**Application Form**

Kensington Aldridge Academy

(KAA)

**Application details**

|  |  |
| --- | --- |
| **Position applied for:** |  |
| **Application submitted:** |  |

**Personal details**

|  |  |
| --- | --- |
| **Full Name:** |  |
| **Previous names:** |  |

**Employment details**

|  |  |
| --- | --- |
| **National insurance number:** |  |
| **Are you qualified to work in the UK?** | Yes/No |
| **Are you applying as a job sharer?** | Yes/No |

**Contact details**

|  |  |
| --- | --- |
| **Mobile phone number:** |  |
| **Home/office phone number:** |  |
| **Address (including postcode):** |  |
| **Email:** |  |

**Professional details**

|  |  |
| --- | --- |
| **DfE number (if applicable):** |  |
| **Do you have QTS (Qualified Teacher Status)?** | Yes/No |
| **Do you have an NPQH?** | Yes/No |
| **Subject(s) taught:** |  |
| **Ages ranges taught:** |  |
| **Professional bodies:** |  |
| **Teacher training (please list qualification, awarding body and start/end dates):** |  |
| **Continuing Professional Development:** |  |

**Employment**

**Current Employment (leave blank if no current employment)**

|  |  |
| --- | --- |
| **Job title:** |  |
| **Organisation / School Name:** |  |
| **Start date:** | MM/YYYY |
| **Main duties/responsibilities:** |  |
| **Type of school:** | Primary / Secondary |
| **School age range:** |  |
| **Total number of students:** |  |
| **Subjects taught:** |  |
| **Contract:** | Full time / Part time |
| **Notice required:** |  |
| **Reason for leaving:** |  |
| **Salary:** | £ per annum |
| **Grade:** | (e.g. M1, M2…) |
| **Additional allowances:** |  |

**Previous Employment (copy box & complete for all previous employment)**

|  |  |
| --- | --- |
| **Job title:** |  |
| **Organisation / School Name:** |  |
| **Start date:** | MM/YYYY |
| **End date:** | MM/YYYY |
| **Main duties/responsibilities:** |  |
| **Reason for leaving:** |  |
| **Salary:** | £ per annum |
| **Grade:** | (e.g. M1, M2…) |
| **Additional allowances:** |  |

**Gaps in Employment**

|  |  |
| --- | --- |
| **Have you had any gaps in your employment?** | Yes/No |
| **If yes, please provide details:** |  |

**Education**

**Higher Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Name** | **Qualification Level (eg. BSc, MSc, PhD)** | **University/College** | **Grade (e.g. 2:1)** | **Date**  **(MM-YYYY)** |
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**Secondary Education (please list all GCSE/A Levels)**

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| --- | --- | --- | --- | --- |
| **Course Name** | **Qualification Level (eg. GCSE / A Level)** | **School Name** | **Grade (e.g. A-F or 1-9)** | **Date**  **(MM-YYYY)** |
|  |  |  |  |  |
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**Other relevant training courses**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Name** | **Organising Body** | **Length of course** | **Grade (if applicable)** | **Date**  **(MM-YYYY)** |
|  |  |  |  |  |
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**Membership of professional bodies**

|  |  |  |
| --- | --- | --- |
| **Name of body** | **Type of membership** | **Date**  **(MM-YYYY)** |
|  |  |  |
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**Supporting Statement**

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| *Please give details of any relevant experience, skills or knowledge to support your application. Be concise but make sure that you cover ALL the essential points of the person/employee specification.*  ***Please continue onto a separate page is necessary.*** |

**Referees**

*Please provide details of two referees below. One of the referees must be your present/or most recent employer. For references for any employment at a school, the contact should be the Headteacher rather than other line managers or colleagues. Kensington Aldridge Academy reserves the right to approach any previous employer or manager. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees. Friends and relatives are NOT acceptable referees.*

***Please note: If you are shortlisted and invited to an interview, referees will be contacted and references obtained prior to interview in line with current statutory guidance.***

**Current or most recent employer**

|  |  |
| --- | --- |
| **May be contacted prior to interview?** | Yes/No |
| **Title:** |  |
| **Name:** |  |
| **Position:** |  |
| **Organisation:** |  |
| **Capacity:** | Employer / Other |
| **Address** |  |
| **Email:** |  |
| **Telephone:** |  |
| **Length of time known:** |  |

**Second referee**

|  |  |
| --- | --- |
| **May be contacted prior to interview?** | Yes/No |
| **Title:** |  |
| **Name:** |  |
| **Position:** |  |
| **Organisation:** |  |
| **Capacity:** | Employer / Other |
| **Address** |  |
| **Email:** |  |
| **Telephone:** |  |
| **Length of time known:** |  |

**Additional Information**

**Safeguarding**

|  |  |
| --- | --- |
| **DS Update Service date (if applicable):** |  |
| **Do you have any restrictions on being resident or employed in the UK?** | Yes/No |
| **Have you lived outside of the UK for more than three months in the past five years?** | Yes/No |
| **Have you ever been subject to formal disciplinary hearings?** | Yes/No |

**Accessibility**

|  |  |
| --- | --- |
| **Please give details below of how we can ensure that you are offered a fair selection and interview process and if you require any adjustments. If you would prefer, please contact** [**hr@kaa.org.uk**](mailto:hr@kaa.org.uk) **to discuss any requirements.** | Yes/No |

**Other**

|  |  |
| --- | --- |
| **Please indicate below where you saw the advertisement for this position? (please delete as appropriate)** | * TES Online * TES Mobile * TES Printed Magazine * The Guardian Online * Recruitment Agency * KAA Website * Internal recommendation (KAA Staff member) * Other (please specify) |
| **Details of relations to any current employees, pupils or trustees:** |  |
| **Did a current KAA employee recommend this role to you? If yes, please provide their full name.** | Yes/No |
| **Are you happy for your details to be kept on file for future opportunities if you are not successful in securing this current role?** | Yes/No |

**Declaration**

*The Kensington Aldridge Academy is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exception 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. Further guidance on ‘protected’ convictions and cautions can be found at* [*https://www.gov.uk/government/collections/dbs-filtering-guidance*](https://www.gov.uk/government/collections/dbs-filtering-guidance)

*You will be required to disclose when shortlisted for an interview all information about any convictions in a Court of Law or any cautions that are not protected, so that a police check can be carried out if you are offered an appointment. If you are subsequently employed by the Kensington Aldridge Academy and it is found that you failed to disclose any previous convictions or cautions, this could result in dismissal, or disciplinary action being taken by the Kensington Aldridge Academy. During the course of your employment with the Kensington Aldridge Academy, should you be arrested by the police you are obliged to notify Anna Jordan, Principal, of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.*

*We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.*

*In completing this application form you should refer to the Recuitment Privacy Notice on our website at* [*www.kaa.org.uk/recruitment*](http://www.kaa.org.uk/recruitment)*. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Workforce Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside the Kensington Aldridge Academy without first seeking your permission, unless there is a statutory reason for doing so. If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice.*

**Signed declaration**

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| I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post. I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the Kensington Aldridge Academy. | |
| **Signed** |  |
| **Date** |  |