

**Application Form**

**Kensington Aldridge Academy**

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| **Role applying for:**  |  |

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| **Personal Details** |
| **Title:** (Mr, Mrs, Ms, Dr, Other) |  | **National Insurance number:** |  |
| **Surname:** |  | **Email:** |  |
| **First names:** |  | **Home telephone no:** |  |
| **Previous names:** |  | **Work telephone no:**  |  |
| **Contact address:** |  | **Mobile telephone no:** |  |
| **Postcode:** |  | **Do you require a work permit/visa to legally work in the UK? If you answer yes, kindly provide more details.** |  |
| **Have you got any family or close relationship to existing employees or to academy’s governors or to the Aldridge Foundation? If you answer yes, kindly provide more details in the box below.** |
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| **Education & Training** |
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| **A. University, College, other institutions** (other than initial teacher training). Give dates and state whether full-time or part-time courses  |
| **Name of institution:** | **From: (Month/Year)** | **To: (Month/Year)** |
| **1.** |  |  |  |
| **Degree/Diploma/Title:** | **P.T./F.T** | **Subjects** (main and subsidiary) | **Hons** (with class) **or Pass grade** | **Date of award** |
| **1.** |  |  |  |  |  |
| **Name of institution:** | **From: (Month/Year)** | **To: (Month/Year)** |
| **2.** |  |  |  |  |  |
| **Degree/Diploma/Title:** | **P.T./F.T** | **Subjects** (main and subsidiary) | **Hons** (with class) **or Pass grade** | **Date of award** |
| **2.** |  |  |  |  |  |
| **Name of institution:** | **From: (Month/Year)** | **To: (Month/Year)** |
| **3.** |  |  |  |  |  |
| **Degree/Diploma/Title:** | **P.T./F.T** | **Subjects** (main and subsidiary) | **Hons** (with class) **or Pass grade** | **Date of award** |
| **3.** |  |  |  |  |  |

| **B. Secondary Education**  |
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| **Name of institution** (give dates) |
| **1.** |  |
| **Academic qualifications** (give subjects, grades and dates) |
| **1.** |  |

| **Career History** |
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| Please give details of ALL full and part-time work including particulars of ALL paid and unpaid employment or experience after the age of 18, e.g. commercial experience, raising family, youth work, voluntary work, VSO, work overseas. Complete the columns working backwards from the present date. **Please leave NO gaps.** |
| **Dates FROM:(M)/(Y) TO: (M)/(Y)** | **Job title, employer, school name, address** Type of business or activity | **Age range if school** | **Approx. school roll if school** | **Salary**  | **P.T / F.T.**Stateproportion | **Reasons for leaving** |
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| **In-service Training & Development** |
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| **Give details of relevant courses and training undertaken in the last five years** |
| **Dates and duration** | **Title of course / training****(incl. Home Study and Distance Learning)** | **Name of provider**e.g. LA, College etc. | **Qualification obtained (if any)** |
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| **References** |
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| **Please give the names and addresses of two employment referees who can be consulted regarding your professional ability for the post. One of the referees must be your present or most recent employer. If not, we reserve the right to request one. References will be taken up before an offer of employment is made. These may be requested before interviews.** |
| **1.** |  |  |
| **2.** |  |  |

**You must provide an email contact address for your referees please. Along with your relationship listed and name details**

| **Applicant Statement** |
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| **Protection of Children** |
| **Disclosure of criminal background of those with substantial access to children is required** |
| **Are you disqualified from working with children or subject to sanctions from any regulatory body? Please answer Yes or No in the box** |  |
| **Have you ever received a reprimand, formal warning, caution or been convicted of a criminal offence? Please answer Yes or No in the box**  |  |
| **Answering YES does not necessarily ban you from appointment. If YES, you are required to give details as this post, for which you are applying, is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (as amended). A subsequent offer of appointment will be dependent upon the completion of a satisfactorily enhanced criminal disclosure application form.** |
| **Criminal convictions, cautions, reprimands or formal warnings**  |
| **Date**  | **Offence** | **Sentence** |
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| **Have you had an advanced CRB/DBS check in the past two years?** **Please state reference number and give details** |

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| **Health Declaration** |
| **How much sick leave have you had in the past five years? Please give details of this and a brief declaration about your current state of health, mentioning anything which may prevent you from carrying out the duties of the post:**  |
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| **Appointment will be made on successfully passing Occupational Health Screening (if applicable).** |

**Declaration**

I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading or that I have withheld relevant information or canvassed my application it may lead to disqualification or, if I have been
appointed, I may be dismissed

**Signature: Date:**

**KENSINGTON ALDRIDGE ACADEMY** is committed to safeguarding and promoting the welfare of children and young persons and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure from the Criminal Records Bureau (CRB).

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| **Disability** |
| **Do you have a disability in respect of employment in this post?**  |
| **Please describe any special adaptations or arrangements you may require to undertake the duties of the post, these can be discussed with you at the interview:-** |
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| **Additional Information** |
| **Where did you see the advertisement for this position?**  |
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| **Which device did you use to see the advertisement for this position (e.g. mobile, Ipad, PC, paper etc)**  |
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| **Have you applied to KAA before or to any other Aldridge academies? If yes, please provide details below.** |
| **Where did you see the advertisement for this position?**  |

**Rehabilitation of Offenders Act 1974**

Any information you give will be strictly confidential.

We ask for details of any unspent criminal convictions you may have. If you have an unspent criminal conviction we will look at it in relation to the job you have applied for before making a decision. We will treat it in the strictest confidence. Failure to disclose any ‘unspent’ or ‘spent’ (if relevant) convictions may result in the offer of employment being withdrawn. If already appointed you could be dismissed without notice.

There are specific job categories which are exempt under the provisions of the Act. This means that you must declare ‘spent’ or ‘unspent’ convictions for work in these categories. If you are applying for a job in any of the following categories, you MUST disclose all details of any caution or criminal offence:

• Work involving access to children, for example, school based staff, Youth Service etc.

• Work involving the provision of services to persons under the age of 18 which includes social services, care, leisure and recreational facilities and the provision of accommodation

• Work involving the provision of social services to persons:

- over the age of 65

- suffering from serious illness or mental disability of any description

- addicted to alcohol or drugs

- who have a sensory impairment

- who are substantially and permanently disabled by illness, injury or congenital deformity

**Rehabilitation Periods**

**The following list includes sentences which are subject to rehabilitation under the Rehabilitation of Offenders Act:**

For a sentence of imprisonment, or youth custody or detention in a young offenders’ institution or corrective training for a term exceeding 6 months but not exceeding 30 months 10 years

For a sentence of imprisonment, or youth custody or detention in a young offenders’ institution, or corrective training for a term not exceeding 6 months 7 years

For a sentence of imprisonment of 6 months or less 7 years

For a sentence of borstal training 7 years

For a fine or other sentence (e.g. a community service order) for which no other rehabilitation period is prescribed 5 years

For an absolute discharge 6 months

For a probation order, conditional discharge or bind over; and for fit person orders, supervision orders or care orders under the Children and Young Person Acts (and their equivalents in Scotland) 1 year, or until the order expires (whichever is the longer)

For detention by direction of the Home Secretary:

From 6 months to 2.5 years 5 years

From 6 months or less 3 years

For a detention centre order not exceeding 6 months 3 years

For a remand home order, an approved school order, or an attendance order. The period of the order and a further year after the order expires

For a hospital order under the Mental Health Acts the period of the order plus a further two years after the order expires five years from the date of conviction whichever is the longer

**The following rehabilitation periods are for specific types of military punishment, with these rehabilitation periods being halved for offenders under the age of 17 at conviction.**

For cashiering, discharge with ignominy or dismissal with disgrace 10 years

For simple dismissal from the service 7 years

For detention 5 years