**Confidential - Application for Post**

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| Post Title: |  |
| This is your opportunity to tell us as much as possible about yourself and will help us make a fair decision in the selection process. Please refer carefully to the information you have been provided for this post.  Please ensure you complete **ALL** sections of the application form. Your application will be treated in the strictest confidence. | |

**Part 1: Personal Details**

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| --- | --- | --- | --- |
| Name: |  | Previous Surname |  |
| Address: |  | Alternative Address: |  |
| Telephone – Home: |  | Mobile: |  |
| Work: |  | Email: |  |
| Teacher Reference No: (if applicable) |  | National Insurance No: |  |

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| **Disclosure of relationship** |
| Are you related to any elected member of the Council, a Senior Officer of the Council a member of the School Governing Body or member of school staff? (If YES, please provide details) |
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| **How did you become aware of this vacancy?** | | |
| Media | Date | Reference |
|  |  |  |

**Part 2: Competency**

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| **Further / Higher Education and Training** | |
| Original documentation of qualifications will be required prior to an appointment. (Continue on a separate sheet if necessary, giving page number and title heading) | |
| Education Establishment |  |
| Awarding Body |  |
| Qualification Type |  |
| Grade |  |
| Dates of Study |  |
| Date of Award |  |
|  | |
| Education Establishment |  |
| Awarding Body |  |
| Qualification Type |  |
| Grade |  |
| Dates of Study |  |
| Date of Award |  |
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| Education Establishment |  |
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| Qualification Type |  |
| Grade |  |
| Dates of Study |  |
| Date of Award |  |
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| Education Establishment |  |
| Awarding Body |  |
| Qualification Type |  |
| Grade |  |
| Dates of Study |  |
| Date of Award |  |

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| **Secondary Education** | | | |
| Please give details of your secondary education, including qualifications received. (Continue on a separate  sheet if necessary, giving page number and title heading) | | | |
| Secondary School |  | | |
| Dates of Study |  | | |
| Qualifications | Exam | Date | Result / Grade |
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| **In-Service Training and Development** |
| Please give details of relevant courses and training undertaken in the last five years. |
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| **Employment History** | |
| Please give details of all jobs held since leaving school, including part time work, unpaid work and any voluntary work, starting with your current or most recent employer. **Please explain any gaps**. (Continue on a separate sheet if necessary, giving page number and title heading)  When giving details of school employment please include the age range, approximate school roll number and school type | |
| Employer (Most Recent) |  |
| Role |  |
| Employment Dates |  |
| Salary upon leaving |  |
| Reason for leaving |  |
| Notice Period |  |
| Roles and responsibilities |  |
| Category of School (if applicable) | Academy □ Community □ Controlled □  Foundation □ Independent □ Voluntary Aided □ |
|  | |
| Employer |  |
| Role |  |
| Employment Dates |  |
| Salary upon leaving |  |
| Reason for leaving |  |
| Roles and responsibilities |  |
| Category of School (if applicable) | Academy □ Community □ Controlled □  Foundation □ Independent □ Voluntary Aided □ |
|  | |
| Employer |  |
| Role |  |
| Employment Dates |  |
| Salary upon leaving |  |
| Reason for leaving |  |
| Roles and responsibilities |  |
| Category of School (if applicable) | Academy □ Community □ Controlled □  Foundation □ Independent □ Voluntary Aided □ |

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| **Time not accounted for** |
| Please give details of any time you have not accounted for below. |
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| **Other Skills and interests** |
| Please include languages (spoken / written), computers, etc. Please provide details of any community or voluntary work experience. |
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| **Reason for Application** |
| In this section you are asked to outline how your personal qualities, knowledge, skills and experiences meet the competencies required for this post (where set out in the personal specification). Remember to consider experience in previous employment and relevant experience outside of paid work e.g. that gained at home, through the community or through leisure/college activities. (Continue on a separate sheet if necessary, giving page number and title heading) |
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| **References** | | | |
| Please indicate two people who can provide references - one of whom should be your present/most recent employer. Students should include their University/College tutor. References will be taken up before an offer of employment is made and may be taken up prior to interview.  Where you are currently working in a school / academy one reference should be from your current Headteacher. Where you are not currently working in a school or childcare setting but have done so in the past, one reference should be from your most recent children’s workforce referee.  The school reserves the right to request alternative referees where felt appropriate to fulfill safer recruitment requirements. | | | |
| Name (Inc. title): |  | Name (Inc. title): |  |
| Organisation: |  | Organisation: |  |
| Address: |  | Address: |  |
| Telephone: |  | Telephone: |  |
| Email: |  | Email: |  |
| Occupation: |  | Occupation: |  |
| Relationship to you: |  | Relationship to you: |  |
| Please tick here to confirm you are happy for references to be requested prior to interview: Yes □  (If NO, please provide details) No □ | | Please tick here to confirm you are happy for references to be requested prior to interview: Yes □  (If NO, please provide details) No □ | |

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| **Criminal Record** |
| All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974.  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 that 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.    You are asked to provide details of all unspent convictions and spent convictions and cautions that would not be filtered at the point of application by completing a self-disclosure declaration.  Your self-disclosure declaration will only be viewed by the recruiting manager if you are shortlisted for interview. |

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| **Right to Work in the U.K** | |
| All shortlisted candidates will be required to evidence their right to work in the UK at interview stage. | |
| Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? (If YES, please provide details) | |
|  | |
| If you are successful in your application, would you require a work permit prior to taking up employment? | |
| Yes | No |

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| **General** |
| Health Declaration  Successful candidates will be asked to complete a pre-employment health assessment prior to commencing work. |

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| **Data Protection Statement** |
| I hereby give my consent for the school or organisation to which this application relates to process and retain on file information (including health and ethnic data) contained on this form and in accompanying documents. This is required for recruitment purposes, the payment of staff and the prevention and detection of fraud.  This information may be shared with third party organisations including, but not exclusive to, the county council, payroll providers, the DBS, the police and other third parties as defined by the General Data Protection Regulations and Data Protection Act 2018 and related legislation. All information will be dealt with in accordance with data protection legislation. The School’s Privacy policy is available on the school website [www.ntc.kent.sch.uk](http://www.ntc.kent.sch.uk) |

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| **Declaration** |
| By submitting this form, I declare that the information is complete and accurate, and I understand that any offer of employment is subject to satisfactory completion of the applicable pre-employment checks. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard. |

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| **Signed:** |  | **Date:** |  |

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**Criminal Record Self-Disclosure**

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| Applicants Name |  |
| Post Title |  |
| School Name |  |
| The information you give is confidentially managed and is not seen by recruiting managers until you have successfully been shortlisted for a position. If you decide not to complete some or all the form, we will record that your choice is to 'not declare'. Thank you for your help. This section of the form is CONFIDENTIAL and should be detached from your application form. **AP Safer Recruiting Training said to send this off after shortlisting as part of interview letter. This looks like it is sent with initial Application form but not shared with LM until shortlisting has taken place?** | |

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| **Criminal Record** | | | |
| The term ‘convictions’ is used to refer to any sentence or disposal issued by a court. The term ‘cautions’ includes reprimands and final warnings You do not need to disclose anything that would be currently filtered from the Police National Computer by the Disclosure & Barring Service*. Please note that it is an offence to apply for a role in regulated activity, if the applicant is barred from engaging in regulated activity relevant to children.*  You are asked to provide details of all unspent convictions and spent convictions and cautions that would not be filtered at the point of application by completing a self-disclosure declaration. | | | |
| **Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198?** | | | |
| **Yes** | | **No** | |
| **Please provide details of the Offence / Sentence / Date (if necessary)** | | | |
| ‘By signing below, I confirm that the information I have provided on this form is accurate. I understand that this information will not necessarily prevent me from being employed in the role above, and that I will be given an opportunity to discuss any concerns you might have before you make a final decision on my suitability for the role.’ | | | |
| **Signed** |  | **Date** |  |

You should return this completed form in an envelope marked ‘Confidential – FAO Recruiting Manager’ along with your completed application form.

The information you have given will be treated as confidential. Where a self-disclosure is made, the details of this may be discussed with you at interview. Thank you for providing this information.

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**Equal Opportunities Monitoring**

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| Applicants Name |  |
| Post Title |  |
| We are striving to create a working environment and culture that recognises and values people’s differences. We will only do this by attracting, recruiting and retaining the most creative and talented people who reflect all sections of our community. To understand if we are achieving this, it is important that you complete this monitoring form. The information you give is confidentially managed and is not seen by recruiting managers. If you decide not to complete some or all of the form, we will record that your choice is to ‘not declare’. | |

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| **Ethnic Origin**  (These are approved by the commission for Racial Equality) | | | | | |
| Ethnic Origin | Gender | | Age Range | Religion / Belief | |
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| **Disability**  Applicants from disabled people are welcome and disabled applicants who meet the minimum Criteria and guaranteed an interview. We want to ensure that disabled people are considered on an equal basis by providing appropriate access and equipment. To help us do this, please answer the following questions: | | | | | |
| **Do you consider yourself to be disabled?** | |  | | | |
| (if YES, is there anything you would like to tell us about your disability?) | |  | | | |
| Do you wish to arrange for any of the following to be available, if you are called for interview? | | Accessible car parking | | | **☐** | |
| Assistance in and out of a vehicle | | | **☐** | |
| Wheelchair access | | | **☐** | |
| Accessible toilet | | | **☐** | |
| Someone with you at interview (i.e. advocate or facilitator | | | **☐** | |
| Sign language interpreter (please state type in the box above) | | | **☐** | |
| Induction loop or other hearing enhancement | | | **☐** | |
| Keyboard for written tests | | | **☐** | |

You should return this completed form in an envelope marked ‘Confidential – FAO School’s Diversity Officer’ along with your completed application form.

The information you have given will be treated as confidential and is necessary to enable us to provide appropriate adjustments and facilities at your interview. Thank you for providing this information.