | | | | |
| Ref No: | |  | | | | | | | | | | | | | |
| **4. Present or more recent employment, voluntary work or role** | | | | | | | | | | | | | | | |
| **Job Title:** | |  | | | | | | | **Name of Employer:** | | |  | | | |
| **Hours Worked:** | |  | | | | | | | **Employer’s Address** | | |  | | | |
| **Dates Employed:** | |  | | | | | | |
| **Notice Period** | |  | | | | | | |
| **Current Salary plus benefits:** | |  | | | | | | |
| **Key Duties:** | |  | | | | | | | | | | | | | |
| **5. Reason for wishing to leave or left:** | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| The Working Time Regulations place a maximum limit on weekly hours worked (48hours). Will you continue in any other employment, should you be offered this appointment? Yes 🞏 No 🞏 | | | | | | | | | | | | | | | |
|  |  | | | | | | | |  | | | | |  | |
| **6. Previous Employment** | | | | | | | | | | | | | | | |
| Starting with the most recent first, please give details of all previous employment since leaving school, including education and voluntary work. Include any gaps in employment and the reasons for them. Please do not duplicate the details you have already provided in Section 4 of the application form. You may continue on a separate sheet and attach to the application form. | | | | | | | | | | | | | | | |
| **Name of Employer** | | **Job Title and Main Duties** | | | | | | **Reason for Leaving and Length or Employment** | | | | | | | |
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| **7. Employment gaps** | | | | | | | | | | | | | | | |
| Please provide details of any employment gaps since leaving school, and give the reasons for the gap. | | | | | | | | | | | | | | | |
| **Start date** | | **End date** | | | | | **Reason for Employment gap** | | | | | | | | |
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| **8. Education** | | | | | | | | | | | | | | | |
| Please give details of any education, technical and/or professional qualifications. If you are currently studying please provide details of the qualifications you are studying for. | | | | | | | | | | | | | | | |
| **Examinations/Qualifications taken or to be taken (include subjects)** | | | **Results and Grades** | | | | | | | **Dates attended (mm/yyyy))** | | | | | |
|  | | |  | | | | | | |  | | | | | |
| **9. Training** | | | | | | | | | | | | | | | |
| Please list any course(s) which you have undertaken that are relevant to the job and/or specified on the person specification. You may continue on a separate sheet of paper if necessary. | | | | | | | | | | | | | | | |
| **Length of Course** | | | | **Course Title** | | | | | | | | | **Organising Body** | | |
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| **10. Membership** | | | | | | | | | | | | | | | |
| Please indicate membership of any organisation(s) relevant to the job. | | | | | | | | | | | | | | | |
| **Name of Organisation** | | | | **Type of Membership** | | | | | | | | | **Is Membership Current?** | | |
|  | | | |  | | | | | | | | |  | | |
| **11. Teacher Status (for teaching positions only)** | | | | | | | | | | | | | | | |
| **Teacher reference number** | | | | | |  | | | | | | | | | |
| **Do you have QTS? If so include your number** | | | | | |  | | | | | | | | | |
| **Date of qualification** | | | | | |  | | | | | | | | | |
| **Are you subject to a teacher prohibition order, or an interim order, issued by the secretary of State as a result of misconduct?** | | | | | |  | | | | | | | | | |
| **Are you subject to a General Teaching Council sanction or restriction?** | | | | | |  | | | | | | | | | |
| **12. Skills, Abilities, Experience and Achievements** | | | | | | | | | | | | | | | |
| Please give details of your skills, abilities, achievements and experience (including outside interests) and use examples to demonstrate how you meet each of the criteria listed in the person specification. You may continue on **up to 2 separate sheets** of paper and attach if necessary. | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **13. Disability** | | | | | | | | | | | | | | | |
| We guarantee to interview disabled applicants who meet the **essential** requirements for the post. | | | | | | | | | | | | | | | |
| Do you consider yourself to have a disability? | | | | | | | Yes 🞏 No 🞏 | | | | | | | | |
| Please state any particular assistance or facilities you may require in attending an interview | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **14. References** | | | | | | | | | | | | | | | |
| Please provide details of three referees who are able to comment on your suitability for the job, one of whom must be your present or most recent employer. If you have just left full-time education you should give details of your course tutor or teacher. References from **friends** and **relatives** are not acceptable.  The Blue Kite Trust reserves the right to seek any additional references we deem appropriate.  Please let your referees know that you’ve listed them as a referee, and to expect a request for a reference should you be shortlisted. | | | | | | | | | | | | | | | |
| 1. Name: |  | | | | Position/  Occupation | | | |  | | | | | | |
| Address |  | | | | Telephone  Number | | | |  | | | | | | |
| Mobile  Number | | | |  | | | | | | |
| Email | | | |  | | | | | | |
| May we contact referee prior to interview? | | | | | | | | | Yes 🞏 No | | Relationship to yourself | | | |  |
| 2. Name: |  | | | | Position/  Occupation | | | |  | | | | | | |
| Address |  | | | | Telephone  Number | | | |  | | | | | | |
| Mobile  Number | | | |  | | | | | | |
| Email | | | |  | | | | | | |
| May we contact referee prior to interview? | | | | | | | | | Yes 🞏 No 🞏 | | Relationship to yourself | | | |  |
| 3. Name: |  | | | | Position/  Occupation | | | |  | | | | | | |
| Address |  | | | | Telephone  Number | | | |  | | | | | | |
| Mobile  Number | | | |  | | | | | | |
| Email | | | |  | | | | | | |
| May we contact referee prior to interview? | | | | | | | | | Yes 🞏 No 🞏 | | Relationship to yourself | | | |  |