

Application form

For all teaching posts in Kent



Confidential

Please complete this form in **black ink**

Post applied for:		School:	
-------------------	--	---------	--

Personal Details

Surname/ Family Name:		Preferred Title:		Previous Surname:	
First Names:		Date of Birth:			
Contact Address:					
D.F.E.E. Ref No. RP:	RP /	Home Telephone No.:			
National Insurance No.:		Work Telephone No.:			

Education and Training

Original documentation of qualifications will be required prior to an appointment.

(A) Training as a Teacher

Name of Teacher Training Institution:					
From		To		Qualification Obtained	
Month	Year	Month	Year		
Subjects, Main & Subsidiary:					
Age Range of Pupils:			Other Special Interests:		

(B) University, College, Other Institutions

(other than initial teacher training). Give details and state whether full-time or part-time courses.

Name Of Institution	From		To		Full/Part-Time Course
	Month	Year	Month	Year	
1.					
2.					
Degree/ Diploma/ Title	Subjects (main and subsidiary)			Hons (with Class) or Pass Grade	Date of Award
1.					
2.					

(C) Secondary Education

Name of Institutions (give details):	
1.	
2.	

(D) Academic Qualifications (Give Subjects, Grades, Dates)

GCE 'O' Level, GCSE (or equivalent)	
'A' Level etc	

Career History

Please give details of ALL full and part-time work including particulars of **ALL** paid or unpaid employment or experience after the age of 18, e.g. commercial experience, raising family, youth work, voluntary work. Complete the columns working backwards from present date. Please leave **NO** gaps.

Dates				Employer, address school name & address type of business or activity	School LM GM INDEP	Age Range	Approx School Roll	Salary Scale include responsibility points	F/Time P/Time %	Reason for leaving
From		To								
M	Y	M	Y							

Continue on a separate sheet if necessary. Put your full name on additional sheets.

In-Service Training & Development

Give details of relevant courses and training undertaken in last five years

Dates and Duration	Title Of Course/Training incl. Home Study and Distance Learning	Name Of Provider e.g. LEA, College etc.	Qualification Obtained (if any)

Applicant Statement

Pick out those aspects of your experience or skills that are relevant to this post. Explain how your ability, skills and knowledge match those required for the appointment, where set out, in the personal specification. Remember to consider experience in previous employment and relevant experience outside of paid work, such as that gained at home, in the community or through voluntary/ leisure/ college activities. Give examples where you can in support of your application, and to tell us if you have special requirements to attend for the selection process, e.g. wheelchair access.

Continue on a separate sheet if necessary. Put your full name on additional sheets.

If you include A C.V. ensure it is of relevance to this appointment

References

Please give the names and addresses of two referees who can be consulted regarding your professional ability for this post. One of the referees must be your present or most recent employers. If not so, we reserve the right to request one. Students should include their college Principal. References will be taken up before an offer of employment is made. **These may be requested before interview.**

1.	Name:	
	Address:	
	Tel No.:	
2.	Name:	
	Address:	
	Tel No.:	

Monitoring Equal Opportunities Policy

Kent County Council is committed to developing and implementing its Equal Opportunities policy. The Council recognises that discrimination occurs on the basis of race, gender, age, sexual orientation and disability and is setting up procedures to ensure recruitment and selection is carried out fairly. In order to discover where there may be possible discrimination, the Council needs to monitor applications for jobs and you are asked to assist by completing the following information.

Note:
This section is removed before shortlisting and destroyed after monitoring, and will be treated in strictest confidence.

I would describe myself as (please tick one of the boxes below):

Ethnic Group (These are approved by the Commission for Racial Equality categories)	
White	
British	<input type="checkbox"/>
Irish	<input type="checkbox"/>
Any other White background (please specify)	
Multi Ethnic	
Black Caribbean	<input type="checkbox"/>
Black African and White	<input type="checkbox"/>
Asian and White	<input type="checkbox"/>
Any other multi ethnic background (please specify)	
Asian or Asian British	
Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Bagladeshi	<input type="checkbox"/>
Any other Asian background (please specify)	
Black or Black British	
Caribbean	<input type="checkbox"/>
African	<input type="checkbox"/>
Any other Black background (please specify)	
Chinese or other Ethnic Group	
Chinese	<input type="checkbox"/>
Any other ethnic group (please specify)	

Marital Status:		Male	Female
		<input type="checkbox"/>	<input type="checkbox"/>

We Welcome Applications From People With Disabilities
 Do you consider yourself to have a disability as defined by the Disability Discrimination Act? Yes No
 If yes, is there anything you would particularly like to tell us about your disability?

Name	
Date of Birth	
Post Title	
School	

Protection Of Children

Disclosure of criminal background of those with substantial access to children is required.

Have you ever been convicted or cautioned of a criminal offence? Yes No

Answering YES does not necessarily bar you from appointment. If YES, you are required to give details as this post, for which you are applying, is exempt from the provisions of Section 4(2) of the rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) order 1986. A subsequent offer of appointment will be dependent upon the completion of a satisfactory police check.

Criminal Convictions Or Cautions

Date	Offence	Sentence

Health Declaration

How much sick leave have you had in the past five years? Please give details of this and a brief declaration about current state of health mentioning anything which may prevent you from carrying out the duties of the post:

Appointment will be made on successful Occupational Health Screening

Superannuation Scheme

Do you contribute to the Teacher's Superannuation Scheme? Yes No
If you contribute to another scheme give details

Have you elected to pay Superannuation contributions for part-time teaching? Yes No

Disclosure Of Relationship

Are you related by marriage, blood or as a co-habitee to any elected member of the Council, a Senior Officer of the Council or a member of the School Governing Body?

Yes No If YES, please state the name, relationship and position held

"I hereby give my consent for KCC to process and retain on file information (including ethnic & health data) contained on this form and in accompanying documents. This is required for recruitment and selection purposes. All information will be dealt with in accordance with data protection legislation".

Other vacancies arise from time to time in schools throughout the Kent County Council area. If you would like your details passed on for consideration for other posts please tick the box.

Yes No

Declaration

I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information or canvassed my application it may lead to disqualification or, if I have been appointed, I may be dismissed.

If you are subsequently appointed, you will be required to sign a paper copy of this application declaration.

Signature:

Date: