



# Application Form

<b>Post Title:</b>	
<b>Title:</b> Ms/Miss/Mrs/Mr	
<b>Surname:</b>	
<b>First Name(s):</b>	
<b>Date of Birth:</b> (Optional at this stage but it is eventually compulsory for posts with children)	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Home telephone:</b>	
<b>Mobile telephone:</b>	
<b>Email:</b>	
<b>Where did you see the position advertised?</b>	

Please complete this application form with as much detail as possible. We will use the information provided to shortlist our candidates based on their suitability for the job as detailed in the enclosed job description.

**PLEASE COMPLETE ALL SECTIONS. PLEASE USE BLACK OR BLUE INK.**

**Education and Qualifications**  
Please list below starting with the most recent

Name of School/ College/University	Qualification gained(e.g. O level, GCSE, CSE, HND)	Subject(s)	Grade(s)/Result(s)

**Training and Professional Qualifications**  
Please give details of any further training, qualifications or professional memberships you have that you feel may be relevant to your application.

Training/Qualification	Grade/Result

**Present Employment**

Please complete all details of your present/most recent employment

<b>Company Name</b>	
<b>Line Manager's Name</b>	
<b>Email address</b>	
<b>Employers Address</b>	
<b>Postcode</b>	
<b>Position held by you</b>	
<b>Main Duties and Responsibilities</b>	
<b>Present Salary and</b>	
<b>Date Employed from</b>	
<b>Date Employed to</b>	
<b>Reasons for wishing to leave</b>	

**Previous Employers**

Please give details of your full employment history, including any breaks in employment and/or voluntary work, starting with the most recent. Please use the continuation space if necessary.

Date from	Date to	Employer/Company name	Position Held/Responsibilities	Salary	Reason for leaving

**Supporting Statement**

Please detail below your reasons for wanting this position, and tell us what skills you can bring to the role. In particular please relate any skills and experience that you have gained in paid or unpaid employment, education or leisure interests to the position which you are applying for. Please use the continuation space if necessary.

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**Safeguarding of Children and Young People**

<p><b>Explain how you support the commitment to the protection and safeguarding of children and young people.</b></p>	
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**References**

Please provide the names and addresses of TWO referees, one of whom should be your present (or most recent) employer and indicate then capacity in which the other referee is known to you. Referees should have known you for at least two years but must not be related to you and must be relevant to the post. In the event that you do not wish your employer to act as reference, please state why.

	<b>Referee 1</b> (current employer)	<b>Referee 2</b>
<b>Name</b>		
<b>Position</b>		
<b>Address</b>		
<b>Telephone</b>		
<b>Email</b>		
<b>How do you know your referee</b>		
<b>May we contact them prior to interview?</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

In accordance with current DFE guidance, Keeping children Safe in Education (2016), we shall seek references for all short- listed candidates before interview.

<b>Please tell us any dates or times that you are not available for interview.</b>	
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<b>What notice period are you required to give to your current employer?</b>	
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**If you have any connection to any current members of staff of Kent College Pembury School, including Governors, please state their name(s) and the nature of your relationship.**

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**Please outline any reasonable adjustments that could be made to assist you during the selection process. For example, if invited for interview would you need any particular arrangements?**

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<b>Do you require a work permit to take up employment in the UK?</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>If YES, do you hold a valid UK work permit?</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>If YES, when does this expire?</b>	

The position you are applying for is exempt from the Rehabilitation of Offenders Act 1974, and therefore you must declare to us all unspent convictions, cautions and bind-overs you have had. 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)?

YES  NO

Have you ever been disqualified from working with children, been placed on the Children’s Barred List, been prohibited or restricted from working with children by the Secretary for State for Education and Skills, or been subject to sanctions imposed by a regulatory body (e.g. the GTC)?

YES  NO

Have you been involved with any statutory agencies (ie, HMRC, Social Services, Inland Revenue) in respect of an investigation?

YES  NO

**If YES to any of the above, please give details in a separate sealed envelope marked ‘confidential’.**

Please note that a criminal record will not necessarily be a bar to obtaining this position.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant for this position will be subject to a DBS Enhanced Disclosure criminal record check.

The information on this form will be kept confidential within the school and in your personnel file. It will only be used by the school’s recruitment and management team for the purposes of selection and will not be shared with any external sources, in accordance with the Data Protection Act 1998.

### Signature

I can confirm that the information I have provided on this form is correct. I accept that providing deliberately false information could result in my dismissal or disqualify me from employment.

<b>Signature:</b>	
<b>Date:</b>	