

# Viking Academy Trust

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Chilton Primary School  
Chilton Lane  
Ramsgate  
Kent  
CT11 0LQ

**“Empowering children through education: One Childhood One Chance”**

## Application Guidance

Thank you for the interest you have shown in working for Viking Academy Trust. This information is provided to help you complete your application form. If you have any queries about the completion of this form, please contact us.

Please read these notes carefully prior to completing your application form.

<p>Viking Academy Trust is a Multi-Academy Trust with the following schools: Chilton Primary School Ramsgate Arts Primary School Upton Junior School.</p> <p>Appointments are made to the Viking Academy Trust.</p>	<p>Appointments to this post will be subject to an enhanced Disclosure &amp; Barring and background check The Trust is committed to safeguarding and promoting the welfare of children and young people. The information requested for applicants to provide for DBS clearance, is considered to be objectively justified to comply with government guidance on safer recruitment in schools and academies.</p>
<p><b>Recruitment Monitoring Form</b></p> <p>The Trust is an Equal Opportunities Employer. We welcome applications regardless of age, gender, cultural and ethnic origin, religion, disability and sexuality. To help monitor the effectiveness of our recruitment practices and assess the success of different media in attracting applications, please complete the equal opportunities section provided on the Kent Teach website. This information will be used for statistical purposes only.</p>	<p><b>GDPR</b></p> <p>We are required, under the Data Protection Act (2018), to inform you that details of your name address and the post applied for will be held on computer to facilitate the recruitment process</p>
<p><b>Difficulties in completing this form</b></p> <p>If you have any questions about the completion of this form please contact Leonie Roke for assistance via HRA@vikingacademytrust.com.</p>	<p><b>False Information</b></p> <p>Providing false information is an offence and could result in your application being rejected or summary dismissal if selected, as well as possible referral to the police.</p>

**‘One Childhood, One Chance’**



Chilton Primary School, Ramsgate Arts Primary School and Upton Junior School are operated by Viking Academy Trust which is a charitable company limited by guarantee and registered in England and Wales with company number 09449979. The Registered Office is at Chilton Primary School, Chilton Lane, Ramsgate, Kent, CT11 0LQ. Viking Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<p style="text-align: center;"><b>References</b></p> <p>Two satisfactory references will be required prior to appointment. One should be from your present/relevant employer (or your last employer if unemployed). References will be requested at the point of your application being shortlisted.</p>	<p style="text-align: center;"><b>Pre-employment clearances</b></p> <p>All posts are subject to satisfactory medical clearance from the Trust’s occupational health providers, two satisfactory references (see References section), evidence of the Right to Work in the UK, Qualification checks, enhanced DBS clearance. Failure to meet these requirements will result in any offer of employment being withdrawn.</p>
<p style="text-align: center;"><b>Rehabilitation of Offenders Act 1974</b></p> <p>The nature of the work for which you are applying means that you are exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are not, therefore entitled to withhold provisions of the Act and, in the event of you being appointed to the post, any failure to disclose such information could result in summary dismissal.</p>	<p style="text-align: center;"><b>Job Descriptions and Person Specifications</b></p> <p>Before you start to complete the application, you should read the job description and person specification carefully. This information will enable you to show us, on your application form, how your knowledge, experience, skills and abilities match those we require and how they will enable you to successfully do the job.</p> <p>Use the criteria in the person specification as headings and give examples of your experiences and skills under each heading. If you do not clearly demonstrate how you meet the essential criteria in the person specification, you cannot be shortlisted for interview.</p> <p>You can use skills you have gained from unpaid, community and voluntary work, leisure interests and your home life, as well as those from past and recent employment.</p>
<p style="text-align: center;"><b>Childcare Disqualifications Regulations</b></p> <p>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.</p>	<p style="text-align: center;"><b>Overseas DBS Check</b></p> <p>If you have lived or worked outside of the UK in the last 5 years the Trust may require additional information in order to comply with ‘safer recruitment’ requirements.</p>

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### Probationary Periods

All new entrants to the Trust will be subject to a probationary period of up to 6 months. We reserve the right to extend this to 12 months.

### Applications/CVs

Applications will be accepted on the application form provided by Kent Teach.

Curriculum Vitae (CVs) are not accepted.

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