

**KD Safeguarding**

**Post Applied for:**

**Closing Date:**

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| **Section A - Personal Details** | | | | | | | | | |
| Forename(s): Surname:  Address:  Postcode:  Contact Tel: Email: | | | | | | | | | |
| **Section B- Current or Most Recent Employment** | | | | | | | | | |
| Job Title: | | | | | | | Salary:  Notice Period: | | |
| Start Date (MM/YY): | | | Leave Date (MM/YY): | | | | Reason for leaving: | | |
| Name and Address of Current Employer: | | | | | | | | | |
| Main Duties: | | | | | | | | | |
| **Section C - References**  Please provide two professional referees (not friends or relatives). At least one referee should be your present or last employer. Please note if you are shortlisted, referees will be contacted prior to interview. | | | | | | | | | |
| Name and Address | | | | Occupation and Relationship | | | Years Known | Contact Details | |
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| **Section D – Employment History** | | | | | | | | | |
| Dates | | Employer | | | Job Title | | | | Reason for leaving |
| From (MM/YY) | To (MM/YY) |
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| Please explain any gaps in your education and employment history | | | | | | | | | |
| **Section E – Education, Qualifications and Training Relevant to the Post** | | | | | | | | | |
| Dates | | Education/Training Establishment | | | | Qualification | | | |
| From (MM/YY) | To (MM/YY) |
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| **Section F – Skills, Experience and Knowledge**  Please state the reasons why you wish to apply for the position and give details of any experience, skills and training that you think are relevant to the post and demonstrate your ability to meet the person specification | | | | | | | | | |
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| **Section G – Rehabilitation of Offenders Act 1974**  Complete if the post you are applying for involves direct contact with vulnerable children | | | | | | | | | |
| All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) 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 Ministry of Justice website or see [here](http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf).    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. | | | | | | | | | |
| **Section H – Declaration** | | | | | | | | | |
| I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to a) references which are satisfactory to the school b) a satisfactory DBS certificate and check of the Barred list c) the entries on this form proving to be complete and accurate and d) a satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard. | | | | | | | | | |
| Signature: Date: | | | | | | | | | |