# **A blue hexagon with white text Description automatically generatedSKOLA English in London**

**Application Form**

# Please complete this form and email to connor@skola.co.uk

SKOLA has a commitment to safeguarding and promoting the welfare of children and young people. All appointments are subject to satisfactory references, Enhanced DBS clearance, overseas criminal record checks, Prohibition check, medical checks, qualifications checks, S128 management checks (if applicable), childcare disqualification (if applicable), and proof of identity and right to live and work in UK. During interview all candidates will be asked to talk through their application forms including periods when they were not working. This post is exempt from the Rehabilitation of Offenders Act 1974.

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| --- | --- |
| **Date of Application** |  |
| **Post Applied For** |  |
| **Full legal name** |  |
| **Phone number** |  |
| **Email address** |  |
| **Nationality** |  |
| **NI Number** |  |
| **Is your enhanced DBS registered on the update service?** |  |
| **Any former used names/ aliases?** |  |

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| --- | --- |
| **Dates available to work\*** | **Start date:**  **End date:** |

\*Please give us any information regarding your availability that we might find useful (e.g. days, times you are available, any periods of time you are not available, etc.)

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| **Preferred interview dates** |  |

Please give us any information regarding your availability for an interview. We usually hold interviews on weekday afternoons in central London or online over Zoom.

**If you want like book an online interview then use this link:**

<https://calendly.com/connor-skola/meeting>

**CAREER HISTORY**

Please give details of your career history below, starting with your current/most recent post (copy and paste as many boxes as you require).

You may attach a CV instead of filling-out your career history.

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| DATES of Employment: |

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| EMPLOYER NAME & ADDRESS: |

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| JOB TITLE, DUTIES, ACTIVITIES, RESPONSIBILITIES: |

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| --- |
| REASON FOR LEAVING: |

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| DATES of Employment: |

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| --- |
| EMPLOYER NAME & ADDRESS: |

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| JOB TITLE, DUTIES, ACTIVITIES, RESPONSIBILITIES: |

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| REASON FOR LEAVING: |

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| DATES of Employment: |

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| EMPLOYER NAME & ADDRESS: |

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| JOB TITLE, DUTIES, ACTIVITIES, RESPONSIBILITIES: |

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| REASON FOR LEAVING: |

During the interview you will be asked to explain any gaps in your employment.

**ACADEMIC AND PROFESSIONAL QUALIFICATIONS**

Please give details of your post-school academic and professional qualifications. Add extra boxes if needed. This is not needed if you are submitting a CV

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| DATES INSTITUTION NAME & ADDRESS: |
| QUALIFICATION(S): |

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| DATES INSTITUTION NAME & ADDRESS: |
| QUALIFICATION(S): |

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| DATES INSTITUTION NAME & ADDRESS: |
| QUALIFICATION(S): |

Please note that original certificates must be presented at the interview

**OTHER QUALIFICATIONS Please** give details of any other relevant qualifications (First Aid, coaching etc.).

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| DATES INSTITUTION NAME & ADDRESS: |
| QUALIFICATION(S): |

**PERSONAL STATEMENT**

This is your opportunity to state your motivations for applying for this post, how your skills match the job description/ person specification etc.

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**INTERESTS**

What are your interests outside of work?

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**CHILD PROTECTION**

Do you have any allegations or convictions in relation to child protection matters? If yes, please provide details.

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**REFEREES**

Please provide two professional referees. The referees must be a **Headteacher** if you are working/have worked in a school and must be requested to their work email address.

Please note that we will contact referees before interview, unless otherwise requested.

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|  | **Reference 1 (current or most recent employer)** | **Referee 2** |
| **Name** |  |  |
| **Position** |  |  |
| **Organisation** |  |  |
| **Telephone** |  |  |
| **Work Email** |  |  |

**Suitability Statement**

Please delete below as appropriate

|  |  |
| --- | --- |
| I have read the job description and person specification and confirm that I am mentally and physically suitable for this role. | YES/ NO |
| I have read the job description and feel that I will need support and assistance in this role. (Please add details on a separate sheet). | YES/ NO |

**FAMILY/ CLOSE RELATION**

|  |  |
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| Are you acquainted with, or related to, anyone working SKOLA?  If yes, please give the name (s) and state in what capacity you know them: |  |

**CHILD PROTECTION AND SAFER RECRUTIMENT POLICIES**

It is an offense to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity). Please refer to Child Protection Policy and Safer Recruitment Policy (including policy on employment of ex-offenders) through this link: <https://drive.google.com/file/d/1GiNwvrF0mFbLZt6UOMVN8WM46wl5zdtn/view?usp=sharing>

**ONLINE RECRUITMENT SEACHES**

Following updated guidance in KCSiE 2022, SKOLA now carries out online recruitment searches on shortlisted candidates. The school will review publicly available social media and video sharing platforms.

**DECLARATION**

I confirm that the information provided in this form is correct to the best of my knowledge, and understand that providing

false information on this application form is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies.

I understand that an offer of appointment will be subject to satisfactory references, Enhanced DBS clearance, overseas criminal record checks, Prohibition check, medical checks, qualifications checks, S128 management checks (if applicable), childcare disqualification ( if applicable), and proof of identity and right to live and work in UK.

I give consent for personal information provided as part of this application to be held in accordance with the Data Protection Act 2018.

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| **PRINT NAME**: |
| **SIGNATURE:** |

**DATE:**

Reviewed 3rd November 2023 by Connor Middleton