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| For Office Use Only: | |
| Application Number: | |

Application Form

Section A

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|--------------------------------------|--|
| Post Applied For: | |
| Location: | |
| How did you hear about this vacancy? | |

Personal Details

| | | |
|-------------------------------------|------------------------------|-----------------------------|
| Title | | |
| Family Name | | |
| First Name(s) | | |
| Address | | |
| | | |
| Postcode | | |
| Telephone Number | | |
| Email Address | | |
| Nationality | | |
| National Insurance Number | | |
| Are you eligible to work in the UK? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Please state the documentation you can provide to demonstrate this e.g. British Passport, EEA ID Card, Passport or travel documentation showing an authorisation to reside and work in the UK

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Note: should you be shortlisted, you will be asked to bring this documentation with you to the interview. A full list of eligible documents will be sent to you. Any offer of employment will be subject to successful verification of your Right to Work in the UK.

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Section B

If you are applying for a teaching post, please provide the following information:

Do you have a QTS?

Yes

No

If you qualified after September 1999, have you completed your NQT statutory induction year?

Yes

No

Note: TKAT will require proof of essential qualifications detailed in the Person Specification at interview, this includes evidence of QTS, and completion of induction, if applicable.

Continuous Service

TKAT recognises continuous service in Local Government Employment for all staff groups in order to calculate entitlements for maternity/paternity pay and leave, sickness pay and leave, annual leave period and redundancy.

What is your continuous service start date in LGE?

(dd/mm/yy)

Note: If you are offered the position, your continuous service date will be verified with your previous employer. TKAT will not recognise continuous service without verification.

Present Post Details

Name and Address of current Employer, School or Establishment:

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Telephone Number:

Local Authority (if applicable):

Age range of school (if applicable):

Date of appointment to organisation:

Job Title:

Contract Type:

Temporary

Permanent

Date of appointment to post, if different:

Type of appointment:

Full-Time

Part-Time

Salary/Allowance Details:

Reason for Leaving:

Date free to take up appointment:

Previous Employment

Please list your most recent position first and continue on a separate sheet where necessary

| Name and address of employer (if this is a school please include name of Local Authority and age range of school) | Position Held | Start Date (mm/yyyy) | End Date (mm/yyyy) | Reason for leaving |
|--|---------------|-------------------------|-----------------------|--------------------|
| | | | | |
| | | | | |
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Please use the space below to explain any gaps in your employment.

Previous Employment with Children

Other than the employment mentioned above, have you ever worked within a role that involved contact with children or young people?

Yes

No

If yes, please provide details below. TKAT reserve the right to contact any of your previous employers.

| Name and address of employer (if this is a school please include name of Local Authority and age range of school) | Position Held | Start Date (mm/yyyy) | End Date (mm/yyyy) | Reason for leaving |
|--|---------------|-------------------------|-----------------------|--------------------|
| | | | | |
| | | | | |

Education

| DATE | School/College/University | Subjects Taken | Examination results/grades |
|------|---------------------------|----------------|----------------------------|
| | | | |

Other Professional Qualifications including membership of Professional Bodies

Other Experience Relevant to the Post e.g. work experience, voluntary positions

Details on ongoing continuous professional development

Relatives/Other Interests

| | | |
|--|------------------------------|-----------------------------|
| Are you currently or have you ever been an employee or volunteer for any TKAT academy? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If yes, please state: | | |
| Are you related to, or know personally, any TKAT employee? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Name of person: | | |
| Position held within TKAT: | | |
| Relationship of person to you: | | |

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Section C

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| Post Applied For: | |
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Please complete the following sections, using additional space if necessary.

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| 1. | How do your personal qualities and professional experience qualify you for this position? Please refer to the Job Description and Person Specification documents. |
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2. How would you seek to incorporate the TKAT Ethos into your working practice?

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3. Professional Skills
Please provide a brief statement setting out how you have developed your professional skills.

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| | |
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Courses: (relevant to this application and taken within the last 5 years)

| In service courses | Date | Venue |
|--------------------|------|-------|
| | | |
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Please continue on a separate sheet, if necessary

Criminal Convictions

This appointment is excluded from the non-disclosure provisions under the Rehabilitation of Offender Act 1974. Applicants must declare any convictions which for other purposes are 'spent' and in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action. Any information will be treated confidentially.

| | | |
|--|------------------------------|-----------------------------|
| Have you ever been charged with, cautioned or convicted of a criminal offence? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are you currently under investigation, awaiting trial, verdict or sentencing in any criminal proceeding? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If you have answered 'yes', please attach details - including the offence and the date. | | |

Referees

Please give the name and address of two people whom we may contact for a reference. One of these should be from your current or most recent place of employment, although TKAT reserves the right to contact any of your former employers.

Please note that we will contact these referees if you are shortlisted for this post and seek a reference before interview. Also, in relation to work with children, we seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subjected to. If you have any concerns about this, please do not hesitate to contact our Human Resources Department.

| | First Referee | Second Referee |
|------------------|---------------|----------------|
| Name | | |
| Status | | |
| Organisation | | |
| Relationship | | |
| Address | | |
| Telephone Number | | |
| Fax Number | | |
| Email Address | | |

Please return your completed application by email to juliet.herd@djpa-tkat.org or by post to:

Contact: Juliet Herd

Address: Dame Janet Primary Academy, Newington Road, Ramsgate, Kent

Postcode: CT12 6QY

If returning this application electronically you are confirming that the information is true and accurate to the best of your knowledge. If you are shortlisted for this post you will be required to sign your application prior to interview.

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Section D

Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with the information about us or a third party via your pay slip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing this application form we will assume that you agree to the processing of sensitive personal data (as described above), in accordance with the Information Commissioner's Office.

DECLARATION

I acknowledge that TKAT is committed to safeguarding and promoting the welfare of children and young people and to this end hereby certify that I am not on the Children's Barred List, disqualified from working with children, or subject to sanctions imposed by a regulatory body and have no convictions, cautions or bind-overs (or have attached details of my record in a sealed envelope marked confidential).

I consent to a DBS check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions or bindovers against me will be disclosed along with any other relevant information which may be known to the police and lists held in accordance with the Safeguarding Vulnerable Groups Act 2006.

I agree to inform TKAT if I am convicted of an offence after I take up any post within TKAT. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I agree to inform TKAT if I become the subject of a police and/or social services/(Children's Social care or Adult Social Services)/social work department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I declare to the best of my knowledge and belief, all particulars I have given in all part of this Application Form are complete and true and can be treated as part of any subsequent contract of employment. I understand that any false declaration or misleading statement or significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions and a medical report, all of which must be deemed by TKAT as satisfactory.

I also declare that I will not contact any member of TKAT to further this application (and I understand that to do so would disqualify me from further consideration) – unless the advertisement clearly invites me to contact a named individual for further discussions or a confidential conversation.

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| Signed: | | Date: | |
|---------|--|-------|--|

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Section E

EQUAL OPPORTUNITIES

Please note that if you have a disability and you require having this form, or submitting the information with regard to this form in another format, such as larger print or audio-tape, please contact us by emailing or telephoning the Human Resources Department at hr@tkat.org or 0208 269 8330.

TKAT is working towards equality of opportunity for all who apply for employment with the organisation. We are actively opposed to discrimination and want to ensure our processes support recruitment of the full diversity of people. We believe that monitoring our recruitment results will help us assess any areas requiring improvement. In order to assist us with this, we would be grateful if you would complete this form and return with your application.

TKAT undertakes that this form will not be made available to anyone involved in the recruitment and selection of staff and will remain confidential to the HR Department to be used solely for the purpose of monitoring the effectiveness of our equal opportunities policy.

Your help in this matter is entirely voluntary and will in no way affect your application.

Post applied for:

1. Please indicate your gender:

Male

Female

2. Please indicate your age:

16 – 17

18 – 21

22 – 30

31 – 40

41 – 50

51 – 60

61 – 65

66 – 70

71+

3. Ethnic origin is not about nationality, place of birth or citizenship. It is to do with colour and broad ethnic group. UK citizens can belong to any of the group indicated below.

Would you describe yourself as:

White

English/Welsh/Scottish/Northern Irish/British

Irish

Gypsy or Irish Traveller

Any other White background

Please state:

Mixed/multiple ethnic groups

White & Black Caribbean

White & Black African

White & Asian

Any other mixed/multiple ethnic background

Please state:

Black/African/Caribbean or Black British

African

Caribbean

Any other black/African/Caribbean background

Please state:

Asian or Asian British

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background

Please state:

Other ethnic group

Arab

Any other

Please state:

| | |
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| 4. Do you consider yourself to have a disability within the Equalities Act 2010? (See Disability Definition below.) | |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| We fully support the social model of disability and we recognise that people with different impairments or medical conditions can experience different barriers. If you have stated 'yes', please select the nature of your disability: | |
| Physical/sensory impairments | <input type="checkbox"/> |
| Learning difficulty and specific learning difficulties | <input type="checkbox"/> |
| Mental health difficulties | <input type="checkbox"/> |
| Medical conditions | <input type="checkbox"/> |
| 5. What is your Religion, even if you are not currently practising? | |
| Christian including Church of England/Catholic/Protestant and all other Christian denominations | <input type="checkbox"/> |
| Buddhist | <input type="checkbox"/> |
| Hindu | <input type="checkbox"/> |
| Jewish | <input type="checkbox"/> |
| Muslim | <input type="checkbox"/> |
| Sikh | <input type="checkbox"/> |
| Any other religion Please describe | <input type="checkbox"/> |
| No religion | <input type="checkbox"/> |
| 6. What is your sexual orientation? | |
| Bisexual | <input type="checkbox"/> |
| Gay man | <input type="checkbox"/> |
| Gay woman/lesbian | <input type="checkbox"/> |
| Heterosexual/straight | <input type="checkbox"/> |
| Prefer not to say | <input type="checkbox"/> |
| Thank you for your assistance | |
| Disability Definition | |
| The Equality Act 2010 states "A person has a disability if they have a physical or mental impairment, which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities". | |
| The Act also states "A person can also qualify if he/she had a disability in the past and/or if he/she was on the register of disable persons under provision in the Disabled Persons (Employment) Act 1944 on both 12 January 1995 and 2 December 1996". DDA 2005 | |

