

**Appendix 1**

**To be completed and returned to:**

***HR Department***

***The Skinners’ Kent Academy***

***Blackhurst Lane***

***Tunbridge Wells***

***Kent TN2 4PY***

|  |  |
| --- | --- |
| 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*) |
| Signature | Date |

**APPLICATION PROCEDURE - Please include the following in your application:**

1. A letter explaining how your experience and qualifications equip you for this role. Please refer to the role profile.
2. Identify one particular initiative that you have developed which you feel would be relevant to this position.
3. Set out your **relevant** qualifications, experience, in service training and interests on the application form.
4. Include names and addresses of two professionals who are willing to provide you with a reference, one of whom should be your most recent/current employer.
5. Complete the attached appendix 1 and return the complete application to HR Department on hr@skinnerskentacademy.org.uk