

Confidential - Application for Post

Post Title:	
<p>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.</p> <p>Please ensure you complete ALL sections of the application form. Your application will be treated in the strictest confidence.</p>	

Part 1: Personal Details

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

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)

How did you become aware of this vacancy?		
Media	Date	Reference

Part 2: Competency

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	
Dates of Study	
Qualification Type	
Grade	
Date of Award	
Education Establishment	
Dates of Study	
Qualification Type	
Grade	
Date of Award	
Education Establishment	
Dates of Study	
Qualification Type	
Grade	
Date of Award	
Education Establishment	
Dates of Study	
Qualification Type	
Grade	
Date of Award	

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

In-Service Training and Development

Please give details of relevant courses and training undertaken in the last five years.

Employment History

Please give details of all jobs held after the age of 18, including part time and unpaid 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	
Role	
Employment Dates	
Salary upon leaving	
Reason for leaving	
Roles and responsibilities	
Category of School (if applicable)	Academy <input type="checkbox"/> Community <input type="checkbox"/> Controlled <input type="checkbox"/> Foundation <input type="checkbox"/> Independent <input type="checkbox"/> Voluntary Aided <input type="checkbox"/>
Employer	
Role	
Employment Dates	
Salary upon leaving	
Reason for leaving	
Roles and responsibilities	
Category of School (if applicable)	Academy <input type="checkbox"/> Community <input type="checkbox"/> Controlled <input type="checkbox"/> Foundation <input type="checkbox"/> Independent <input type="checkbox"/> Voluntary Aided <input type="checkbox"/>
Employer	
Role	
Employment Dates	
Salary upon leaving	
Reason for leaving	
Roles and responsibilities	
Category of School (if applicable)	Academy <input type="checkbox"/> Community <input type="checkbox"/> Controlled <input type="checkbox"/> Foundation <input type="checkbox"/> Independent <input type="checkbox"/> Voluntary Aided <input type="checkbox"/>

References			
<p>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.</p> <p>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.</p> <p>The school reserves the right to request alternative referees where felt appropriate to fulfill safer recruitment requirements.</p>			
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 <input type="checkbox"/> (If NO, please provide details) No <input type="checkbox"/>		Please tick here to confirm you are happy for references to be requested prior to interview: Yes <input type="checkbox"/> (If NO, please provide details) No <input type="checkbox"/>	

Criminal Record
<p>All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974.</p> <p>The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be considered. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.</p> <p>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.</p> <p>Your self-disclosure declaration will only be viewed by the recruiting manager if you are shortlisted for interview.</p>

Right to Work in the U.K		
<p>All shortlisted candidates will be required to evidence their right to work in the UK at interview stage.</p> <p>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)</p>		
<p>If you are successful in your application, would you require a work permit prior to taking up employment?</p>		
<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No	

General

Health Declaration

Successful candidates will be asked to complete a pre-employment health assessment prior to commencing work.

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**

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.

Signed:		Date:	
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Confidential - Application for Post Criminal Record Self-Disclosure

Applicants Name	
Post Title	
School Name	
<p>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?</p>	

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. If you're not sure if your convictions or cautions are filtered and considered a 'protected offence', you can **find out more here**.

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.

Confidential - Application for Post Equal Opportunities Monitoring

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'.

Ethnic Origin

(These are approved by the commission for Racial Equality)

Ethnic Origin	Gender	Age Range	Religion / Belief

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	<input type="checkbox"/>
	Assistance in and out of a vehicle	<input type="checkbox"/>
	Wheelchair access	<input type="checkbox"/>
	Accessible toilet	<input type="checkbox"/>
	Someone with you at interview (i.e. advocate or facilitator)	<input type="checkbox"/>
	Sign language interpreter (please state type in the box above)	<input type="checkbox"/>
	Induction loop or other hearing enhancement	<input type="checkbox"/>
	Keyboard for written tests	<input type="checkbox"/>

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.