**KAT Teaching Staff Application Form**

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| **Vacancy information** |
| **Name:**  **Application for the post of:**  **What date are you available to begin a new post?**  **Where did you first hear about this job?** |
| **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 one 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 * We need to process it for our legitimate interests   **You’ll find more information on our legitimate interests and how we use your personal data in our** [**privacy notice**](https://schoolleaders.thekeysupport.com/uid/d88161df-1746-4ea8-b220-e94098fcd3f4/) **for job applicants. This is found in the vacancies section of the school website.** |
| **Disclosure and Barring and childcare disqualification** |
| Kingstone Academy Trust is legally obligated to process an Enhanced Disclosure and Barring Service (DBS) check before making appointments. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which aren’t “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.  We’ll use the DBS check to ensure we comply with the Childcare Disqualification Regulations  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and Kingstone Academy Trust’s privacy statement.  **Do you have a DBS certificate?:** ☐Yes ☐No Date of check:  If you’ve lived or worked outside of the UK in the last 10 years, Kingstone Academy 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 [10 years]?:** ☐Yes ☐No |
| **Right to work in the UK** |
| Kingstone 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.  **Sign and date**: |

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| 1. **Instructions** | |
| Please complete all sections of this form using black ink, or preferably, type.  Applications will only be accepted if they are completed in full.  We prefer applications to be emailed. | |
| 1. **Personal Details** | |
| **First name** |  |
| **Surname** |  |
| **Preferred title** |  |
| **Previous surnames** |  |
| **If you prefer to be called by a name other than the one listed above, please specify** |  |

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| 1. **Contact Details** | | | | | | | | | | | | | | | | | | |
| **Address** | | | | | | | | | |  | | | | | | | | |
| **Postcode** | | | | | | | | | |  | | | | | | | | |
| **Home phone** | | | | | | | | | |  | | | | | | | | |
| **Mobile phone** | | | | | | | | | |  | | | | | | | | |
| **Email address** | | | | | | | | | |  | | | | | | | | |
| 1. **Disability and Accessibility** | | | | | | | | | | | | | | | | | | |
| Kingstone Academy Trust is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.  If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you’re called for an interview, please state the arrangements you require: | | | | | | | | | | | | | | | | | | |
| 1. **Relationship to Kingstone Academy Trust** | | | | | | | | | | | | | | | | | | |
| Please list any personal relationships that exist between you and any of the following members of Kingstone Academy Trust community:   * Trustees * Staff * Students / Pupils   If you have a relationship with a Trustee or employee, this does not necessarily prevent them from acting as a reference for you. | | | | | | | | | | | | | | | | | | |
| **Name** | | | | | **Relationship** | | | | | | | | | | **Role at KAT** | | | |
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| 1. **Employment History.** | | | | | | | | | | | | | | | | | | |
| List the current / most recent employment first and please provide details of previous employment. | | | | | | | | | | | | | | | | | | |
| **Job title** | **Name and address of employer** | | | | | | **Dates employed** | | **Description of responsibilities** | | | | | | | **Reason for leaving** | | |
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| 1. **Gaps in Employment** | | | | | | | | | | | | | | | | | | |
| Please use the space below to explain any gaps in your employment. | | | | | | | | | | | | | | | | | | |
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| 1. **Education and Qualifications** | | | | | | | | | | | | | | | | | | |
| Please provide details of your education from secondary school onwards.  You will be required to produce evidence of qualifications. | | | | | | | | | | | | | | | | | | |
| **Dates attended (month and year)** | | | | **Name and location of school/college/university** | | | | | | | | | **Qualifications gained (including grades)** | | | | | |
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| 1. **Training and Professional Development** | | | | | | | | | | | | | | | | | | |
| Please give details of training or professional development courses undertaken in the last 5 yearsthat are relevant to your application. | | | | | | | | | | | | | | | | | | |
| **Course dates** | | | **Length of course** | | | | | **Course title** | | | | **Qualification obtained** | | | | | **Course provider** | |
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| 1. **Teacher Status** | | | | | | | | | | | | | | | | | | |
| **Do you have QTS?** | | | | | | | | | | |  | | | | | | | |
| **QTS certificate number (where applicable)** | | | | | | | | | | |  | | | | | | | |
| **Date of qualification** | | | | | | | | | | |  | | | | | | | |
| **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?** | | | | | | | | | | |  | | | | | | | |
| 1. **Additional Information** | | | | | | | | | | | | | | | | | | |
| Please provide any additional information relevant to this application. You may wish to discuss additional skills or relevant special interests. | | | | | | | | | | | | | | | | | | |
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| 1. **Driving licence details** | | | | | | | | | | | | | | | | | | |
| **Do you have a valid driving licence?** | | | | | | | | | |  | | | | | | | | |
| 1. **References** | | | | | | | | | | | | | | | | | | |
| Please give names of **2 people** who are able to comment on your suitability for this post. One must be your present or last employer. If you’ve not previously been employed, please provide details of another suitable referee.  Kingstone Academy 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.  If either of your referees knows you by a different name, please state:  If you don’t wish us to contact your referees without your prior agreement, please tick this box: ☐ | | | | | | | | | | | | | | | | | | |
| **Name** | | **Relationship to you** | | | | **Address and postcode** | | | **Contact number** | | | | | **Email address** | | | | **Is this your current employer?** |
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| 1. **Supporting Statement** | | | | | | | | | | | | | | | | | | |
| Please explain why you are applying for this post and how your experience, training and personal qualities match the requirements of the role as set out in the job description and person specification | | | | | | | | | | | | | | | | | | |