



Helping people living in extraordinary circumstances to live ordinary lives

## Application for post of:

### DATA PROTECTION NOTICE

Throughout this form we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations

You will find more information on how we use your personal data in our privacy notice for job applicants.

### VACANCY INFORMATION

Applicant Name \_\_\_\_\_

Application for the post of: \_\_\_\_\_

What date are you available to begin a new post? \_\_\_\_\_

Where did you first hear about this job? \_\_\_\_\_

### DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

Kingsley Learning Foundation Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Kingsley Learning Foundation is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and Kingsley Learning Foundation's privacy notice.

**Do you have a DBS certificate?:** ☐ Yes ☐ No Date of check: \_\_\_\_\_

DBS Number \_\_\_\_\_

**Have you signed up with the DBS Update Service?** ☐ Yes ☐ No

If you've lived or worked outside of the UK in the last 10 years, Kingsley Learning Foundation may require additional

information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

**Have you lived or worked outside of the UK in the last 10 years?** ☐ Yes ☐ No

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position.

Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

Keeping Children Safe in Education regulations now require a Social Media screening on all shortlisted applicants as part of our due diligence checks.

#### TIME SPENT LIVING AND/OR WORKING OVERSEAS

If you've lived and/or worked outside of the UK, Kingsley Learning Foundation must make any further checks it considers appropriate (in addition to the usual pre-employment checks).

We will base the decision on whether this is necessary on individual circumstances, and factors such as:

- The amount of information you disclose in the DBS check
- The length of time you've spent in or out of the UK

#### RIGHT TO WORK IN THE UK

Kingsley Learning Foundation will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By signing this application, you agree to provide such evidence when requested.

#### SIGN AND DATE

Name (please print): \_\_\_\_\_

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

## 1. Instructions

Please complete all sections of this form using black ink or type.

The sections of this application form that include your personal details will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.

Applications will only be accepted if this form is completed in full. **Applicants must be over 18 years of age.**

The application form is the only means we have to judge your capability and potential and the information in it will be assessed against the criteria listed on the person specification to draw up a shortlist for the next stage of selection. No assumptions will be made about your experience.

When completed please email to the specific school: [reception@kingsley.school](mailto:reception@kingsley.school) or [reception@redkite.school](mailto:reception@redkite.school)

## 2. Personal details

PERSONAL DETAILS	
First name	
Surname	
Preferred title	
Previous surnames	
Previous Surname: dates to and from	
If you prefer to be called by a name other than the one listed above, please specify	
National Insurance number	

CONTACT DETAILS	
Address	
Postcode	
Home phone	
Mobile phone	
Email address	

#### PREVIOUS ADDRESSES (LAST FIVE YEARS)

Please provide details of previous address (this will aid the processing for DBS application)

From (MM/YY)	To (MM/YY)	Address

#### DISABILITY AND ACCESSIBILITY

Kingsley Learning Foundation is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require:

#### RIGHT TO WORK IN THE UK

Do you have the right to work in the UK?

☐ Yes

☐ No

If yes, please state on what basis:

☐ UK citizen

☐ EU settled status

☐ Skilled worker visa

☐ Graduate visa

- ☐ Youth mobility visa
- ☐ Other – please provide full details in the box below

#### TIME SPENT LIVING AND/OR WORKING OVERSEAS

Have you spent time living and/or working outside of the UK?

- ☐ Yes
- ☐ No

If yes, please give details, including countries and relevant dates:

#### RELATIONSHIP TO THE SCHOOL/TRUST

Please list below any personal relationships that exist between you and any of the following members of the Kingsley Learning Foundation community:

- KLF Directors
- Governors
- Staff
- Pupils

If you have a relationship with a Director, Governor or employee, this does not necessarily prevent them from acting as a referee for you.

### 3. Employment history

#### CURRENT EMPLOYMENT DETAILS

Please provide details of all previous employment since leaving school, including education and voluntary work. Include any gaps in employment and the reasons for them. List the most recent employment first.

Job title	Employee details (name, address, email and / or telephone)	Dates employed	Permanent or Temporary	Salary Details
Description of responsibilities				

#### PREVIOUS EMPLOYMENT

Please provide details of all previous employment since leaving school, including education and voluntary work. Include any gaps in employment and the reasons for them. List the most recent employment first.

Job title	Name and address of employer	Dates employed	Description of responsibilities	Reason for leaving


## 4. Education and training

### EDUCATION AND QUALIFICATIONS

Please provide details of your education from secondary school onwards.

You'll be required to produce evidence of qualifications.

Dates attended (month and year)	Name and location of school/college/university	Qualifications gained (including grades, awarding body and date of award)

### TRAINING AND PROFESSIONAL DEVELOPMENT

Please give details of training or professional development courses undertaken in the last 5 years that are relevant to your application

Course dates	Length of course	Course title	Qualification obtained	Course provider
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#### TEACHER STATUS (IF APPLICABLE)

Teacher reference number	
Do you have QTS?	
QTS certificate number (where applicable)	
Date of qualification	
Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the secretary of state, as a result of misconduct?	
Are you subject to a General Teaching Council sanction or restriction?	

#### ADDITIONAL INFORMATION

Your application form is the only means we have to judge your capability and potential and the information in it will be assessed against the criteria listed on the person specification to draw up a shortlist for the next stage of selection.  
No assumptions will be made about your experience.

Please explain below how your experience, skills and knowledge, meet the criteria for the post as described in the job description and person specification.

**Make sure you address all the criteria on the person specification.**

*Please continue on a separate sheet if necessary*



**Please also provide any additional information relevant to this application.**

**You may wish to discuss additional skills or relevant special interests (continue on a separate sheet if necessary).**

### 5. References

Please give the names of two people who are able to comment on your suitability for this post. One must be your current or last employer. If you’ve not previously been employed, please provide details of another suitable referee.

Kingsley Learning Foundation reserves the right to seek any additional references we deem appropriate.

Please let your referees know that you’ve listed them as a referee, and to expect a request for a reference should you be shortlisted.

NAME	RELATIONSHIP TO YOU	ADDRESS AND POST CODE	CONTACT NUMBER	EMAIL ADDRESS	IS THIS YOUR CURRENT EMPLOYER?

If either of your referees knows you by a different name, please state: \_\_\_\_\_

**It is normal practice to take up references on shortlisted candidates prior to interview** – this is in line with the most recent version of Keeping Children Safe in Education statutory guidance.

If you do not wish us to contact your referees without your prior agreement, please tick this box: ☐

## 6. Privacy Notice for Applicants

In compliance with the Data Protection Act 2018 and GDPR, we would like to inform you of the purpose for which we are processing the data we have asked you to provide on this application form.

The details are required in order to administer an efficient short-listing and recruitment process. This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process. When the recruitment process is completed, the form will be stored for a maximum of six months, then destroyed. If you do not wish your personal data to be kept on file and request 'the right to be forgotten' (as per GDPR UK law) then please tick this box: ☐

If you are employed as a result of this recruitment process, then this application form will be retained as part of your personnel record.

The person responsible for Data Protection in our organisation is Ruth Hawker of Plumsun Ltd. You may contact her with any questions relating to our handling of your data.

All applicants that are invited for interview will have a social media check carried out prior to the interview. By returning this application form you are consenting to this being carried out.