



## Application Form (Confidential)

Post Title:	
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**Please complete using black ink or type.**

This is your opportunity to tell us as much as possible about yourself and will help us to make a fair decision in the selection process. Please refer carefully to the information you have been provided for this post.

Please ensure you complete ALL sections of the application form. Your application will be treated in the strictest confidence.

<b>Part 1 – Personal Details</b>			
First Name & Surname:		Previous Surname(s):	
Address:		Alternative Address:	
Telephone No Home / Work:		Mobile:	
E-mail Address:			
Teacher No (if applicable):		GTC full registration (Teachers only)	YES/NO
National Insurance No:			
<b>General</b>			
<b>Superannuation Scheme (Teachers only)</b>			
Do you contribute to the Teacher's Superannuation Scheme?			YES/NO
If you contribute to another scheme, please provide details:			
Have you elected to pay Superannuation contributions for part-time teaching?			YES/NO
<b>Disclosure of relationship</b>			
Are you related to a member of staff or Governing Body of Highsted Academy Trust, any elected member of the Council, or a Senior Officer of the Council?			YES/NO
If yes, please provide details:			
<b>How did you become aware of this vacancy?</b>		Media:	
Date:		Reference:	

**Please provide details of two referees**, one of whom should be your present/most recent employer (Headteacher for teaching staff). Students should include their University/College tutor. Checks may be made on referees and their relationship to you. Family/close friends are generally not acceptable referees. References will be taken up prior to interview and before any offer of employment is made.

Name:		Name:	
Address:		Address:	
Telephone No:		Telephone No:	
E-mail:		E-mail:	
Job Title:		Job Title:	
Relationship to you:		Relationship to you:	

## Part 2 - Competency

### Education and Training

**Original documentation of qualifications will be required prior to an appointment.**

#### a) Training as a Teacher (Teachers only)

Name of Teacher Training Institute:				
Dates:	From:		To:	
Qualification obtained:				
Subjects – Main & Subsidiary:				
Age Range/Key Stage:				
Other special interests:				

#### b) University/Higher Education (All candidates)

Institution	Date From	Date To	FT/PT	Qualification	Subject(s)	Grade	Date of Award

#### c) Secondary Education (All candidates)

Name & Address of School:	Date From	Date To	GCSE/O Level or equivalent (grade and dates)	A Level or equivalent (grade and dates)

**In-service Training and Development**

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

Dates and Duration	Title of Course/Training including Home Study and Distance Learning	Name of Provider e.g., LEA, College, etc	Qualification/Grade Obtained (if any)

**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.

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

Employer (Name and address)	FT/PT	Date From	Date To	Job Title	Salary on leaving plus TLR payment for teaching staff)

Continue on a separate sheet if necessary giving page number and title heading)

**Applicant Statement**

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.

**Other Skills and Interests**

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

**Protection of Children**

**Disclosure of criminal background is required of those with substantial access to children.**

*You are required to give details as this post, for which you are applying, is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) order 1986.*

***A subsequent offer of appointment will be dependent upon the completion of a satisfactory Enhanced Criminal Records Bureau check.***

Have you ever been convicted or cautioned of a criminal offence?

If yes please provide details of the offence, the sentence and the date:

YES/NO

Have you ever been banned from working with children (up to age 18) or vulnerable adults:

YES/NO

Have you ever been the subject of any proven/unproven investigation(s), complaint(s) or the like in relation to your work with children or vulnerable adults, whether in paid or voluntary capacity, or privately carried out?

YES/NO

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

*If your answer is yes to any of these questions and you are short listed, the panel will discuss this at interview. You must provide or include documentation concerning these in a sealed envelope marked 'confidential'.*

**Data Protection Statement**

I hereby give my consent for Highsted Grammar School 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.

**Declaration**

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.

Signature:

Date:

Please return your completed application form to: [field.t@highsted.kent.sch.uk](mailto:field.t@highsted.kent.sch.uk)

### Part 3 – Equality Monitoring

This section of the application is **CONFIDENTIAL** and will be detached from your application. It is solely for monitoring purposes.

Highsted Grammar School recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

#### **Ethnic Group** – these are approved by the Commission for Racial Equality


<u>White</u>		
British	Irish	Any other white background *
<u>Mixed</u>		
White & Black Caribbean	White & Black African	White & Asian
		Any other mixed background *
<u>Black or Black British</u>		
Caribbean	African	Any other black background *
<u>Asian or Asian British</u>		
Indian	Pakistani	Bangladeshi
		Any other Asian background *
<u>Chinese or Other Ethnic Group</u>		
Chinese	Other Ethnic Group *	

\* Please specify:

<b>Gender</b> – please specify	Male	Female
<b>Date of Birth</b>		

#### **If you wish, you may disclose information about yourself in this section and your:**

Religion	
Sexual Orientation	

Disability Statement	
<p>Highsted Grammar School aims to be a fair employer and is committed to equal opportunity for disabled people. Applications from disabled people are welcome. If you are offered an interview, we have a policy of providing appropriate access and equipment to ensure that disabled people are considered on an equal basis. If you would like any further assistance or advice about this application we will try to help.</p>	
Please answer the following questions:	
1. Do you consider yourself to be disabled?	YES/NO
If YES, do you consider yourself to be disabled under the terms of the Disability Discrimination Act?	YES/NO
<p>The Disability Discrimination Act 1995 defines disability as “<b>a physical or mental impairment which has a substantial and long-term adverse effect on an individual’s ability to carry out normal day-to-day activities.</b>”</p>	
2. Is there anything you would particularly like to tell us about your disability?	YES/NO
3. Do you wish us to try to arrange for any of the following to be available if you are called for interview?	
Please tick 	
Induction loop or other hearing enhancement	
Sign language interpreter (please state type)	
Keyboard for written tests	
Someone with you at the interview (e.g., advocate or facilitator)	
Assistance in and out of vehicle	
Accessible car parking	
Wheelchair access	
Accessible toilet	
Other assistance (please specify):	
<p>The information you have given will be treated as confidential and is necessary to enable us to provide appropriate adjustments and facilities. Thank you for providing this information.</p>	