



Equal Opportunities Employer

Kent College Pembury School is committed to eliminating discrimination and encouraging diversity amongst our workforce. We aim to provide quality and fairness for all job applicants and employees and not to discriminate, or to receive less favourable treatment, on grounds of age, disability, race, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements, which cannot be shown to be justifiable.

Employment decisions will be made on the basis of each applicant's job qualifications, skills, experience, and abilities.

Child Protection and Safeguarding Policy

Kent College Pembury School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by complying with the School's Safeguarding Policy and Staff Code of Conduct at all times. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and The Disclosure and Barring Service.

Application Form

The purpose of this form is to provide the School with a standardised set of information for all applicants and is a part of our strategy to recruit the best staff. Please complete all parts of this form.. If you would like assistance in completing this form, please contact hr@kentcollege.kent.sch.uk ; we will be pleased to help you.

PLEASE COMPLETE ALL SECTIONS. If completing by hand, PLEASE USE BLACK OR BLUE INK.

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

Present Employment

Please complete all details of your present/most recent employment

Company Name	
Employer's Address	
Position held by you	
Main Duties and Responsibilities	
Present Salary	
Date Employed from	
Date Employed to	
Reasons for wishing to leave	

**What notice period
are you required to
give to your current
employer?**

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 and address	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.

Safeguarding of Children and Young People

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

	Referee 1 (current employer)	Referee 2
Name		
Position		
Address		
Telephone		
Email		
How do you know your referee		
May we contact them prior to interview?	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, we shall seek references for all short- listed candidates before interview.

Please tell us any dates or times that you are not available for interview.	
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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.

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?

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

Safeguarding Children & Rehabilitation of Offenders Act 1974

Kent College Pembury 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 Disclosure criminal record check (Enhanced Level).

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are “protected”. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justices Website.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of interview. You may be asked for further information about your criminal history during the recruitment process. If your application is, successful this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

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

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 2018.

Signature

I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to a) reference which are satisfactory to the school b) a satisfactory enhanced DBS certificate and check of the Barred list where relevant c) the entries of this form proving to be complete and accurate and d) a satisfactory medical report, if appropriate. I can confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

Signature:	
Date:	