

**Application Form**

**The Skinners’ Kent Academy**

**Applying for**

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| **A. Personal Details** | | | |
| **Surname:** |  | **DCFS Ref no. RP:**  (if applicable) |  |
| **Title:**  (Mr, Mrs, Ms, Dr, Other) |  | **GTC registered:**  (Yes/No) |  |
| **First names:** |  | **National Insurance number:** |  |
| **Previous names:** |  | **Email:** |  |
| **Contact address:** |  | **Home telephone no:** |  |
| **Work telephone no:** |  |
| **Postcode:** |  | **Mobile telephone no:** |  |

| **B. University, College, other institutions** (other than initial teacher training).  Give dates and state whether full-time or part-time courses | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Name of institution:** | | | | **From: (Month/Year)** | **To: (Month/Year)** |
| **1.** |  | | |  |  |
| **2.** |  | | |  |  |
| **Degree/Qualification/Diploma/**  **Title:** | | **Part time/ full time** | **Subjects**  (main and subsidiary) | **Hons** (with class) **or Pass grade** | **Date of award** |
| **1.** |  |  |  |  |  |
| **2.** |  |  |  |  |  |

| **C. Secondary Education** | |
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| **Name of institution** (give dates) | |
| **1.** |  |
| **2.** |  |
| **Academic qualifications** (give subjects, grades and dates) | | |
| **GCE ‘O’ Level, GCSE** (or equivalent) | | |
| **‘A’ Levels** (or equivalent) | | |

| **Career History** | | | | | | |
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| Please give details of ALL full and part-time work including particulars of ALL paid and unpaid employment or experience after the age of 18, e.g. commercial experience, raising family, youth work, voluntary work, VSO, work overseas. Complete the columns working backwards from the present date. **Please leave NO gaps.** | | | | | | |
| **Dates  FROM:(M)/(Y)  TO: (M)/(Y)** | **Job title, employer, school name, address**  Type of business or activity | **Age range working with where involved children** | **Number of people in organisation/ number of pupils in the school** | **Salary + scale (where appropriate**  Include responsibility points) | **PartTime / Full Time**  State  proportion | **Reasons for leaving** |
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| **In-service Training & Development** | | | |
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| **Give details of relevant courses and training undertaken in the last five years** | | | |
| **Dates and duration** | **Title of course / training**  **(incl. Home Study and  Distance Learning)** | **Name of provider**  e.g. LA, College etc. | **Qualification obtained (if any)** |
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| **References** | | |
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| **Please give the names and addresses of two employment referees who can be consulted regarding your professional ability for the post. One of the referees must be the Chair of Governors or Principal of your present or most recent school, and the other from your local authority. If not, we reserve the right to request one. References will be taken up before an offer of employment is made. These may be requested before interviews.** | | |
| **1.** | Name:  Title:  Relationship to applicant: | Address:  Email:  Telephone number: |
| **2.** | Name:  Title:  Relationship to applicant: | Address:  Email:  Telephone number: |

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| **Protection of Children** | | | |
| **Disclosure of criminal background of those with substantial access to children is required** | | | |
| **Have you ever received a reprimand, formal warning, caution or been convicted of a criminal offence? Please answer Yes or No in the box** | | |  |
| **Answering YES does not necessarily ban you from appointment. If YES, you are required to give details as this post, for which you are applying, is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (as amended). A subsequent offer of appointment will be dependent upon the completion of a satisfactorily enhanced criminal disclosure application form.** | | | |
| **Criminal convictions, cautions, reprimands or formal warnings** | | | |
| **Date** | **Offence** | **Sentence** | |
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| **Have you had an advanced CRB check in the past two years?** YES  NO  **Please state reference number and give details** | | | |

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| **Health Declaration** |
| **How much sick leave have you had in the past five years? Please give details of this and a brief declaration about your current state of health, mentioning anything which may prevent you from carrying out the duties of the post:** |
| 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. |
| **Appointment will be made on successfully passing Occupational Health Screening (if applicable).** |

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| **Superannuation Scheme (if applicable)** |
| Do you contribute to the Teacher’s Superannuation Scheme? YES  NO  Have you elected to pay Superannuation contributions for part-time teaching? YES  NO |
| **If you contribute to another scheme please give details.** |
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| **Disclosure of Relationship** |
| **Are you related by marriage, blood or as a co-habitee to any elected member of the sponsors, a Senior Officer of the sponsors or a member of the School Governing Body?**  YES  NO |
| **If yes, please state the name, relationship and position held.** |
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**Declaration**

I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading or that I have withheld relevant information or canvassed my application it may lead to disqualification or, if I have been appointed, I may be dismissed

**Signature Date**

**The Skinners’ Kent Academy** is committed to safeguarding and promoting the welfare of children and young persons and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure from the Criminal Records Bureau (CRB).

**Where to send your completed form**

Thank you for taking the time to complete this application form. Please take the time to check that you have completed all sections. Please note that if you are short listed, the selection panel will require a signed hard copy of your application form. You may email a soft copy to: [lorraine.barden@skinnerskentacademy.org.uk](mailto:lorraine.barden@skinnerskentacademy.org.uk).

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| **Equal Opportunity Monitoring Form** | | | | | |
| **To help us ensure that our recruitment procedures give genuine equality of opportunity, please answer the questions below. This document will be kept separate from your application (please tick box where appropriate).** | | | | | |
| **Vacancy information** | | | | | |
| **Job Title:** |  | **School:** |  | **Closing date:** |  |
| **Personal information** | | | | | |
| **Name:** |  | | | **Date of Birth** |  |
| **Gender** Male  Female | | | | | |

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| **Ethnic Origin** | | | | |
| **Please tick the box which most closely describes your cultural background** | | | | |
| **White** | British | | Irish |  |
| **Any other White background (please specify)** | |  | | |
| **Multi ethnic** | Black Caribbean and White | | Black African and White | Asian and White |
| **Any other multi ethnic background (please specify)** | |  | | |
| **Asian or Asian British** | Indian | | Pakistani | Bangladeshi |
| **Any other Asian background (please specify)** | |  | | |
| **Black or Black British** | Caribbean | | African |  |
| **Any other Black background (please specify)** | |  | | |
| **Chinese or other ethnic group** | Chinese | |  |  |
| **Any other ethnic background (please specify)** | |  | | |

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| **Disability** |
| **Do you have a disability in respect of employment in this post?** YES NO |
| **Please describe any special adaptations or arrangements you may require to undertake the duties of the post, these can be discussed with you at the interview:-** |
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| **Additional Information** |
| **Are you applying as part of a job share?** YES  NO |
| **Where did you see the advertisement for this position?** |
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**Rehabilitation of Offenders Act 1974**

Any information you give will be strictly confidential.

We ask for details of any unspent criminal convictions you may have. If you have an unspent criminal conviction we will look at it in relation to the job you have applied for before making a decision. We will treat it in the strictest confidence. Failure to disclose any ‘unspent’ or ‘spent’ (if relevant) convictions may result in the offer of employment being withdrawn. If already appointed you could be dismissed without notice.

There are specific job categories which are exempt under the provisions of the Act. This means that you must declare ‘spent’ or ‘unspent’ convictions for work in these categories. If you are applying for a job in any of the following categories, you MUST disclose all details of any caution or criminal offence:

• Work involving access to children, for example, school based staff, Youth Service etc.

• Work involving the provision of services to persons under the age of 18 which includes social services, care, leisure and recreational facilities and the provision of accommodation

• Work involving the provision of social services to persons:

- over the age of 65

- suffering from serious illness or mental disability of any description

- addicted to alcohol or drugs

- who have a sensory impairment

- who are substantially and permanently disabled by illness, injury or congenital deformity

**Rehabilitation Periods**

**The following list includes sentences which are subject to rehabilitation under the Rehabilitation of Offenders Act:**

For a sentence of imprisonment, or youth custody or detention in a young offenders’ institution or corrective training for a term exceeding 6 months but not exceeding 30 months 10 years

For a sentence of imprisonment, or youth custody or detention in a young offenders’ institution, or corrective training for a term not exceeding 6 months 7 years

For a sentence of imprisonment of 6 months or less 7 years

For a sentence of borstal training 7 years

For a fine or other sentence (e.g. a community service order) for which no other rehabilitation period is prescribed 5 years

For an absolute discharge 6 months

For a probation order, conditional discharge or bind over; and for fit person orders, supervision orders or care orders under the Children and Young Person Acts (and their equivalents in Scotland) 1 year, or until the order expires (whichever is the longer)

For detention by direction of the Home Secretary:

From 6 months to 2.5 years 5 years

From 6 months or less 3 years

For a detention centre order not exceeding 6 months 3 years

For a remand home order, an approved school order, or an attendance order. The period of the order and a further year after the order expires

For a hospital order under the Mental Health Acts the period of the order plus a further two years after the order expires five years from the date of conviction whichever is the longer

**The following rehabilitation periods are for specific types of military punishment, with these rehabilitation periods being halved for offenders under the age of 17 at conviction.**

For cashiering, discharge with ignominy or dismissal with disgrace 10 years

For simple dismissal from the service 7 years

For detention 5 years

**Appendix 1**



**To be completed and returned to:**

***HR Department***

***The Skinners’ Kent Academy***

***Sandown Park***

***Tunbridge Wells***

***Kent TN2 4PY***

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| --- | --- | --- | --- |
| Name | | Daytime Telephone No | |
| Address | | Evening Telephone No | |
| Post Applied for | |
| Email address |  | | |
| Current Position (i.e. School and Post) | | Current Point on MPS or salary | |
| QTS (if applicable)  Yes/no | | National Insurance No. | |
| Number of Days Absent during the last year (*if more than 5 days, please give reasons*) | | | |
| *All successful applicants are subject to occupational health screening.* | | | |
| Signature | | | Date |