



Please complete using black ink or type.

Job Applied for:	
Reference No:	
Closing Date:	
Title and Last Name/Family Name:	
Previous Last Name:	
First Name:	
Where did you see this post advertised?	

SOME GUIDELINES TO HELP YOU...

Our staff play a vital role in providing excellent services to the young people of Swale and their families. To help achieve this we will train you to do your job and encourage you to look for every opportunity to use your skills and abilities. 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 carefully read the job description and person specification before completing this form**

Please ensure that you complete **ALL** sections.

Your application will be treated in the strictest confidence.

General information about you	
Home Address	Address for communications (if different)

Telephone No. Home:	<input type="text"/>	Alternative Telephone No:	<input type="text"/>
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May we contact you here? Yes No May we contact you here? Yes No

Email Address:

Do you have a current UK driving licence (if applicable)? Yes No

Do you have any current endorsements? Yes No

If yes, please give brief details

If you are successful, when could you start this job?

Are you related to any Governor or employee of Highsted Academy Trust?

Yes No If yes please give brief details.

Are you aware of any matter, which might call into question your integrity as an employee or bring you/or Highsted Academy Trust into disrepute.

Yes No If yes please give brief details.

Employment – present or most recent employment details.

Name and Address of Employer:

Job Title: Salary:

Date started: Date of leaving:

Main duties and responsibilities: Please use a separate page if necessary

Qualifications Achieved from Secondary, Higher and/or Further Education
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School/College/University attended	Qualifications (include GCSE/O levels, A levels or equivalent, NVQ's, work based courses and any further education)	Grade & Year taken (if any)

Previous Employment: You must explain any gaps in your job history. Please use a separate page if necessary. **Please give details of all employment from the age of 16 years – in chronological order.**

Name and full address of Employer	Dates	Job Held

Membership of Professional Organisations and Institutions

Name	Date achieved	Membership status	By examination (Yes/No)

Other Skills and Interests – including languages (spoken/written), computers, etc.

(Please include details of any public duties, community or voluntary work experience)

Your Health

Removed to comply with the 2010 Equality Act. Please note, for jobs involving working with children, the statutory regulations require us to ascertain whether the physical and mental fitness of persons appointed to such roles is at an appropriate level prior to any confirmation of appointment.

Work Permit

Do you need a work permit to be employed in the UK? Yes No

National Insurance Number

(You can obtain this information from the Department of Social Security)

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If appointed, you will be required to produce documentary evidence of your National Insurance number and all qualifications before you take up the post. If you do not have this, you will be asked for alternative documentation to show that you are allowed to work in the UK.

Referees

Give details of two people to whom you are not related and to whom a request for a reference can be made; one should be your current employer, or if you are currently unemployed, your last employer. In the case of school / college / university leavers, your tutor. In certain circumstances a reference may be requested from any of your previous employers. References will normally be taken up prior to interview – please indicate if you do not wish your referees to be contacted in this manner.

Reference 1

Name:

Relationship to you

Address:

Email Address:

Tel. No:

Reference 2

Name:

Relationship to you:

Address:

Email address:

Tel. No:

Criminal Offences

Highsted Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post you have applied for is exempt from the Rehabilitation of Offenders Act (ROA) 1974; you must disclose details of any spent or unspent cautions or convictions. Appointment to this post will be subject to the successful candidate obtaining an enhanced disclosure from the Disclosure and Barring Service (DBS) to Highsted Academy Trust's satisfaction. We would also ask that you also make known details of any police reprimands, cautions or warnings that are likely to be disclosed by the request of an enhanced disclosure from the DBS.

Have you ever been cautioned, convicted or received a Police Reprimand or Warning?

Yes No

If you have answered yes, please provide details in the box below:

Reason for Application

Using the job description and person specification as a guide, please give details of any experience or skills which you feel demonstrate your suitability for this post. Please use a continuation sheet if you require.

I understand that any employment, if offered, will be subject to the information on this form being correct, and I can confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate.

Signed:

Date:

If you are returning this application form by post, please sign and date. If returning by email you will be asked to sign a copy of this document before any offer of employment is made.

Highsted Academy Trust retains on file information (including health and equalities data) from this form and any attached documents. This is required for recruitment and equal opportunities monitoring purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with the data protection legislation.