

Fulston Manor School

Brenchley Road, Sittingbourne, Kent ME10 4EG

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Application Form

Confidential

Post title:

Please complete using black ink or type.

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 refer carefully to the information you have been provided for this post. Please ensure you complete **ALL** applicable sections of the form. Your application will be treated in strictest confidence.

Part 1 : PERSONAL DETAILS

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

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:

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)

Work Permit/Visa

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

Yes

No

Part 2 : COMPETENCY

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)			

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)

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:		

Employer name and address:

Dates:

Full or Part Time:

Salary upon leaving (inc. TLR payments if applicable):

Position and responsibilities:

Reason for leaving:

Employer name and address:

Dates:

Full or Part Time:

Salary upon leaving (inc. TLR payments if applicable):

Position and responsibilities:

Reason for leaving:

Other Skills and Interests

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

General

Please can you tell us where you saw the position advertised?

Criminal records, convictions, cautions, reprimands, final warnings, bans etc

Important Information: please read and sign the declaration at the end of this section

Please note this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions and bind overs including those regarded as 'spent' must be declared.

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 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 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 for Fulston Manor Academy 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.

If unsuccessful I understand that Fulston Manor Academy will keep this application form together with any other material provided for no longer than 6 months after which it will be securely destroyed.

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.

Signature

Date

PART 3: EQUAL OPPORTUNITIES MONITORING

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.

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