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| **Fulston Manor School**  Brenchley Road, Sittingbourne, Kent ME10 4EG Tel 01795 475228 Fax 01795 428144  Email [mail@fulstonmanor.kent.sch.uk](mailto:mail@fulstonmanor.kent.sch.uk) Website [www.fulstonmanor.kent.sch.uk](http://www.fulstonmanor.kent.sch.uk/)  **Application Form**  *Confidential* | Fulston |

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| **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 which will help us make a fair decision in the selection process. Please refer carefully to the information that you have been provided for this post. Please ensure you complete ALL applicable sections of this form. Your application will be treated in the strictest confidence. |

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| **Part 1 : PERSONAL DETAILS** |

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| Title: | | | |
| Name: | Previous Surname (s): | | |
| Address: | Alternative address: | | |
| Postcode: | Postcode: | | |
| Telephone – Home: | Mobile: | | |
| Work: | Email address: | | |
| Teacher reference number:  *(if applicable)* |  |  |  |
| Date completed Induction to gain full QTS: | |  |  |
| National Insurance Number  (you can obtain this information from the Department for Work and Pensions) | | | |

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| **References** | |
| **It is the School’s practice to take up references when applicants are invited for an interview. Please give the name and address of two referees from whom the School may seek information regarding your suitability for employment.**  Please note that, in addition to your two nominated referees, any current or previous employers may be contacted in relation to your employment history as part of the vetting process (this includes vetting of internal applicants). Checks may also be made on referees and their relationship to you. Family, ex/current partner, close friends are generally not acceptable referees. | |
| Name:  Address:  Tel no (incl area code):  e-mail:  Job title: Relationship to you: | Name:  Address:  Tel no (incl area code):  e-mail:  Job title: Relationship to you: |

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| **Disclosure of relationship** |
| Are you related to anybody on the school staff or a member of the School Governing Body?  Yes No (If YES, please provide details) |
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| **Work Permit/Visa** |
| If you are successful in your application, would you require a work permit prior to taking up employment? Yes No |

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| **Part 2: COMPETENCY** |

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| **Education and Training** | | |
| **Original documentation of qualifications will be required prior to an appointment.**  a) Teacher Training *(applicable to teaching posts only)* | | |
| Name of Teacher Training Institute Dates | From: | To: |
| Qualification obtained |  | |
| Subjects – Main and Subsidiary |  | |
| Age Range / Key Stage |  | |
| Other Special Interests |  | |

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| b) School, University, College, Etc *(applicable to all posts)* | | | |
| Name of School/College/University  attended | From – To  (Month/Year) | Qualifications Including  Grades | Date Obtained  (Month/Year) |
| Schools (after age 11) |  |  |  |
| Further or Higher Education (Full or Part Time) |

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| **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 incl. Home Study &  Distance learning | Name of Provider e.g. LEA, College etc. | Qualification obtained (if  any) |
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| **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.  (Continue on a separate sheet if necessary giving page number and title heading) | | |
| Employer name and address: | | |
| Dates: | Full or Part Time: | Salary upon leaving (inc. TLR payments if applicable): |
| Position and responsibilities: | | |
| Reason for leaving: | | |

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| Employer name and address: | | |
| Dates: | Full or Part Time: | Salary upon leaving (inc. TLR payments if applicable): |
| Position and responsibilities: | | |
| Reason for leaving: | | |
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| Employer name and address: | | |
| Dates: | Full or Part Time: | Salary upon leaving (inc. TLR payments if applicable): |
| Position and responsibilities: | | |
| Reason for leaving: | | |

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| **Other Skills and Interests**  Please include languages (spoken/written) ICT competency etc. Please provide details of any community or voluntary work experience. |
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| **Applicant Statement**  In this section you are asked to outline how your knowledge, skill, experiences and personal qualities that meet the competencies required for this post (please refer to the information supplied). 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. |
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| **General** |
| Please can you tell us where you saw the position advertised? |

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| **Criminal records, convictions, cautions, reprimands, final warnings, bans etc**  **Important Information: please read and sign the declaration at the end of this section** |
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| Short-listed applicants will be asked to bring proof of identity with them to their interview e.g. current passport, new style driving licence, plus at least one item of address-related evidence. The Chair of the panel will ask to see these documents and explain that, if successful, you would then be asked to apply for enhanced Disclosure. |
| Have you ever been convicted or cautioned of a criminal offence? Yes No |
| Have you ever been banned from working with children (up to age18) 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 a paid or voluntary capacity, or privately carried out?  Yes No |
| Are you subject to a ban under either the Protection of Children Act 1999; Care Standards (Vulnerable Adults) Act 2001; Disqualification from Working with Children Regulations; or serving a Disqualification Order under the Criminal Justice and Court Services Act 2000?  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’.  Important: **In the event of answering yes to the above questions, it is important to note that your application will be treated on its merits. A criminal record is not necessarily a barrier to employment. It would be weighed according to relevance and the circumstances and background to your record.**  The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and **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 Disclosure and Barring Service website. |

**Data Protection Statement**

In completing this form, I can confirm that those persons who have provided their personal information as referees have given me their consent to use their personal information for this purpose. I hereby, give my explicit consent f o r Fulston Manor Academies Trust to process and keep on file my personal information as part of the recruitment process. I understand that if I am successful in my application for employment or voluntary service this information will be maintained in a personnel record relating to me to be used for the purposes of personnel management, personal development, conduct, pay and allowances, pensions, meeting other statutory obligations such as equality and health and safety legislation, and for the prevention and detection of fraud.

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| **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 dismissal. |

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| Signature Date |

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| **PART 3: EQUAL OPPORTUNITIES MONITORING** |

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| This section of the form is CONFIDENTIAL and will be detached from your application prior to interview.  Fulston Manor 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. |

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| Ethnicity (please tick) | White British | Black Other | Mixed – White and Black  Caribbean |
| White Irish | Asian or Asian  British Indian | Mixed – White and Black  African |
| White Scottish | Asian or Asian  British Pakistani | Mixed – White and Asian |
| White Irish Traveller | Asian or Asian British Bangladeshi | Other Mixed Background |
| Other White  Background | Chinese | Other Ethnic |
| Black or Black British Caribbean | Asian Other | Do not wish to disclose |
| Black or Black  British African | Other |  |
| Faith / Belief (please tick) | Buddhist | Jewish | Any other Faith or Belief |
| Christian | Muslim | No Faith or Belief |
| Hindu | Sikh | Do not wish to disclose |
| Disability (please tick) | No Disability | Wheelchair User /  Mobility Difficulties | Multiple Disabilities |
| Dyslexia | Personal Care  Support | Other Disabilities not Listed  Above |
| Blind/Partially  Sighted | Mental Health  Difficulties | Autistic Spectrum Disorder |
| Deaf/Hearing Impediment | Unseen Disability (e.g. Asthma,  Epilepsy, Diabetes) | Do not wish to disclose |

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