Application for Employment - TEACHERS

**Valence School**

Please complete using **black** ink or type.

Job Applied for:

Closing date:

Title and Last name/family name:

Previous last name:

First names:

Where did you see this job advertised?

Please ensure you complete the Equalities Monitoring Form.

**Some guidelines to help you…**

Valence staff have a key role in enabling the students to achieve and develop. To help accomplish this we will train you to do your job and encourage you to look for every opportunity to use your skills and abilities. 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 carefully read the job description and specification before completing the form.

**Please ensure that you complete ALL sections.**

Your application will be treated in the strictest confidence.

**General Information About You**

|  |  |
| --- | --- |
| Home Address | Address for Communications (If different) |
| Telephone Number (Home): | Alternative Telephone Number: |
| May we contact you here? YES / NO | May we contact you here? YES / NO |

Email Address

 **Do you have a FULL current UK driving licence (if applicable)? YES / NO**

Do you have any current endorsements? YES / NO

If yes, please give brief details:

If you are successful, when could you start this job?

Are you related to any County Councillor or senior employee of the Kent County Council?

 YES / NO

If yes, please give details:

Are you aware of any matter, which might call into question your integrity as an employee or bring you / or KCC into disrepute?

 YES / NO

If yes, please give brief details:

**Employment**

**Present or most recent employment details.** Name & Address of employer:

Job title:

Salary:

Date started:

Date of leaving (and reason for leaving):

Main duties and responsibilities:

|  |
| --- |
| **Training as a Teacher**Name of Teacher Training Institution:  |
| From | Month | Year | To | Month | Year | Qualification Obtained |
|  |  |  |  |  |  |  |
| Qualified Teacher Status Number: |  |

**Qualifications Achieved from Secondary, Higher and/or Further Education**

(Original Certificates will need to be produced)

|  |  |  |
| --- | --- | --- |
| School/College/University Attended: | Qualifications (include GCSE/O levels, A level or equivalent, NVQ’s, work based courses and any further education): | Grade & Year taken (where relevant): |
|  |  |  |

**Previous Employment**

(You must explain any gaps in your job history. Please use a separate page if necessary. References may be sought where required in order to ensure the safety of our students)

|  |
| --- |
| Please give details of all employment: |
| Name & Full address of employer | Dates (incl. months) | Job held | Reason for leaving |
|  |  |  |  |

**Membership of Professional Organisations and Institutions**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Date Achieved | Membership status | By examination? |
|  |  |  |  |

**Other Skills and Interests – including languages (spoken/written), computers etc.**

**Please include details of any public duties, community or voluntary work experience:**

**Work Permit**

Do you need a work permit to be employed in the UK? YES / NO

National Insurance Number:

(You can obtain this information from the Department of Social Security)

    

If appointed, you will be required to produce documentary evidence of your National Insurance Number before you take up the post. If you do not have this, you will be asked for alternative documentation to show that you are allowed to work in the UK.

**Referees**

Give details of two people to whom you are not related and to whom a request for a reference can be made; one **must** be your current employer, or if you are currently unemployed, your last employer. In the case of school/college/university leavers, your tutor. **References will be taken up before interview.** References from friends and / or family are not suitable for this position.

|  |
| --- |
| Reference |
| Name: |
| Relationship to you: |
| Address: |
| Telephone: |
| Email address: |
| Reference |
| Name: |
| Relationship to you: |
| Address: |
| Telephone: |
| Email address: |

**Criminal Offences**

The post you are applying for is exempt from the Rehabilitation of Offenders Act (ROA) 1974, therefore you must disclose details of any spent or unspent cautions or convictions. The successful candidate’s appointment will be subject to an enhanced disclosure from the Disclosure and Barring Service to KCC's satisfaction. We would also ask that you also make known details of any police reprimands, cautions or warnings that are likely to be disclosed by the request of an enhanced disclosure from the Disclosure and Barring Service.

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the [Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)](http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf)? **YES / NO**

If you have answered yes, please provide details of any relevant cautions or convictions:

**Reason for Application**

Please say why you would like this job. Using the job description and person specification as a guide, please give details of any experience or skills which you feel demonstrate your suitability for the post. Please use a continuation sheet if you require.

I understand that any employment, if offered, will be subject to the information on this form being correct, and I can confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate.

Signed:

Date:

If you are returning this application form by post, please sign and date. If returning by email you will be asked to sign a copy of this document before any offer of employment is made.

 **Protecting your personal information**

Valence retains on file information (including health and equalities data) from this form and any attached documents in accordance with Kent County Council Procedure.

This is required for recruitment and equal opportunities monitoring purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with data protection legislation.