



For Office Use Only:	
Application Number:	

# Application Form

## Section A

Post Applied For:	
Location:	
How did you hear about this vacancy?	

### Personal Details

Title		
Family Name		
First Name(s)		
Address		
Postcode		
Telephone Number		
Email Address		
Are you eligible to work in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please state the documentation you can provide to demonstrate this e.g. British Passport, EEA ID Card, Passport or travel documentation showing an authorisation to reside and work in the UK.		
Note: should you be shortlisted, you will be asked to bring this documentation with you to the interview. A full list of eligible documents will be sent to you. Any offer of employment will be subject to successful verification of your Right to Work in the UK.		

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## Section B

If you are applying for a teaching post, please provide the following information:		
Do you have a QTS/ DfE / TRN number?	Yes <input type="checkbox"/> Please state ..... .....	No <input type="checkbox"/>
If you qualified after September 1999, have you completed your NQT statutory induction year?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Note: TKAT will require proof of essential qualifications detailed in the Person Specification at interview, this includes evidence of QTS, and completion of induction, if applicable.		

### Continuous Service

TKAT recognises continuous service in Local Government Employment for all staff groups in order to calculate entitlements for maternity/paternity pay and leave, sickness pay and leave, annual leave period and redundancy.	
What is your continuous service start date in LGE?	(dd/mm/yy)

Note: If you are offered the position, your continuous service date will be verified with your previous employer. TKAT will not recognise continuous service without verification.

### Present Post Details

Name and Address of current Employer, School or Establishment:		
Telephone Number:		
Local Authority (if applicable):		
Age range of school (if applicable):		
Date of appointment to organisation:		
Job Title:		
Contract Type:	Temporary <input type="checkbox"/>	Permanent <input type="checkbox"/>
Date of appointment to post, if different:		
Type of appointment:	Full-Time <input type="checkbox"/>	Part-Time <input type="checkbox"/>
Salary/Allowance Details:		
Reason for Leaving:		

Date free to take up appointment:

## Previous Employment

Please list your most recent position first and continue on a separate sheet where necessary

Name and address of employer (if this is a school please include name of Local Authority and age range of school)	Position Held	Start Date (mm/yyyy)	End Date (mm/yyyy)	Reason for leaving

Please use the space below to explain any gaps in your employment.

**Previous Employment with Children**

Other than the employment mentioned above, have you ever worked within a role that involved contact with children or young people?

Yes

No

If yes, please provide details below. TKAT reserve the right to contact any of your previous employers.

Name and address of employer (if this is a school please include name of Local Authority and age range of school)	Position Held	Start Date (mm/yyyy)	End Date (mm/yyyy)	Reason for leaving

**Education**

DATE	School/College/University	Subjects Taken	Examination results/grades

Other Professional Qualifications including membership of Professional Bodies

Other Experience Relevant to the Post e.g. work experience, voluntary positions

Details on ongoing continuous professional development

**Relatives/Other Interests**

Are you currently or have you ever been an employee or volunteer for any TKAT academy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please state:		
Are you related to, or know personally, any TKAT employee?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Name of person:		
Position held within TKAT:		
Relationship of person to you:		

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## Section C

Post Applied For:	
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Please complete the following sections, using additional space if necessary.

1.	How do your personal qualities and professional experience qualify you for this position? Please refer to the Job Description and Person Specification documents.
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2. How would you seek to incorporate the TKAT Ethos into your working practice?

3. Professional Skills  
Please provide a brief statement setting out how you have developed your professional skills.

Courses: (relevant to this application and taken within the last 5 years)

In service courses	Date	Venue

Please continue on a separate sheet, if necessary

## Criminal Convictions

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website or at Unlock – see [here](#).

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

## Referees

Please give the name and address of two people whom we may contact for a reference. One of these should be from your current or most recent place of employment, although TKAT reserves the right to contact any of your former employers.

Please note that we will contact these referees if you are shortlisted for this post and seek a reference before interview. Also, in relation to work with children, we seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subjected to. If you have any concerns about this, please do not hesitate to contact our Human Resources Department.

	First Referee	Second Referee
Name		
Status		
Organisation		
Relationship		
Address		
Telephone Number		
Fax Number		
Email Address		

**Please return your completed application by email to [recruitment@hylands-tkat.org](mailto:recruitment@hylands-tkat.org)**

If returning this application electronically you are confirming that the information is true and accurate to the best of your knowledge. If you are shortlisted for this post you will be required to sign your application prior to interview.



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## Section D

### Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with the information about us or a third party via your pay slip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing this application form we will assume that you agree to the processing of sensitive personal data (as described above), in accordance with the Information Commissioner's Office.

Please see Privacy Notice for applicants: [www.tkat.org/gdpr](http://www.tkat.org/gdpr).

### DECLARATION

I acknowledge that TKAT is committed to safeguarding and promoting the welfare of children and young people and to this end hereby certify that I am not on the Children's Barred List, disqualified from working with children, or subject to sanctions imposed by a regulatory body and should my application be shortlisted I agree to declare any convictions, cautions or bind-overs prior to interview.

I consent to a DBS check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions or bind-overs against me will be disclosed along with any other relevant information which may be known to the police and lists held in accordance with the Safeguarding Vulnerable Groups Act 2006.

I agree to inform TKAT if I am convicted of an offence after I take up any post within TKAT. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I agree to inform TKAT if I become the subject of a police and/or social services/(Children's Social care or Adult Social Services)/social work department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I declare to the best of my knowledge and belief, all particulars I have given in all part of this Application Form are complete and true and can be treated as part of any subsequent contract of employment. I understand that any false declaration or misleading statement or significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions and a medical report, all of which must be deemed by TKAT as satisfactory.

I also declare that I will not contact any member of TKAT to further this application (and I understand that to do so would disqualify me from further consideration) – unless the advertisement clearly invites me to contact a named individual for further discussions or a confidential conversation.

Signed:		Date:	
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