



Applications must be submitted in full by the advertised closing date for entries. Incomplete or late applications may be rejected. Please note that early applications are encouraged as they will be reviewed upon receipt and interviews may be scheduled in advance of the closing date.

Please complete this form in **black ink** or **typescript** only and return to Astrum Recruitment Team on [hrsupport@astrumeducation.com](mailto:hrsupport@astrumeducation.com)

Unless indicated otherwise, all fields are mandatory.

Astrum Education and Kensington Park School are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening prior to the post, including checks with past employer and the Disclosure and Barring Service, as well as to have due regard for our Safer Recruitment Policy and Safeguarding and Child Protection Policy (both available on the KPS website – please see link below) when applying for any position within the group.

If you have any questions regarding this form or our recruitment process, please contact Astrum Recruitment Team on [hrsupport@astrumeducation.com](mailto:hrsupport@astrumeducation.com)

For information on how your data is protected, please see the Privacy Notice available on the KPS website <https://www.kps.co.uk/policies-and-inspections>

**Post Applied for:**

**SECTION 1a – Personal Details:**

Title:		Preferred Pronouns: (optional)	
First Name:			
Surname:			
Maiden/Former Name(s):			
Date of Birth:		NI Number:	
Current address:			
Work telephone number:			
May we discreetly contact you at work?		Yes	No
Home telephone number:			
Mobile telephone number:			
Email address:			

**SECTION 1b – Previous address/addresses**

(Please complete this section if you have lived at your current address for less than 5 years. Please enter each address in a separate line.)

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**SECTION 1c – Right to work in the United Kingdom**

Do you require a permit to work in the UK?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, do you have a current permit to work in the UK?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please specify		
When does your current permit expire?		

**SECTION 1d – Additional information**

Please declare any family or close relationship to existing staff (including Governors).  Yes

If 'yes' who? \_\_\_\_\_  No

\_\_\_\_\_

**SECTION 1e – Household members**

(Please complete this section only if you are applying for a Boarding Staff role, otherwise please proceed to Section 2a.)

**Please name each person of 16 years of age and above anticipated to stay with you in your accommodation on a regular basis.**

(Regular = more than one night per month).

Title	First Name	Surname	Their relation to you



**SECTION 3a – Education and Qualifications**

(Please provide a details of your secondary and tertiary qualifications in **reversed chronological order**, including class of degree, university and month and year awarded.)

**Please note: we are unable to accept ‘please see CV’ as a response.**

Qualification	Place of study	From	To	Result	Subject area

**SECTION 3b – Training undertaken**

(Please list courses that you feel are relevant to the position you are applying for)

Training Course	Organising body	Dates

**SECTION 3c – Qualified Teacher Status**

(Please complete this section if you are applying for a teaching role, otherwise please proceed to Section 3d.)

Do you have Qualified Teacher Status?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, what is your DfE Number?		
If no, do you require Early Career Teacher support (formerly NQT)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, when did you complete your PGCE or equivalent training?		

**SECTION 3d – Membership of professional bodies**

(Please complete this section if relevant to the role, otherwise please proceed to Section 4a.)

Organisation/Institution	Level of membership	Membership number	Expiry date



**SECTION 5 – Personal Statement**

(Please outline briefly the reasons why you believe that you are the right person for this post.)

A large empty rectangular box with a thin black border, intended for the applicant to write their personal statement.

## SECTION 6a – Medical fitness declaration

(Please note, the following declaration is a regulatory requirement for the educational institutions to help us safeguard and promote wellbeing of children and young people in our care. It does not infringe your rights under Equality Act 2010.)

Declaration:

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I, the Applicant, know of no reason, on grounds of mental or physical health, why I should not be able to discharge the responsibilities required for the post I am applying for.

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I, the Applicant, understand that any offer of employment will be conditional on verification of medical fitness.

Signed	
Date	

## SECTION 6b – Reasonable adjustments

As equal opportunities employer, we welcome applications from candidates with disabilities.

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Would you require any reasonable adjustments to be made if you were to visit our sites as part of the recruitment process?  Yes  No

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If yes, please give brief details of the adjustments that you would require to help us better accommodate your needs.

Alternatively, please feel free to contact Astrum Recruitment Team to discuss your needs prior to your visit.

## SECTION 7a – Disclosure of Criminal Background

We are committed to safeguarding and promoting welfare of children and young people. Applicants will be required to undergo child protection screening appropriate to the post, including Enhanced DBS and Barred List checks. In the event that your application for the post is successful we will require you to complete an Enhanced DBS application.

Please provide declaration of your criminal record, if any, including details and date of convictions, cautions, reprimands and final warning, and any other non-conviction information, such as police enquiries and pending prosecution.

Please note that the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Please visit <https://www.gov.uk/tell-employer-or-college-about-criminal-record/what-information-you-need-to-give> for more details.

We will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. We make appointment decisions on the basis of merit and ability. If you have a criminal record, this will not automatically bar you from working with us. Instead, each case will be decided on its merits in accordance with the objective assessment criteria.

Failure to declare any convictions (that are not ‘protected’ as specified above) may disqualify a candidate from appointment or result in summary dismissal if the discrepancy comes to light subsequently.

Declaration:

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Signed		
Date		

If you answered yes to either or both of the questions above, please provide details in a separate document sent to the Astrum Recruitment Team alongside this application form. We recommend that any documents sent electronically are password protected. That information will be accessed and reviewed only in the event of you being shortlisted for an interview and then destroyed by the relevant person.

If you wish to discuss details required in sections 7a before submitting your application, please contact Astrum Recruitment Team on [hrrsupport@astrumeducaiton.com](mailto:hrrsupport@astrumeducaiton.com) to arrange a confidential discussion with the HR Manager.

**SECTION 7b – Vetting and Barring**

Do you have a DBS check?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, is it Enhanced check?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you subscribed to the update service?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Disclosure certificate number:

Date of issue:

Declaration:

I, the Applicant, declare that I have never been the subject of an investigation or enquiry into abuse of, or inappropriate behaviour with children or young people.
I, the Applicant, declare that I am not aware of any police enquiries undertaken following allegations made against me, which may have a bearing on my suitability for this post.
I, the Applicant, declare that I am not currently disqualified/banned from working with children and that there are no cases that are currently outstanding regarding my suitability or otherwise to work with or in proximity to children.
Signed
Date



## SECTION 8 – References

Please supply the names and contact details of two people who we may contact for references. One of these **must** be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. We intend to take up references from all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer.

Referee 1	Referee 2
Current/most recent employment:	
Title:	Title
First name:	First name:
Surname:	Surname:
Organisation:	Organisation:
Address:	Address:
Phone number:	Phone number:
Email address:	Email address:
Occupation/position in the organisation:	Occupation/position in the organisation:
Relationship to you:	Relationship to you:
Can we approach this referee prior to interview?	Can we approach this referee prior to interview?
Yes	Yes
No	No

Please tick the box to acknowledge that you read and accept the following statement:

I understand and accept that Astrum Education and/or Kensington Park School is entitled to approach any previous employer and request references. Additionally, I understand that where I have worked for an employer who provides services, care or education for children or vulnerable adults, they will be approached for a reference.

## SECTION 9 – Declaration and signature

Information contained in this application form may be processed for purposes registered by Astrum Education and Kensington Park School under the Data Protection Act 2018. Please see our Privacy Notice for details.

<https://www.kps.co.uk/policies-and-inspections>

Individuals have, on written request, the right of access to personal data held about them.

I hereby give my consent to Astrum Education and Kensington Park School processing the data supplied in this application form for the purpose of recruitment and selection.

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I declare that the information given in this application is to the best of my knowledge complete, true and correct and that there are no material mis-statements or omissions.

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I declare that I am in possession of the certificates that I claim to hold.

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Signed

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Date

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Please note that providing false information is an offence and could result in the application being rejected or in summary dismissal if appointed, and possible referral to the police.

Please return completed form to: [hrsupport@astrumeducation.com](mailto:hrsupport@astrumeducation.com)