|  |  |
| --- | --- |
| **King Ethelbert School**  Canterbury Road, Birchington, Kent CT7 9BL  Tel: 01843 831999  Email [personnel@kingethelbert.kent.sch.uk](mailto:personnel@kingethelbert.kent.sch.uk)  Website www.kingethelbert.co.uk  **Application Form**  *Confidential* | KES_Approved_logo With no white background |

|  |
| --- |
| **Post title:** |

|  |
| --- |
| **Please complete using black ink or type.**  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** applicablesections of the form. Your application will be treated in strictest confidence. |

|  |
| --- |
| **Part 1 : PERSONAL DETAILS** |

|  |  |
| --- | --- |
| Title: | |
| Name: | Previous Surname (s): |
| Address: | Alternative address: |
| Postcode: | Postcode: |
| Telephone – Home: | Mobile: |
| Work: | Email address: |
| DCSF teacher number: /  *(if applicable)* | GTCE full registration? Yes No  *(if applicable)* |
| If qualified after 7th May 1999, have you completed your statutory induction year? Yes No  *(if applicable)* | |
| National Insurance Number  (you can obtain this information from the Department for Work and Pensions) | |

|  |  |
| --- | --- |
| **References** | |
| **It is the School’s practice to take up references when applicants are invited for an interview. Please give the name and address of two referees from whom the School may seek information regarding your suitability for employment.**  Please note that, in addition to your two nominated referees, any current or previous employers may be contacted in relation to your employment history as part of the vetting process (this includes vetting of internal applicants). Checks may also be made on referees and their relationship to you. Family, ex/current partner, close friends are generally not acceptable referees. | |
| Name:  Address:  Tel no (incl area code):  Fax:  e-mail:  Job title:  Relationship to you: | Name:  Address:  Tel no (incl area code):  Fax:  e-mail:  Job title:  Relationship to you: |

|  |
| --- |
| **Disclosure of relationship** |
| Are you related to anybody on the school staff or a member of the School Governing Body?  Yes  No  (If YES, please provide details) |
|  |

|  |
| --- |
| **Work Permit/Visa** |
| If you are successful in your application, would you require a work permit prior to taking up employment? Yes  No |

|  |
| --- |
| **Health Declaration** |
| Removed to comply with the 2010 Equality Act. Please note, for jobs involving working with Children or Vulnerable Adults, the statutory regulations require us to ascertain whether the physical and mental fitness of persons appointed to such roles is at an appropriate level prior to any confirmation of appointment. |

|  |
| --- |
| **Part 2 : COMPETENCY** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Education and Training** | | | | | |
| **Original documentation of qualifications will be required prior to an appointment.**   1. Teacher Training *(applicable to teaching posts only)* | | | | | |
| Name of Teacher Training Institute  Dates | From: | | | To: | |
| Qualification obtained |  | | | | |
| Subjects – Main and Subsidiary |  | | | | |
| Age Range / Key Stage |  | | | | |
| Other Special Interests |  | | | | |
| 1. School, University, College, Etc *(applicable to all posts)* | | | | | |
| Name of School/College/University attended | | From – To  (Month/Year) | Qualifications Including Grades | | Date Obtained  (Month/Year) |
| Schools (after age 11) | |  |  | |  |
|  | |  |  | |  |
| Further or Higher Education  (Full or Part Time) | |  |  | |  |
|  | |  |  | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **In-Service Training and Development**  Please give details of relevant courses and training undertaken in the last five years. | | | |
| Dates and duration | Title of course / Training incl. Home Study & Distance learning | Name of Provider e.g. LEA, College etc. | Qualification obtained (if any) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **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.  When giving details of school employment please include the age range, approximate school roll number and school type i.e. maintained, independent, foundation.  (Continue on a separate sheet if necessary giving page number and title heading) | | |
| Employer name and address: | | |
| Dates: | Full or Part Time: | Salary upon leaving (inc. TLR payments if applicable): |
| Position and responsibilities: | | |
| Reason for leaving: | | |
| Employer name and address: | | |
| Dates: | Full or Part Time: | Salary upon leaving (inc. TLR payments if applicable): |
| Position and responsibilities: | | |
| Reason for leaving: | | |
|  | | |
| Employer name and address: | | |
| Dates: | Full or Part Time: | Salary upon leaving (inc. TLR payments if applicable): |
| Position and responsibilities: | | |
| Reason for leaving: | | |

|  |
| --- |
| **Other Skills and Interests**  Please include languages (spoken/written) ICT competency etc. Please provide details of any community or voluntary work experience. |
|  |
|  |
|  |
|  |
|  |
| **Applicant Statement**  In this section you are asked to outline how your knowledge, skills, experience and personal qualities meet the competencies required for this post (please refer to the information supplied). 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. |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

|  |
| --- |
| **General** |
| Please can you tell us where you saw the position advertised? |

|  |
| --- |
| **Data Protection Statement**  ‘I hereby give my consent for King Ethelbert School to process and retain on file information (including 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. All information will be dealt with in accordance with data protection legislation.’ |

|  |
| --- |
| **Declaration**  I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in dismissal. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | | |
| Signature |  | Date |  |  |
|  | | | | |

|  |
| --- |
| **Criminal records, convictions, cautions, reprimands, final warnings, bans etc.**  This section of the form is CONFIDENTIAL and will be detached from your application prior to interview.  **Important Information: please read and sign the declaration at the end of this section** |
| **Please note this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions and bind overs including those regarded as ‘spent’ must be declared.** |
| Have you ever been convicted or cautioned of a criminal offence? Yes  No |
| Have you ever been banned from working with children (up to age18) or vulnerable adults? Yes  No |
| Have you ever been the subject of any proven/unproven investigation(s), complaint(s) or the like in relation to your work with children or vulnerable adults, whether in a paid or voluntary capacity, or privately carried out? Yes  No |
| Are you subject to a ban under either the Protection of Children Act 1999; Care Standards (Vulnerable Adults) Act 2001; Disqualification from Working with Children Regulations; or serving a Disqualification Order under the Criminal Justice and Court Services Act 2000? Yes  No |
| If your answer is yes to any of these questions and you are short listed, the panel will discuss this at interview. You must provide or include documentation concerning these in a sealed envelope marked ‘confidential’.  Important: **In the event of answering yes to the above questions, it is important to note that your application will be treated on its merits. A criminal record is not necessarily a barrier to employment. It would be weighed according to relevance and the circumstances and background to your record.**  The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and **are not subject to disclosure to employers**, and **cannot be taken into account**. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.  Under the School Staffing Regulations (Amended) 2013 a prohibition check will also be carried out alongside the DBS Disclosure and Barring Service application. |

|  |
| --- |
| **PART 3: EQUAL OPPORTUNITIES MONITORING** |

|  |
| --- |
| This section of the form is CONFIDENTIAL and will be detached from your application prior to interview.  King Ethelbert School welcomes applications for employment from all sections of the community. It is a fundamental principle of our policies that all people are equally valued regardless of their gender, age, disability, race, ethnic origin, language, religion or sexual orientation. The aim of our policies is to ensure that our employment practices do not allow unfair discrimination and to promote equality of opportunity for all.  To help us meet this commitment, we hope that you will assist us in monitoring the recruitment process by completing this form. Only by collecting the information provided on this form can we progressively assess our performance and identify where improvements should be made. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Ethnicity  (please tick) | White British |  | Black Other |  | | Mixed – White and Black Caribbean |  |
| White Irish |  | Asian or Asian British Indian |  | | Mixed – White and Black African |  |
| White Scottish |  | Asian or Asian British Pakistani |  | | Mixed – White and Asian |  |
| White Irish Traveller |  | Asian or Asian British Bangladeshi |  | | Other Mixed Background |  |
| Other White Background |  | Chinese |  | | Other Ethnic |  |
| Black or Black British Caribbean |  | Asian Other |  | | Do not wish to disclose |  |
| Black or Black British African |  | Other |  | |  | |
| Faith / Belief  (please tick) | Buddhist |  | Jewish |  | | Any other Faith or Belief |  |
| Christian |  | Muslim |  | | No Faith or Belief |  |
| Hindu |  | Sikh |  | | Do not wish to disclose |  |
| Disability  (please tick) | No Disability |  | Wheelchair User / Mobility Difficulties | |  | Multiple Disabilities |  |
| Dyslexia |  | Personal Care Support | |  | Other Disabilities not Listed Above |  |
| Blind/Partially Sighted |  | Mental Health Difficulties | |  | Autistic Spectrum Disorder |  |
| Deaf/Hearing Impediment |  | Unseen Disability (e.g. Asthma, Epilepsy, Diabetes) | |  | Do not wish to disclose |  |
| What is your age group? 16-24  25-39  40-49  50-64  65+ | | | | | | | |