

RED KITE SCHOOLS TRUST

APPLICATION FORM – TEACHING STAFF



Teaching Experience

Do you hold Qualified Teacher Status? *Yes/No If yes, please give date of award
 Is this your first teaching appointment? *Yes/No * Please delete as appropriate
 If **Yes**, please state the name of your training establishment
 and then complete Section A, detailing any teaching experience gained through teaching placements.
 If **No**, please complete **Section B** only.

Section A: For Newly Qualified Teaching Staff

From:	To:	School Name	Primary/Secondary/ Special	Age of Children Taught	Length of Experience
-------	-----	-------------	-------------------------------	---------------------------	-------------------------

Section B: For Qualified Teaching Staff only

Name of School or College	Type of School or college	Number on roll	Status		Salary Scale	Exact dates of service					
			Full or Part time	Qual or Unqual		From:			To:		
						D	M	Y	D	M	Y

DfE Reference Number: _____ Date Issued: **dd/mm/yyyy**

Date of satisfactory completion of induction: **dd/mm/yyyy** Name of Confirming Authority: _____

Are you subject to any conditions or prohibitions placed on you by the Teaching Regulation Agency? *Yes/No
 If Yes, please give full details

Please attach a letter of application giving any further relevant details of your experience and explain why you would like to be considered for this post

RED KITE SCHOOLS TRUST

APPLICATION FORM – TEACHING STAFF



Qualifications and Training

EDUCATIONAL AND ACADEMIC QUALIFICATIONS (Secondary, Further/Higher or work based)

Please give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies, relevant to the application. (Please continue on a separate sheet if necessary). Evidence of qualifications may be requested.

School, College, University	Examination, course (with dates)	From	To	Result/Qualification gained

IN SERVICE TRAINING Give details of the most recent, relevant courses attended and indicate any awards earned

Course Title	Provider	Duration	Dates

References

Give details of two people who have knowledge of you in a working/educational environment, paid or unpaid. The first reference should be your present or most recent Headteacher. If you are a student give appropriate school or college referees. References must cover a five-year consecutive period. **It is the normal practice for references to be obtained before any formal interview.**

If you were known to either or your referees by another name, please give details:

Can references be taken up prior to interview with:

Your first referee: Yes / No Your second referee: Yes / No (please delete as applicable)

Name: _____ Relationship: _____
 Company/School: _____ Phone: () _____
 Address: _____
 Email Address: _____

Name: _____ Relationship: _____
 Company: _____ Phone: () _____
 Address: _____
 Email Address: _____

RED KITE SCHOOLS TRUST

APPLICATION FORM – TEACHING STAFF



Additional Information

1. To comply with the Asylum and Immigration legislation during the selection process you will be required to give evidence of your ability to work in the UK. Do you require any documentation supplied by the Home Office or UKBA in order to work in the UK?
2. Under the Working Time Directive, you should not work more than 48 hours a week. Do you plan to undertake work for other employers, which would cause a breach of these regulations?

If so, please give details:
3. Do you hold a full current driving licence?
4. Have you ever been subject to any disciplinary action by your employer or professional body?
5. If you have a disability please let us know of any special arrangements you may need to make if you are short listed for interview:
6. Where did you see the advertisement for this post? Please circle:
TES; Bucks Herald; Guardian; Bucks Free Press; Buckinghamshire Advertiser; BCC Job Website; Careers Fair; other local press; other national press; other trade press; other website.
If seen on the internet on which site?

Criminal Convictions – Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from employment; this will depend on the relevance, the circumstances and the background of your offence(s). Red Kite Schools Trust has a Policy on the Recruitment of Ex-Offenders which meets the Disclosure & Barring Service (DBS) Code of Practice and complies with the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974.

If you are applying for work which brings you into contact with children, young people or vulnerable adults or for certain positions within legal and financial fields you may be required to undergo an enhanced DBS criminal record check before taking up your role. This check will include details of convictions, cautions, reprimands and warnings which you may have, even if they are regarded as “spent” under the Rehabilitation of Offenders Act 1974. You must also (where appropriate) let us know of any prosecutions pending against you.

Do you have any convictions, cautions, reprimands or final warnings as defined by the Rehabilitation of Offenders Act 1974 (Exemptions) order 1975 as amended in 2013? Yes No

The following declarations are only required if you are applying to undertake Regulated Activity with either children or adults. If you are in doubt about this requirement, please refer to the role profile.

Declaration for applicants into Regulated Activity with Children and Young People:

Have you been barred from working with children by the DBS, Independent Safeguarding Authority (ISA) or any other organisation?

Yes No

Are you subject to a Prohibition Order? Yes No

Have you been disqualified under the terms of the Childcare (Disqualification) Regulations 2009 (relevant only for caring for children under age 8)? Yes No

Declaration for applicants into Regulated Activity with Adults (for posts within Special Schools only):

Have you been barred from working with adults by the DBS, ISA or any other organisation? Yes No

Signed:

Date: / /

RED KITE SCHOOLS TRUST

APPLICATION FORM – TEACHING STAFF



Declaration

I agree that any offer of employment with Red Kite Schools Trust is subject to satisfactory evidence of the right to work in the UK, and satisfactory references, DBS check, medical clearance and other pre employment checks. In accordance with the Data Protection Act (2018), Red Kite Schools Trust will hold and use my personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information can be stored in manual or computer form. I understand that my data will be used in connection with recruitment and may be passed to non-Trust employees such as School Governors, Consultants and referees in connection with my application for the role. If unsuccessful, information will be held in line with our retention standards.

The authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action by Red Kite Schools Trust.

Signed:

Date: / /

Please complete the monitoring pages.

RED KITE SCHOOLS TRUST

APPLICATION FORM – TEACHING STAFF



Recruitment Monitoring

Red Kite Schools Trust operates a Diversity Policy and is committed to appointing the best candidate, on the basis of their ability to do the job.

The Codes of Practice published by the Equal Opportunities Commission and the Commission for Racial Equality advise employers to monitor the outcome of selection decisions to ensure that discrimination does not occur within our recruitment and selection process.

The information you give is confidential and is used for monitoring purposes only.

Application for the post of:

Job Reference No:

Full name:

Gender:

Date of Birth: dd/mm/yyyy

Please complete the reverse of this section.

RED KITE SCHOOLS TRUST

APPLICATION FORM – TEACHING STAFF



<p>How would you describe yourself?</p> <p>These categories of ethnic origin are recommended by the UK Equal Opportunities Commission as the most appropriate for the UK. We recognise however that the specified categories may not be appropriate for everyone. If this is the case, please use the last box.</p> <p>Please tick the appropriate box to indicate your cultural background:</p>	<p>Religion</p> <p>These categories of religion were used in 2001 census. We recognise however, that the specified categories may not be appropriate for everyone; if this is the case, please use the last box.</p>
White British <input type="checkbox"/>	Buddhist <input type="checkbox"/>
White Irish <input type="checkbox"/>	Christian <input type="checkbox"/>
White Other <input type="checkbox"/>	Hindu <input type="checkbox"/>
White and Black Caribbean <input type="checkbox"/>	Jewish <input type="checkbox"/>
White and Black African <input type="checkbox"/>	Muslim <input type="checkbox"/>
White and Asian <input type="checkbox"/>	Sikh <input type="checkbox"/>
Mixed Other <input type="checkbox"/>	No religion <input type="checkbox"/>
Indian <input type="checkbox"/>	Other <input type="checkbox"/>
Pakistani <input type="checkbox"/>	Not answered <input type="checkbox"/>
Bangladeshi <input type="checkbox"/>	
Asian Other <input type="checkbox"/>	
Black Caribbean <input type="checkbox"/>	
Black African <input type="checkbox"/>	
Black Other <input type="checkbox"/>	
Chinese <input type="checkbox"/>	
Chinese Other <input type="checkbox"/>	
Other Ethnic Group <input type="checkbox"/>	
Not Stated <input type="checkbox"/>	