

**C O N F I D E N T I A L**

**APPLICATION FORM - TEACHING POSTS**

*This is your opportunity to tell us as much as possible about yourself and will help us to 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 sections of the application form. Your application will be treated in the strictest confidence. Please complete in black ink or electronically.*

**1. PERSONAL DETAILS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Surname | | | | Forenames | |
| All previously used surnames | | | | | |
| Title |  | |  | DfES No. | |
|  |  | |  | National Insurance Number | |
| Address | | | | | |
| Home telephone: | | Mobile: | | | e-mail: |
| Work telephone: | |  | | |  |

**2. PRESENT OR MOST RECENT EMPLOYMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Post (Title) | | | From: To: | |
| Reason for leaving: |  | | Salary Scale | |
| Role description: | | | | |
| Name and Address of School: | | | | |
| School type: | | Age Range: | | No on Roll: |
| Single Sex/Mixed (please circle) | | Key Stage Taught: | |  |
| Name of Education Authority  or Private Institution | | | | |

**3. EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Institution | Dates | | Qualifications\* |
|  | From | To |  |
| Secondary Education |  |  |  |
| University / College |  |  |  |
| Further Post Graduate Study |  |  |  |
| Specialist teaching subjects: | Qualified Teaching Status (GTP/PGCE/BEd)  Date Awarded and Awarding Body: | | |

**\***NB Evidence to confirm all qualifications will be required when called for interview

**4. PREVIOUS TEACHING POSTS HELD (please give most recent first)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name and address of School | | | Post Title | Dates | | Reason for leaving |
| or College | | | and Scale |  |
|  | | |  | From | To |  |
|  | | |  |  |  |  |
| B/G/Mixed | NOR | Age range |  |  |  |  |
|  | | |  |  |  |  |
| B/G/Mixed | NOR | Age range |  |  |  |  |
|  | | |  |  |  |  |
| B/G/Mixed | NOR | Age range |  |  |  |  |

**5. DETAILS OF ANY NON-TEACHING EMPLOYMENT (including any breaks in service)**

Please include all jobs held after the age of 18 years, including part time and voluntary work and any breaks in service, starting with your most recent employer. Continue on separate sheet if required.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer | Position Held & FTE Salary on leaving | Job Description | From | To | Reason for leaving |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**6. RELEVANT IN-SERVICE TRAINING**

Please give details of three most significant features of your professional development in the last five years

|  |  |  |
| --- | --- | --- |
| Title | Organising Body | Duration and Dates |
|  |  |  |
|  |  |  |
|  |  |  |

**7. OTHER SKILLS AND INTERESTS**

Please include languages spoken/written, ICT/software/programming etc. Please provide details of any community or voluntary work experience. Please give particular regard to involvement in extra-curricular school activities in current post and for possible future development.

|  |
| --- |
|  |

**8. REFERENCES** (one of these must be your present employer; the third *may* be a priest or minister. If you have ever worked in the Children’s Workforce, one referee must be your most recent Children’s Workforce employer)

|  |  |  |
| --- | --- | --- |
| Name | Name | Name |
| Address | Address | Address |
| Telephone No:  Email | Telephone No:  Email | Telephone No  Email |
| Job title | Job title | Job title |
| Agree to contact before interview?  Y/N | Agree to contact before interview?  Y/N | Agree to contact before interview?  Y/N |

**9. REASON FOR APPLICATION**

In this section you are asked to outline how your knowledge, skills and experience meet the competencies required for this post (as set out in the person specification). 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. (Continue on a separate sheet if necessary, giving page number and title heading).

**10. CRIMINAL RECORD AND ELIGIBILITY TO WORK IN THE UK**

|  |
| --- |
| You are advised that this post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 by SI 2013 1198.  Any appointment will therefore be dependent on the completion of a satisfactory enhanced Disclosure and Barring Service (DBS) check.  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. If you are invited to interview, you will be required to complete a Criminal Record Self Declaration form and bring this with you to the interview.  **Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?**  **Yes/No (If YES please provide details)**  **If you are successful in your application would you require a work permit prior to taking up employment?**  **Yes/No** |

**11. GENERAL**

**Health Declaration**

Please note, that for jobs involving working with Children or Vulnerable Adults, the statutory regulations require us to ascertain the physical and mental fitness of persons appointed to such roles is at an appropriate level prior to any confirmation of appointment. You may be required to undergo a medical examination.

**Data Protection Statement**

By submitting this application, you give consent for Tenax Schools Trust to process and retain on file information (including health and equalities 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 payroll providers, the DBS, the police and other third parties as defined by the Data Protection Act 2018 and related legislation. All information will be dealt with in accordance with data protection legislation.

*The Trust is committed to safeguarding and promoting the welfare of all children and young people and requires all staff and volunteers to share this commitment. All posts are subject to pre-employment checks including satisfactory references and an enhanced DBS check.*

**APPLICANTS SHOULD BE AWARE THAT PROVIDING FALSE OR MISLEADING INFORMATION MAY DISQUALIFY YOU FROM APPOINTMENT, OR IF APPOINTED MAY RESULT IN THE TERMINATION OF EMPLOYMENT.**

**IT IS AN OFFENCE TO APPLY FOR THIS POST IF YOU ARE BARRED FROM ENGAGING IN REGULATED ACTIVITY RELEVANT TO CHILDREN.**

**APPLICANT'S STATEMENT**

Please delete where applicable.

* I am / am not related to, or have a close personal connection to any senior member of staff or trustee in the Trust.
* I can produce the original documents of my qualifications.
* I confirm that the statements in this application are complete, accurate and true.
* Are you aware of any matter, which might call into question your integrity as an employee or bring you/or the school/Trust into disrepute? YES/NO  
  Please give details on a separate sheet.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If you submit this form electronically, you will be asked to sign a copy if you are invited to interview.**

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**EQUALITIES MONITORING**

All candidates are encouraged to complete the separate Equalities Monitoring form. Please follow the link [here](https://forms.office.com/e/BXDsCZLry8) or copy and paste this url https://forms.office.com/e/BXDsCZLry8 .

Any details provided in that form are not shared with those involved in the shortlisting or selection process. Any candidate identifying as having a disability, or diagnosed with a neurodivergent condition is also encouraged to contact the school/Trust to discuss any reasonable adjustments that would enable them to participate fully and with equal access to the selection process. Such adjustments could include the following, or candidates are welcome to provide their own suggestions of adjustments that may help.

□ Accessible car parking

□ Assistance in and out of a vehicle

□ Wheelchair access/level access to interview room

□ Accessible toilet

□ Someone with you at interview

□ Sign language interpreter

□ Induction loop or other hearing enhancement

□ Keyboard for written tests

□ Additional time for written tasks

□ Visual aid – large font, filter, colour filter

**OTHER OPPORTUNITIES**

Please indicate whether you would be interested in opportunities at other Trust schools/entities, should you be unsuccessful in this application. By ticking these boxes you consent to this application form being shared with that school/entity and to be contacted for the purposes of identifying possible alternative employment opportunities.

□ Bennett Memorial Diocesan School □ Brenchley and Matfield CE Primary School

□ Bishop Chavasse CE Primary School □ Fordcombe CE Primary School

□ Jarvis Brook Primary School □ Leybourne Ss Peter and Paul Primary School

□ Sir Henry Fermor CE Primary School □ West Malling CE Primary School

□ Trust Central Services Team □ Teach Kent and Sussex

□ Kent Teaching School Hub