

APPLICATION FOR THE POST OF:

Pent Valley
FOLKESTONE
Kent
CT19 4ED

Pent Valley is committed to recruiting with care and safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Surname: _____ Where did you see this post advertised? _____

Forenames: _____

Preferred Title: Miss/Mr/Mrs/Ms/Other _____ Date of Birth: _____

Address: _____

Postcode: _____

Email: _____

If successful when could you start this job? _____

Telephone: Home _____ Mobile _____

National Insurance Number:

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Do you hold a current CRB Disclosure? YES/NO If yes, who is the registered body? _____

Employment History

Starting with the most recent, please list below past employers. Please also explain any periods of unemployment. If necessary continue overleaf.

Company	Position held	From	To	Reason for leaving

Company	Position held	From	To	Reason for leaving

Present Employment
Name of Employer:
Address of Employer:
Position held:
Date Started:
Present Salary:
Write a brief description of your present duties/responsibilities saying who you report to and, if appropriate who reports to you.

Write a brief description of your other skills (including languages, keyboard, audio, shorthand speeds, etc)

Please use the space below to outline how your knowledge, skills and experiences meet the competencies required for this post (where set out in the job role). Remember to consider experience in previous employment and relevant experience outside of paid work e.g. that gained at home, through the community or through leisure/college activities. (Continue on a separate sheet if necessary)

Health

Removed to comply with the 2010 Equality Act. Please note, for jobs involving working with Children or Vulnerable Adults, the statutory regulations require us to ascertain whether the physical and mental fitness of persons appointed to such roles is at an appropriate level prior to any confirmation of appointment.

Are you related to a member of the County Council or Education Committee, a member of the Governing Body of the school or a senior officer of the County Council?

YES/NO

If YES, please give names and position held:

Protection of Children - Self-Disclosure

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

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 Enhanced Criminal Records Bureau check.

Please confirm by your signature that you would have no objection to an Enhanced CRB check being carried out before an appointment is confirmed. A refusal could prevent further consideration of your application. Having a criminal record will not necessarily be a bar.

Signed:

Date:

Have you been convicted or found guilty of an offence by any Court (even if you were only placed on probation or conditionally discharged)? You should include all convictions even if they happened some time ago and are defined as spent under the Rehabilitation of Offenders Act 1974.

YES/NO

Have you ever received a caution, reprimand or warning from the police?

YES/NO

If you have answered YES to either of the above, please give brief details below.

Signed:

Date:

Print Name:

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Equal Opportunities

Pent Valley is committed to having a workforce that reflects the diverse make-up of the community of Kent. To help us monitor and achieve this objective, job applicants and through periodic requests, current staff, are asked to provide specific information so that we have an accurate picture of our workforce and can check that our employment practices do not unlawfully discriminate. The information you give is confidentially managed and does not affect your job application. The Monitoring Form is removed prior to shortlisting and is not seen by recruiting managers. It will greatly assist us if you provide as much information as possible, but you are not obligated to do so.

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

White:	British	
	Irish	
	Other (please specify)	
Mixed:	White and Black Caribbean	
	White and Black African	
	White and Asian	
	Any other mixed background (please specify)	
Asian or Asian British:	Indian	
	Pakistani	
	Bangladeshi	
	Any other Asian background (please specify)	
Black or Black British:	Caribbean	
	African	
	Any other Black background (please specify)	
Chinese or other ethnic group:	Chinese	
	Any other ethnic background (please specify)	

Right to Work in the UK

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? YES/NO

If YES, please provide details:

If you are successful in your application, would you require a work permit prior to taking up employment? YES/NO

Disability Statement

Pent Valley aims to be a fair employer and is committed to equality of opportunity for disabled people. Applications from disabled people are welcome. All disabled applicants who meet the essential criteria will be guaranteed an interview. At interview, we have a policy of providing appropriate access and equipment to ensure that disabled people are considered on an equal basis. If you would like any further assistance or advice about this application we will try to help.

In order to help us fulfil our aims, please answer the following questions:

Do you consider yourself to be disabled?	YES/NO
If YES, do you consider yourself to be disabled under the terms of the Disability Discrimination Act?	YES/NO

The Disability Discrimination Act 1995 defines disability as “a physical or mental impairment which has a substantial and long-term adverse affect on an individual’s ability to carry out normal day-to-day activities.”

Is there anything you would particularly like to tell us about your disability to assist you in the recruitment process?

If you are called for interview or appointed are there any particular arrangements you would like us to make (e.g.: for wheelchair access, accessible car parking)?

This section will be used by the recruitment team to support the recruitment and interview process. It will be treated as confidential. Thank you for providing this information.

Declaration

Please remember this is an important document. Consequently, if any of the particulars that you have given knowingly are found to be false, or if you have wilfully omitted or suppressed any material fact, particularly with regard to eligibility for employment, you could be dismissed.

In view of this, you are asked to certify that to the best of your ability you have completed these entries correctly, that all the questions have been answered accurately and fully and that you are in possession of the certificates which you claim to hold.

Signed:

Date:

Print Name

Please return to: spratleys@pent-valley.kent.sch.uk, Miss S Spratley, Pent Valley, Surrenden Road, Folkestone, Kent, CT19 4ED. Fax: 01303 279342