

# Application for Post

**CONFIDENTIAL**

<b>Post Title:</b>	
<b>School Name:</b>	
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 ensure you complete ALL sections of the application form. Your application will be treated in the strictest confidence.	

## Part 1: Personal Details

<b>Name:</b>		<b>Previous Surname:</b>	
<b>Address:</b>		<b>Alternative Address:</b>	
<b>Telephone Home:</b>		<b>Mobile:</b>	
<b>Telephone Work:</b>		<b>National Insurance No:</b>	
<b>Email:</b>			

## For Teachers only

Do you hold qualified teacher status?      YES                  NO

If Yes, please give date of award

DFE Number (for example, 12/34567)      .....

Have you successfully completed a period of induction as a qualified teacher in this country where the DFE required this?      YES                  NO

If Yes, please give date of completion and which LA or Academy

.....

Was your teacher qualification gained from one of the countries that automatically qualify for QTS equivalence?      YES                  NO

If yes, please confirm country      .....

Do you hold NPQH?      YES                  NO

Are you subject to any conditions or prohibitions place on you by the Teaching Regulation Agency, Department for Education, or similar departments?

YES                  NO

If yes, give details:

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If yes, give details:

## Current Employment

<b>Employer's name and full address:</b>					
<b>Job Title:</b>		<b>Grade:</b>		<b>Amount:</b>	
<b>Dates employed (from and to):</b>					
<b>Reason for leaving:</b>					
<b>Notice you need to give:</b>					
<b>Summary of Current Job Description:</b>					

## Disclosure of relationship

Are you related to, or a partner of, any member of the Board of Directors, School Governing Body or a member of staff of Swale Academies Trust?

YES

NO

(If YES, please provide details)

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## How did you become aware of this vacancy?

Media	Date	Reference

## Part 2: Competency

### Further / Higher Education and Training

Original documentation of qualifications will be required prior to an appointment. (Continue on a separate sheet if necessary, giving page number and title heading)

<b>Education Establishment</b>	
<b>Dates of Study</b>	
<b>Qualification Type</b>	
<b>Grade</b>	
<b>Date of Award</b>	

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## Secondary Education

Please give details of your secondary education, including qualifications received (continue on a separate sheet if necessary, giving page number and title heading).

<b>Secondary School</b>			
<b>Dates of Study</b>			
<b>Qualifications</b>	<b>Exam</b>	<b>Date</b>	<b>Result / Grade</b>

## In-Service Training and Development

Please give details of relevant courses and training undertaken in the last five years including dates.

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## Previous Employment History

Please give details of all jobs held after the age of 18, including part time and unpaid work, starting with your current or most recent employer. Please explain any gaps. (Continue on a separate sheet if necessary, giving page number and title heading)

When giving details of school employment please include the age range, approximate school roll number and school type i.e

<b>Employer</b>	
<b>Role</b>	
<b>Employment Dates</b>	
<b>Salary upon leaving</b>	
<b>Reason for leaving</b>	
<b>Roles and responsibilities</b>	

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<b>Roles and responsibilities</b>	

## Time not accounted for

Please give details of any time you have not accounted for below.

## Membership of Professional Bodies

Please give details of any relevant professional bodies to which you belong.

<b>Name of Professional Body</b>	<b>Membership Status</b>	<b>Date Membership Commenced</b>

## Other Skills and interests

Please include languages (spoken / written), computers, etc. Please provide details of any community or voluntary work experience.

## Reason for Application

In this section you are asked to outline how your knowledge, skills and experiences meet the competencies required for this post (where set out in the personal 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)

## References

Please indicate two people who can provide references, one of whom should be your present/ most recent employer. Students should include their University / College Tutor. References will be taken up before an offer of employment is made and may be taken up prior to interview.

Where you are currently working in a school / academy, one reference should be from your current Headteacher. Where you are not currently working in a school or childcare setting, but have done so in the past, one reference should be from your most recent children's workforce referee. The Trust reserves the right to request alternative references where felt appropriate to fulfil safer recruitment requirements.

Please tick here to confirm you are happy for references to be requested prior to interview

**(If NO, please provide details)**

<b>Name:</b>		<b>Name:</b>	
<b>Address:</b>		<b>Address:</b>	
<b>Telephone:</b>		<b>Telephone:</b>	
<b>E Mail:</b>		<b>E Mail:</b>	
<b>Position:</b>		<b>Position:</b>	

## Criminal Record

**All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974.**

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be considered. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

You are asked to provide details of all unspent convictions and spent convictions and cautions that would not be filtered at the point of application by completing a self-disclosure declaration.

Your self-disclosure declaration will only be viewed by the recruiting manager if you are shortlisted for interview. All shortlisted candidates will be required to evidence their right to work in the UK at interview stage.

## Applicants with Disabilities

Swale Academies Trust is positive about employing people with disabilities and has a commitment to employ, keep and develop all staff. All applicants with disabilities who show on their application form that they meet the essential criteria for the post will be guaranteed an interview. Please select this box if you consider yourself to have a disability.

## Right to Work in the U.K

**All shortlisted candidates will be required to evidence their right to work in the UK at interview stage.**

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? (If YES, please provide details)

**YES**

**NO**

If you are successful in your application, would you require a work permit prior to taking up employment?

**YES**

**NO**

## General

### Health Declaration

Successful candidates will be asked to complete a pre-employment health assessment prior to commencing work.

## Data Protection Statement

We would like your consent to hold personal and special category data about you in order that we can process your employment application. Please tick the box below if you agree:

Please tick the following box to confirm you agree:

I hereby give my consent for the Trust to process and retain on file information (including health and ethnic 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. All information will be dealt with in accordance with data protection legislation, SAT Privacy Policy, and SAT Records Retention Guidelines (copies are available on request).

## Declaration

By submitting this form, I declare that the information is complete and accurate, and I understand that any offer of employment is subject to satisfactory completion of the applicable pre-employment checks. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

<b>Signed:</b>		<b>Date:</b>	
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Please refer to the advert for details on how to submit your application.