**Application Form**

Section A

Please complete all sections of this form. Once completed, please send to the Head of HR, Mrs Carmen McMahon, by email to [c.mcmahon@ksn.org.uk](about:blank)

|  |  |
| --- | --- |
| Post Applied For: |  |
| Academy: |  |
| Where did you hear about this vacancy? |  |

Personal Details

|  |  |  |  |
| --- | --- | --- | --- |
| Surname (including preferred title) |  | | |
| First Name(s) |  | Known as |  |
| Address and postcode |  | | |
| Home Telephone No: |  | | |
| Work Telephone No: |  | | |
| Mobile Telephone No: |  | | |
| E-Mail Address |  | | |
| National Insurance Number |  | | |
| Previous Surnames Used |  | | |
| Are you eligible to work in the UK? | YES  NO | | |
| Do you require a work permit or visa? If yes please give details | YES  NO | | |
| Are you currently or have you ever been an employee, volunteer, contractor, or supplier at the Trust? Please provide details |  | | |
| Are you related to, or know personally, any Trust employee / governor or trustee? |  | | |

The Academy is committed to the development of positive practices to promote equality in employment.  The Academy guarantees an interview to disabled applicants who meet the essential shortlisting requirements.  If you would like to declare your disability, please tick the appropriate box below.

|  |  |
| --- | --- |
| Do you consider yourself to be disabled? | YES  NO |
| If you would like us to make adjustments to assist if you are called for an interview, please could you state the arrangements you require |  |

Sections A, and E of the Application Form will be detached prior to being forwarded to the short-listing panel members. All sections of the form will be shared with the panel after short-listing has been completed.

Section B

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| If you are applying for a teaching post, please provide the following information: | |
| Do you have QTS? | YES  NO |
| In what year did you gain QTS? |  |
| Please provide your Teacher Reference Number (DfE) |  |
| If you qualified after September 1999, have you completed your NQT / ECT statutory induction year(s)? | YES ☐ NO ☐ |
| Note: The KMAT will require proof of essential qualifications detailed in the Person Specification at interview, this includes evidence of QTS and completion of Induction if applicable. | |

Continuous Service

|  |  |
| --- | --- |
| The KMAT may recognise continuous service in Local Government Employment for all staff groups in order to calculate entitlements for redundancy. | |
| What is your continuous service in LGE? | (DD/MM/YY) |

Note: If you are offered the position, your continuous service date will be verified with your previous employer. The KMAT will not recognise continuous service without verification.

Present Post Details

|  |  |
| --- | --- |
| Name and address of current employer, school or establishment: | |
|  | |
| Telephone Number: |  |
| Local Authority (if applicable): |  |
| Age range of school (if applicable): |  |
| Number of pupils on roll: |  |
| Date of appointment to organisation (DD/MM/YY): |  |
| Job Title: |  |
| Main responsibilities: |  |
| Contract Type: | Full Time ☐ Part Time ☐ |
| Temporary ☐ Permanent ☐ |
| Date of appointment to post, if different (DD/MM/YY): |  |
| Notice period required: |  |
| Salary/Allowance Detail: |  |
| Reason for Leaving: |  |

Previous Employment

Please provide details of your employment history, starting with your most recent/current employer and working back. Please account for any gaps. Please include voluntary work.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name and address of employer  (if this is a school please include name of Local Authority and age range of school) | Position held and main responsibilities (Please state if Full-time, Part-time or Supply) | Start  Date (mm/yyyy) | End  Date (mm/yyyy) | Reason for Leaving | Salary |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
| Please use the space below to explain gaps in your employment. | | | | | |
|  | | | | | |

Education History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | | School\College\ University | Qualification(s) attained including  grade / degree classification / subjects | Full/Part time |
| From | To |
|  |  |  |  |  |
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| Membership of Professional Bodies |
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| --- | --- | --- |
| Training Courses (relevant to this role): | | |
| Course Title | Date | Venue |
|  |  |  |
|  |  |  |

Section C

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| Please write your personal statement of no more than two sides of A4, detailing how your knowledge, skills and experiences meet the criteria in the person specification. |
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Section D

Referees

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| Please give the name and address of two people whom we may contact for a employment reference. One of these should be from your current or most recent place of employment.  If you have previously been employed in education the Headteacher, from this establishment should be included.  In relation to work with children, we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to. If you have any concerns about this, please do not hesitate to contact our Human Resources Department.  References will be requested for shortlisted candidates prior to interview. |

|  |  |  |
| --- | --- | --- |
|  | 1st Referee | 2nd Referee |
| Name |  |  |
| Job Title |  |  |
| Organisations |  |  |
| Relationship to you |  |  |
| Address |  |  |
| Tel. No |  |  |
| Fax. No |  |  |
| E-mail Address |  |  |
| \*Have you given your permission to your referee to provide a reference? (see above)  Are you willing for this referee to be approached prior to interview? | Yes  No  Yes  No | Yes  No  Yes  No |

Section E

Data Protection Statement

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| On making an application, the information will be used in compliance with GDPR and our Privacy Notices which can be found on the Trust website. By signing this application form you are providing your consent for us to process your personal data, in accordance with Data Protection Regulations. |

Health & Medical Statement

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| Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination. |

Declaration

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| I acknowledge that the Kenilworth Multi Academy Trust (KMAT) is committed to safeguarding and promoting the welfare of children and young people and to this end hereby confirm that I am not on the barred list or List 99, disqualified from work with children, or subject to sanctions imposed by a regulatory body such as the Teacher Regulation Agency, and have no convictions, cautions or bind-overs (or have attached details of my record in a sealed envelope marked confidential).    I agree to a DBS check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me will be disclosed along with any other relevant information which may be known to the police, and Lists held in accordance with the Safeguarding Vulnerable Groups Act 2006.  All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means they do not need to be disclosed to employers and if they are disclosed employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.    In accordance with paragraph 221 Keeping Children Safe in Education, The Trust will carry out online searches to identify any incidents or issues that have happened and are publicly available online. Checks will not be carried out by the appointing officer. Only relevant information relating to safeguarding or reputational concerns will be highlighted to the appointing officer. Any matters of interest will be considered with you to establish your suitability for the role for which you have applied.  Please help us to fulfil this duty by providing the relevant information of your public online profiles below.   |  |  |  | | --- | --- | --- | | **Platform** | **Personal Identification**  **(username/handle)** | **Link to Profile** | | e.g. LinkedIn | John Smith | www.LinkedIn.com/userjohnsmith12345 | | LinkedIn |  |  | | Facebook |  |  | | Twitter |  |  | | Instagram |  |  | | Tik Tok |  |  | | You Tube |  |  | | Other (insert details) |  |  |   With this application, I hereby consent to the information in this form being retained for recruitment, selection and employment related purposes. I understand that any offer of employment is subject to the relevant pre-employment checks. I declare that all statements I make in this application are true and, to the best of my knowledge and belief, that I have not withheld any relevant information. I understand that if I have made any false statements or omitted and information, I am liable to have my application rejected, or if appointed, liable to be dismissed. | | | |
| Signed |  | Date |  |