



Principal: Sean Heslop M.A. M.A. F.R.S.A.  
The Folkestone Academy, Academy Lane, Folkestone Kent, CT19 5FP  
Tel: 01303 842400, Fax: 01303 842417, Email: clare.smith@folkestoneacademy.com

<b>Title:</b>	<b>Surname:</b>	<b>Forename:</b>
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<b>Post applied for:</b>	<b>Date you are able to commence duty:</b>
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<b>Home Address</b>	<b>DCSF Ref. No.</b>
	<b>GTC Registration No:</b>
	<b>National Insurance No:</b>
	<b>Subjects you are able to teach:</b>
Telephone (Home):	
Telephone (Work):	
Mobile:	
Email:	

<b>Your Health:</b>  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.
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**Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-Overs:**

Jobs in schools/academies are exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. **You must** therefore declare, whether spent or not, any convictions, cautions or reprimands, warnings or bind-overs which you have ever had and give details of the offences. The fact that you have a criminal record will not necessarily debar you for consideration for this appointment. **You must** also declare whether you are on List 99, disqualified from work with children, or subject to sanctions imposed by a regulatory body e.g. the General Teaching Council (GTC).

Do you have **ANY** convictions, cautions or reprimands, warnings or bind-overs?

Please tick the relevant box:      **Yes**                         **No**  

Are you on the Vetting Barring Scheme Check List or disqualified from working with children?

Please tick the relevant box:      **Yes**                         **No**  

Are you subject to **ANY** sanctions imposed by a regulatory body e.g. the General Teaching Council?

Please tick the relevant box:      **Yes**                         **No**  

If the answer is “yes”, to any of the previous three questions you must record full details in a separate, sealed envelope marked with your name and ‘Confidential Record Declaration’ and enclose it with your application. In accordance with statutory requirements, an offer of appointment will be subject to satisfactory CRB clearance. A copy of this notice will be sent to your referees.

Are there any special arrangements which we can make for you if you are called for an interview and/or work based assessment?	Yes                      No If Yes please specify below, (e.g. ground floor venue, sign language, interpreter, audiotape etc).

**Education And Training**

*Secondary Education*

Name of School	From	To

**Qualifications / Examinations Passed**

Name of Qualification / Examination	Subjects / Grades	Date Obtained

*Further / Higher Education*

Name of College / University	Full Time or Part Time	From	To
	Main Subjects / Grades	Subsidiary Subjects	

**In Service Training And Other Qualifications Obtained**

Please supply details of In Service Training and other relevant qualifications undertaken in the last five years and list on a separate sheet then attach to this form.

Previous Work Experience – Please Arrange in Chronological order –

**Present (or most recent)**

L.E.A. (If Applicable)	Name of Company etc:	Position Held (Including special posts, if any) State if full or part time	Scale of Post and Salary. Please state any allowances received	Date appointed:	Date Resigned & Reason for Leaving:

Please **account for any gaps** in your employment record:

### Supporting Statement

Please record in detail any information that you feel is relevant, in support of your application. This can be attached separately if you wish. Supporting statements should be no longer than 2 sides of A4.

### *References*

Please nominate two **professional** referees, one of which should be your **present or most recent Headteacher/Employer**. Referees should have direct knowledge of your professional capabilities and performance. **(Following short listing, references will be sought prior to interview).**

1. Name & Status:

Address:

Telephone:

Email:

2. Name & Status:

Address:

Telephone:

Email:

Are you related to any member of staff at the Folkestone Academy or the Governing Body of The Academy? Yes / No  
If Yes please give details.

How did you learn of this vacancy?

You are asked to attach a letter of application explaining how your skills and experiences fit you for the post. For promoted posts your letter should not exceed two sides of A4.

**Your application form and letter should be emailed to [clare.smith@folkestoneacademy.com](mailto:clare.smith@folkestoneacademy.com) as soon as possible and no later than the closing date given in the advert.**  
**Thank you very much for your interest in The Folkestone Academy and for the time and effort involved in completing this application.**

**(Signature):**

**Date:**

The Academy has been advised to point out to candidates that the post for which you are applying is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Applicants are therefore, **not** entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act, and, in the event of employment, any failure to disclose such convictions may result in dismissal by the Governors. Any information given will be completely confidential and will be considered only in relation to an application for positions by which the Order applies.

**FOR OFFICE USE ONLY**

**DATE RECEIVED**

**DATE  
ACKNOWLEDGED**

**SHORTLISTED**

**REASON**

**INTERVIEWED**

**COMMENTS:**

**FOLKESTONE ACADEMY**  
**EQUAL OPPORTUNITIES IN EMPLOYMENT**

**Monitoring of Policy**

The Folkestone Academy is committed to equality of opportunity in relation to the recruitment and selection of staff. To assist in the implementation and monitoring of this policy, the Academy requests applicants for posts with the Academy to provide the following information:

**Name:** .....

**Post applied for:** .....

1. I would describe my race or cultural origin as (please tick one box only)

- |  |   |
|--|---|
| <input type="checkbox"/> Bangladeshi     | <input type="checkbox"/> Indian           |
| <input type="checkbox"/> Black African   | <input type="checkbox"/> Pakistani        |
| <input type="checkbox"/> Black Caribbean | <input type="checkbox"/> White – British  |
| <input type="checkbox"/> Black Other     | <input type="checkbox"/> White – European |
| <input type="checkbox"/> Asian           | <input type="checkbox"/> White – Other    |
| <input type="checkbox"/> Chinese         |   |

Any other race or ethnic group (please describe below):

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2. My sex is

- |                               |                                 |
|-------------------------------|---------------------------------|
| <input type="checkbox"/> Male | <input type="checkbox"/> Female |
|-------------------------------|---------------------------------|

3. My age group is:

- |                                |                                |
|--------------------------------|--------------------------------|
| <input type="checkbox"/> 16-19 | <input type="checkbox"/> 40-49 |
| <input type="checkbox"/> 20-29 | <input type="checkbox"/> 50-59 |
| <input type="checkbox"/> 30-39 | <input type="checkbox"/> 60+   |

4.  I have NO disability  I have a disability

If I have a disability, brief indication of this and details of any special needs that may be required for me to fulfil the duties and responsibilities of the post applied for are:

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.....  
This document will be kept separate from your application form. The information that you provide will be treated in the strictest confidence and will not be available to members of the appointment panel. **Please return this form with your application.**