



KELLY COLLEGE PREPARATORY SCHOOL

APPLICATION FORM

for Post of Part Time Learning Development Co-ordinator, September 2011

Please use block capitals (for surname and first name) and black ink

Surname:	Preferred Title:
First Name(s):	Date of Birth:

PLEASE PROVIDE SEPARATE LETTER OF APPLICATION.

You may use this box for additional information if required.

A **full and complete** employment history is required, therefore please account for any gaps in your CV, which will be followed up at interview.

Surname:	First Name(s):	Job ID: (Office use only)
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1. PERSONAL DETAILS			
Address:		Email:	
Postcode:			
Telephone (home):		Telephone (work):	
Mobile:		Preferred method of contact:	
Marital Status:		Name of Spouse:	
Children:			
Name:		Age:	Sex:
2. EDUCATION AND ACADEMIC QUALIFICATIONS			
School / College / University:	From	To	Subject. Qualifications. Grades. Honours
Further Postgraduate Qualifications (including PGCE):			
Higher Education:			
Secondary (post 16):			

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3. PRESENT APPOINTMENT (or most recent):

Post Held:		
Role:		
School / College Address:		
Number on Roll:		Age Range taught:
Date Appointed:		Salary
Notice Required		Consent to contact place of employment: Yes <input type="checkbox"/> No <input type="checkbox"/>

4. PREVIOUS TEACHING APPOINTMENTS (please start with most recent)

Title of post and name of school/college/other employer.	Status Full or Part Time	Type of School / College and age range taught.	Salary.	Period of Service.	
				From	To

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5. PROFESSIONAL DEVELOPMENT

a. "Threshold" Assessment:

Please confirm current status:	Please tick as appropriate.	Date awarded.
I have not to date been able/chosen to participate:		
I have been awarded "Threshold " by CEA/DfES:		__ / __ / __
I have been awarded second increment of "Threshold" by CEA/DfES:		__ / __ / __

b. Please give details of courses relevant to this application and indicate any awards earned:

Course title.	Provider.	Duration.	Dates.	Awards. (if any)

c. Please give details of other expertise/experiences in Education (for example – examiner for an exam board, school inspector):

Description.	First appointed.	Brief outline.

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6. OTHER RELEVANT WORK EXPERIENCE (please start with most recent)

Nature of Occupation.	Employer.	Period of Service.	
		From	To

7. INTERESTS / OUT OF SCHOOL ACTIVITIES. Give details of activities (e.g. games, pastoral responsibilities, outdoor pursuits), stating experience and qualifications. Indicate your degree of enthusiasm or desired level of involvement(both professional and leisure):

8. OTHER BACKGROUND INFORMATION (this information is optional)
Religious affiliation, previous experience not already listed:

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9a) DECLARATION BY APPLICANT

As this post is classified as having substantial access to children, appointment will be subject to a police check of previous criminal convictions. You are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Disclosure will only be required following interview if it is considered that you are the most suitable candidate for the post.

Please state whether you have enhanced clearance by the Criminal Records Bureau

Please attach a copy of your certificate and give details below:

Date, number, clearance reference:

9b)

I appreciate that I must declare any close relationship with a member of the school's Governing Body, or with a member or senior official of the organisation that has responsibility for the school. I understand that failure to disclose such a relationship may result in my disqualification.

9c)

I declare that the information I have given on this form is correct and I understand that failure to complete the form fully and accurately could result in an incorrect assessment of salary, and / or exclusion from short listing, or may, in the event of employment, result in disciplinary action or dismissal.

Signed _____

Dated: _____

Surname:	First Name(s):	Job ID: (Office use only)
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10. REFERENCES	
<p>N.B. References will only be sought for short listed candidates. May we approach your referees without further reference to you? YES / NO</p> <p>The first reference should be your present or most recent employer/Head Teacher.</p>	
(i)	(ii)
Name:	Name:
Position:	Position:
Address:	Address:
Telephone No:	Telephone No:
Email Address:	Email Address:
In what capacity do you know the above?	In what capacity do you know the above?
If you were known to either of your referees by another name, please give details:	

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11. EQUAL OPPORTUNITIES MONITORING

We aim to create the conditions in which all applicants and employees are treated solely on the basis of their merits, abilities and potential regardless of gender, colour, ethnic or national origin, age, socio-economic background, disability, religion, family circumstance, sexual orientation or other irrelevant distinction.

In order to carry out our equal opportunities policy, we must have some means of monitoring our recruitment and selection. Only by such measures will we be able to recognise potential sources of discrimination and take remedial action. The monitoring form will be separated from the application form and securely stored in the strictest confidence. It will be used for statistical monitoring only.

Please tick box as appropriate

Sex:	Female:	<input type="checkbox"/>	Male:	<input type="checkbox"/>
Marital Status:	Married:	<input type="checkbox"/>	Single:	<input type="checkbox"/>
Age [for M or F]	Below 26:	<input type="checkbox"/>	26 – 35:	<input type="checkbox"/>
36 - 45	46 – 55:	<input type="checkbox"/>	56 – 65:	<input type="checkbox"/>

How would you describe your ethnic origin?

White:	<input type="checkbox"/>	European:	<input type="checkbox"/>	African:	<input type="checkbox"/>
Black:	<input type="checkbox"/>	Caribbean:	<input type="checkbox"/>	Chinese:	<input type="checkbox"/>
Asian:	<input type="checkbox"/>	Indian:	<input type="checkbox"/>	Pakistani:	<input type="checkbox"/>
Bangladeshi:	<input type="checkbox"/>	Other:	<input type="checkbox"/>	Please specify:	

Do you have any disability as described within the terms of the Disability Discrimination Act 1995	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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11. THE WELFARE, PROTECTION AND SAFETY OF CHILDREN

Kelly College is committed to safeguarding and promoting the welfare of children. Candidates should expect us to seek to clarify any anomalies or discrepancies in the information provided by them or arising from their references. The interview process will explore candidates' suitability for working with children and their previous experience in such roles.

12. CHILD SAFEGUARDING

Kelly College has a statutory obligation to safeguard and promote the welfare of its pupils. Accordingly, we require all new appointees to answer the following question. Has the Secretary of State for Education ever issued you with a personal warning or caused your name to be included on List 99 which names those who may not be employed in schools?

YES / NO [Please delete as appropriate]

13. HEALTH DECLARATION

Do you know of any reason, on the grounds of physical or mental health, why you will not be able to discharge the responsibilities of this post?

YES / NO [Please delete as appropriate]

If **yes**, please indicate the reason in the space below.

14. REHABILITATION OF OFFENDERS

The post for which you are applying involves substantial opportunity for access to children, which in the UK is exempt from the Rehabilitation of Offenders Legislation. We therefore require you to declare any convictions, cautions or bind-overs you may have had, regardless of how long ago and even if they would otherwise be regarded as 'spent'. You are also required to declare any outstanding case[s] against you. You should be aware that the school will institute its own checks. Please submit information in confidence, enclosing details in a separate sealed envelope. Failure to declare a conviction may disqualify you from appointment or result in summary dismissal if a discrepancy comes to light.

I have nothing to declare

I enclose a confidential statement

[Please delete one of the statements as appropriate]

I hereby certify that the statements on this form are correct and that no material information is omitted.

Signed

Date