

KTS ACADEMY

Confidential Application Form



The information given on this form will be treated in confidence. Any offer of employment will be subject to references that we find to be satisfactory, medical clearance and DBS checks and documentary evidence showing your entitlement to work in the UK under the Asylum and Immigration Act 1996.

In order to compare candidates fairly, this form is the only document we consider when screening applications.

Please include a short covering letter with this form.

POSITION APPLIED FOR _____

PERSONAL DETAILS	
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Title	Mr Mrs Miss Ms Other _____
First Name/s	Surname:
Former Names <i>(If any)</i>	
Address	
Postcode	
Mobile Phone Number*	Daytime Phone Number*:
Evening Phone Number	E-mail Address:

**** In the event you are shortlisted, please provide contact details for working hours.***

Where did you learn about this vacancy?	
Teachers Reference Number <i>(where applicable)</i>	

AVAILABILITY

If successful, please state the notice period required to terminate your present employment <i>(if applicable)</i>

WORK PERMITS

Do you require a work permit to undertake full or part-time in the UK? YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, which visa do you hold? What is the expiry date of this visa?

EDUCATIONAL RECORD / PROFESSIONAL DETAILS AND EMPLOYEMENT HISTORY

GCSE / LEVEL 2 QUALIFICATIONS

Subject	Qualification	Grade	Name of Establishment	Date
ENGLISH: MATHEMATICS: OTHERS (list below)				

A LEVEL / LEVEL 3 QUALIFICATIONS

Subject	Qualification	Grade	Name of Establishment	Date
1.				
2.				
3.				
4.				

FURTHER/HIGHER EDUCATION RECORD

DEGREE / LEVEL 4 / LEVEL 5 QUALIFICATIONS

Type of Higher Qualification	Awarding Body	Name of Establishment	Date

PGCE, GTP or Masters Level Qualification (please give main subjects, dates, awarding body and name of establishment)

PROFESSIONAL QUALIFICATIONS

PLEASE GIVE ANY OTHER QUALIFICATIONS RELEVANT TO THIS APPLICATION :

DO YOU HOLD QTS (Qualified Teacher Status)? *If yes, please give dates this was achieved and with which institution:*

IT SKILLS

Enter a cross in the most appropriate box

<u>Microsoft Office</u>	Basic	Competent	High		Basic	Competent	High
Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(details)			
E-mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

EMPLOYMENT HISTORY

PRESENT EMPLOYMENT

Job title:		Employer	
Current Salary and Scale <i>(if applicable):</i>		Address	
Date Appointed:		Permanent/Temporary:	

Please give a brief description of current duties, responsibilities and achievements

PREVIOUS EMPLOYMENT (MOST RECENT FIRST)

Employers Name	Date From – To	Job Title & Main Duties	Grade/Salary	Reason for Leaving

SKILLS AND EXPERIENCE *(Please attach additional A4 sheets if required)*

1) Please give examples of your achievements, skills and experience which match those sought in the job description/person specification.

Do you have a full and current driving licence? YES / NO

REFERENCES

PLEASE NOTE: References will be sought for those candidates shortlisted for interview.

Please complete details for two referees who can comment on your work performance within the last 5 years. One should be your present or most recent employer.

REFERENCE 1

Contact name:		Job Title:	
Relationship to applicant:		Organisation:	
Address:		Phone:	
		E-mail:	
<i>If this person is not available, whom else can we contact?</i>			

REFERENCE 2

Contact name:		Job Title:	
Relationship to applicant:		Organisation:	
Address:		Phone:	
		E-mail:	
<i>If this person is not available, whom else can we contact?</i>			

Please use this area to provide details on any gaps in your employment plus any none work related history.

Please also add any additional information you consider would be relevant to support your application for this particular post.

Disclosure of Criminal Background of those with access to vulnerable groups.

You have applied for a post that is an exempt position under the provisions of the Rehabilitation of Offenders Act 1974. Therefore the statement below (which is part of the Act) does not apply:
'... After a certain period of time convictions need not be disclosed and those convictions are treated as if they never took place.'

You must therefore declare any pending prosecutions, any convictions, cautions or bind-over's which you have had at any time. This information will be treated as confidential and only apply to this vacancy. It is essential that you complete and sign this page. If you do not have any convictions, cautions or bind-over, please confirm by ticking the box below:

I confirm I do not have any convictions, cautions or bind-overs

Having a criminal record will not necessarily bar you from employment, as each case will be judged on its own merits. Any appointment will also be subject to enhanced Disclosure and Barring Service clearance.

Please give the date, details of any convictions, cautions or bind-over's and the penalty:

Are there any matters pending? Yes No

Are you disqualified from working with children? Yes No

Are you subject to sanctions from the GTC? Yes No

Are you on List 99 / POCA list / POVA list? Yes No

If you have answered 'Yes' to any of the above, please give details:

For the purposes of the GDPR Act 2018, I consent to the information contained in this form, and any information received by or on behalf of KTS Academy relating to the subject matter of this form, being processed by them in administering the recruitment process.

I declare that all the information on this application form is true and correct. I have not sought the support of or canvassed directly or indirectly any Member or Board of Directors of KTS Academy, nor will I do so. (This does not prevent such persons from giving a written testimonial of the candidate's ability, experience or character for submission to the Academy with an application for appointment).

IT IS A CRIMINAL OFFENCE TO APPLY FOR A POST WORKING WITH CHILDREN IF YOU ARE BANNED UNDER THE PROTECTION OF CHILDREN ACT.

Signature:

Date:

All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview.

Postal Applications:

For further information, please refer to the contact details provided in the advertisement.