

**Employment Application Form**

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| **DATA PROTECTION NOTICE** | |
| Throughout this form we ask for some personal data about you. We’ll only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law:   * You have given us your consent * We must process it to comply with our legal obligations   For further information about our privacy notice please see our website: <https://www.kennellaneschool.com/> | |
| **VACANCY INFORMATION** | |
| **Application for the post of:** |  |
| **Where did you first hear about this job?** |  |
| **What date are you available to begin a new post?** |  |
| **DISCLOUSRE AND BARRING AND RECRUITMENT CHECKS** | |
| The School is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts. Any offers of appointment are subject to satisfactory references and medical clearance.  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 will not appear on a DBS certificate.  For posts in regulated activity, the DBS check will include a barred list check.  It is an offence to seek employment in regulated activity if you are on a barred list.  We’ll 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 School’s privacy notice.  **Do you have a DBS certificate?:** ☐ Yes ☐ No Date of check:  If you’ve lived or worked outside of the UK in the last 5 years, the School 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  Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.  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. We may conduct online searches of shortlisted candidates as part of our due diligence checks.  Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis. | |
| **TIME SPENT LIVING AND/OR WORKING OVERSEAS** | |
| The School 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. | |
| **SIGN AND DATE** | |
| Name: |  |
| Sign: |  |
| Date: |  |

Please complete all sections of this form using black ink or type and send complete applications to HR@Kennellaneschool.com

Applications will only be accepted if this form is completed in full, use the job description and specification as guidance when completing your application, as shortlisting will be against these criteria.

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| 1. **PERSONAL INFORAMTION** |

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| First Name: |  | Last Name: |  |
| Middle Name: |  | Previous Name: |  |
| Address: | | | |
| Post code: | |  | |
| Mobile: | |  | |
| Telephone: | |  | |
| Email address: | |  | |

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| 1. **EMPLOYRMENT HISTORY** |

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| CURRENT EMPLOYER | | | |
| Job Title | Employment Dates | Name of Employer | Salary |
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| **BRIEF DESCRIPTION OF RESPONSIBILITIES** | | | |
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| **REASON FOR LEAVING** | | | |
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| 1. **FULL EMPLOYMENT HISTORY** |

Start with your most recent history, including any voluntary or unpaid work. Insert more rows if necessary

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| --- | --- | --- | --- | --- |
| Job title | Name and address of employer | Dates employed | Description of responsibilities | Reason for leaving |
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| 1. **GAPS IN EMPLOYMENT HISTORY** |

Please account for any gaps in your employment history, including any periods where you were not in education/apprenticeship, providing an explanation.

Insert more rows if necessary

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| Start Date | End Date | Reason for Gap |
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| 1. **EDUCATION AND QUALIFICATION** |

Provide full details of your education history, starting with the most recent. Include all types of educational provisions, including but not limited to: Schools, colleges, universities, apprenticeships etc.

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| Name of Course Provider | Course date (month & year) | Name of Course, include subjects and Units if relevant | Qualifications Gained |
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| NB. We reserve the right to contact employers or educational establishments to verify details given. | | | |

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| 1. **PROFESSIONAL MEMBERSHIPS** |

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| Name of Professional Body | Type of Membership |
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| 1. **TEACHER STATUS – FOR TEACHER APPLICATIONS ONLY** |

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| Do you have QTS? |  |
| QTS Certificate Number: |  |
| Date Qualification gained: |  |
| Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the secretary of state, as a result of misconduct? |  |
| Are you subject to a General Teaching Council sanction or restriction? |  |

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| 1. **SUPPORTING STATEMENT** |

Please read the job description and person specification. Using examples, show how your knowledge, skills and experience meet each of the essential requirements of the person specification and as many desirable requirements as possible. Please draw on your relevant experiences, including paid employment, voluntary work, family experiences and leisure activities as evidence.

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| 1. **REFERENCES** |

Please give the names and addresses of TWO people who will provide a reference. At least one must be from your current/last employer, but references from schools/colleges are also acceptable. If you currently work in a school/academy the reference must be completed by the current Headteacher/Principal. If you give a home address for a referee, please indicate which employer or college/university they represent. In the interests of safeguarding, we would ask for all applicants to give permission for references to be acquired prior to interview. Also, in relation to work with children, we may seek information about any past disciplinary issues relating to children and/or child protection concerns. For posts in contact with children/young people or vulnerable adults’ employment references will not be accepted from relatives or people solely in the capacity of friend

References may be taken up before an interview or offer of employment.

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| **NAME** | **RELATIONSHIP TO YOU (AND HOW LONG THEY HAVE KNOWN YOU)** | **ADRESS AND POSTCODE** | **CONTACT NUMBER** | **EMAIL ADDRESS** | **CURRENT EMPLOYER** |
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| 1. **ADDITIONAL INFORMATION** |

We are committed to interviewing people with a disability who meet the essential criteria of the person specification. The Equality Act defines a person as having a disability if he or she has,” a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities”.

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| **Do you have a disability?** | **YES/NO** |
| We will make reasonable adjustments to help a person with a disability through the application & selection process and, if successful, to assist you in carrying out the duties of your job. | |
| Do you, your partner or family have any interests (financial, professional or otherwise) that may conflict with your employment? | YES/NO  If yes, give details: |
| Are you related to any member of staff / governor at the school or Corvus Learning Trust? | YES/NO  If yes, supply their name, location of work and role: |
| Do you, your partner or family have any interests (financial, professional or otherwise) that may conflict with your employment? | YES/No  If yes, give details: |

**Note:** Soliciting support or information to give an unfair advantage may disqualify your application.