|  |
| --- |
| *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. Please note that in order to be considered for a position at the School, you must complete this application form. A curriculum vitea will not be accepted in place of a completed application form.* |

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

|  |
| --- |
| School applying to: |
| Chesham Grammar School |  | Ivingswood Academy |  | Waterside Primary Academy |  | Red Kite Schools Trust (Trust Ops) |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Surname |  | First name |  | Title |  | Date of birth |  |
| Former Surname |  | Preferred Surname |  |  |  |  |  |
| Address |  | Email |  |
| Postcode: |  | Mobile no |  |
| National Insurance number |  | Home Tel |  |
| Teacher Registration Number (if applicable) |  |

|  |
| --- |
| Employment History |

|  |
| --- |
| CURRENT EMPLOYER |
| Company |  | Nature of Business |  |
| Address |  | Are you still currently employed by this organisation | YesNo |  |
| Job Title |  | Responsibilities |  |
| Starting Salary | £ | Ending Salary | £ |
| Start date |  | End date (if applicable): |  |
| Reason for Leaving: |  | Notice Period:  |  |

|  |
| --- |
| PREVIOUS EMPLOYMENT – full employment history – please add more boxes if required |
| Start date |  | End date (if applicable): |  |
| Company |  | Nature of Business |  |
| Address |  | Are you still currently employed by this organisation | YesNo |  |
| Job Title |  | Responsibilities |  |
| Starting Salary | £ | Ending Salary | £ |
| Reason for Leaving: |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Start date |  | End date (if applicable): |  |
| Company |  | Nature of Business |  |
| Address |  | Job Title |  |
| Starting Salary | £ | Ending Salary | £ |
| Reason for Leaving |  | Responsibilities |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Start date |  | End date (if applicable): |  |
| Company |  | Nature of Business |  |
| Address |  | Job Title |  |
| Starting Salary | £ | Ending Salary | £ |
| Reason for Leaving |  | Responsibilities |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Start date |  | End date (if applicable): |  |
| Company |  | Nature of Business |  |
| Address |  | Job Title |  |
| Starting Salary | £ | Ending Salary | £ |
| Reason for Leaving |  | Responsibilities |  |

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

|  |
| --- |
| 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) |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Achievement, personal qualities and skills** |  |
| Please give your reasons for applying for this post and say why you believe you are suitable for the position. Make sure you have read the job description and person specification before completing the application form and refer to it throughout. Provide as much information as possible, giving us examples, either from your home or work life, to show how you meet what we are looking for. Please continue, if necessary, on a further sheet, which must be attached securely to this form.**Please continue to a second page if necessary** |  |
|  |  |

|  |  |
| --- | --- |
| **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 |

|  |
| --- |
| Give details of two people who have knowledge of you in a working/educational environment, paid or unpaid. The first reference must be your current or most recent employer. Neither reference should be a relative or someone known to you solely as a friend. 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 the Trust receives a factual reference, ie one which contains only limited information about you, additional references may be sought.If you have previously worked overseas the Trust may take up references from your overseas employer.The Trust 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 the Trust’s website. 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 informationInformation 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’*)  |  |
|  |  |
| 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.* |