Keswick School

STRICTLY CONFIDENTIAL

Application for Appointment of:

Foundation Learning Coordinator/Lead HLTA for Transition

Closing date: 10am Friday 20th March 2026

Please read the guidance notes before completing this application form

Please indicate how you heard of this vacancy.

Post Advertised in

- TES Newspaper ☐
- TES Website ☐
- Keswick School Website ☐
- Newspaper Publication ☐

_____

Section One

Surname *(Block Letters)* _____

Full Forenames *(Block Letters)* _____

Correspondence Address _____

Home Address *(If different)* _____

Daytime Telephone _____ **Mobile Telephone** _____

Email _____

Have you been known by a different name or changed your name by Deed Poll? ☐ Yes ☐ No

(If yes, please provide details) _____

Keswick School

FOR OFFICE USE ONLY

Date Received	Date Acknowledged	Gaps in Employment History	Explanation Required at Interview	Recent employer as a reference	Signature

Asylum and Immigration Act 1996

The Asylum and Immigration Act 1996 makes it a criminal offence for Keswick School Governors to employ those who do not have permission to live or work in the United Kingdom. Applicants will be required to provide documentary evidence of their right to work in the United Kingdom if invited to interview.

Do you have the right to live and work in the United Kingdom? ☐ Yes ☐ No

National Insurance Number *(If applicable)* ☐☐☐☐☐☐☐☐☐

Relationship

If, to the best of your knowledge, you are related to any employee of Keswick School please state occupation, together with the name, address and relationship to such person.

Canvassing directly or indirectly will automatically disqualify you from the recruitment process

_____

_____

_____

Applicants with Disabilities

Keswick School will guarantee to interview all disabled applicants who meet the essential criteria for the post for which they are applying. The Equality Act 2010 defines a disabled person as an individual who has a long-term physical or mental impairment, which has substantial adverse effect on their ability to perform normal day-to-day activities.

Do you consider yourself to be disabled under the Equality Act 2010? ☐ Yes ☐ No

(If yes, please list below any reasonable adjustments you would request)

During the interview process: _____ _____

_____ _____

_____ _____

Application reference (*FOR OFFICE USE ONLY*) _____

Keswick School

Application reference (*FOR OFFICE USE ONLY*) _____

Rehabilitation of Offenders Act 1974

(Please refer to all guidance notes. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.) **Employment is subject to a full enhanced DBS disclosure**

If your application is shortlisted for interview, your suitability to work with children will be explored. 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 'filtered'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot consider them. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974

All short listed applicants will be required to complete a self-disclosure form.

References

(Please refer to the guidance notes before completing this question)

Name	Name
Job Title	Job Title
Capacity in which known	Capacity in which known
Address	Address
Email	Email
Telephone Number	Telephone Number

Please note: References will be contacted prior to Interview unless stated otherwise

Keswick School

Section Two

Secondary Education

Name and location of school/college	From	To	Examinations taken *(include level and grade)*

Further Education – University, College Courses

Name and location of establishment	From	To	Examinations taken *(including subject and level)*	Classification or Grade

Keswick School

(To be completed for Teaching Applications only)

Date Gained Qualified Teacher Status	Probation Induction Completed Yes or No	DFES Number

Membership of Professional Organisations and Institutions

Name of Professional Body or Organisation	Date Attained	Membership Status	Membership Number	By Examination Yes/No

Work Related Training

Date	Course/Training Details

Keswick School

Present Employment *(Present or most recent employment details)*

Name and address of employer

Job Title

Salary

Date of appointment

Date of leaving *(If applicable)*

Period of notice required

Date available to commence employment

Reason for leaving *(If applicable)*

Main duties and responsibilities

Keswick School

Previous Employment

In date order, most recent first, with no gaps unaccounted for. Continue on a separate sheet if necessary.

(Keswick School may contact all or any employers you have listed below in order to verify the employment details stated.)

Name and address of Employer	Period		Job title and brief description of role and responsibilities	Reason for leaving
	From	To		

Keswick School

Section Three

Additional Information *(Please refer to the guidance notes before completing this section)*

Keswick School

Declaration

To the best of my knowledge, I declare that the information contained in this application form is accurate and correct.

I understand and agree that:

- The provision of false information may result in disqualification from the recruitment process or termination of employment.
- The information provided on this application may be stored and processed by Keswick School for a period of 6 months for recruitment purposes and if successful, the information will be stored on personal file and processed for the purpose of the employment relationship.
- Where I cannot provide evidence of qualifications and / or suitable references the offer of employment may be rescinded and / or employment terminated.
- Canvassing of Employees of Keswick School, directly or indirectly for any appointment will disqualify my application.
- Where the post for which I am applying requires me to work with children and / or vulnerable adults I hereby agree to a disclosure being made by the Disclosure and Baring Service about the existence and content of a criminal record spent or otherwise as appropriate.
- Where the post for which I am applying involves engaging in regulating activity I understand that it is an offence to apply for the role if I am barred from engaging in regulated activity relevant to children https://www.keswick.cumbria.sch.uk/ckfinder/userfiles/files/Policies/KSCPPolicy%26ProceduresOct2023.pdf
- Should I be short-listed I will be required to provide documentary evidence of my right to live and work in the United Kingdom (see guidance notes).
- All information contained in this form will be treated as strictly confidential, and used only for recruitment purposes. By supplying information, you are indicating your consent to the information being processed for all employment purposes as defined in the Data Protection Act 2018, and any verifications checks that may be made.
- Keswick School must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations, which handle public funds.

Date **Signature**

For office use only

You are satisfied that the documentation is genuine and relates to the person whom made this application.

Signature of Officer **Date**

Keswick School

Equality & Diversity Monitoring Form

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Please read the guidance notes before completing this application form

Post Title

Post Advertised in

Please tick boxes as appropriate

Gender

☐ Male ☐ Female ☐ I prefer to self-describe

If you prefer to self-describe please provide this here:

Do you identify as Transgender?

☐ Yes ☐ No ☐ Prefer not to say

Preferred pronouns:

Ethnic Origin *(Please tick the box that you feel best describes your ethnic origin)*

White

☐ British

☐ Irish

☐ Traveller of Irish Heritage

☐ Gypsy/Roma

☐ Any Other White Background *(Please specify)*

Mixed

☐ White & Black Caribbean

☐ White & Black African

☐ White & Asian

☐ Other Mixed Background *(please specify)*

Asian/Asian British

☐ Indian

☐ Pakistani

☐ Bangladeshi

☐ Any Other Asian Background *(Please specify)*

Black/Black British

☐ Caribbean

☐ African

☐ Any Other Black Background *(please specify)*

Chinese or other ethnic group

☐ Chinese

Undeclared

☐

Other *(Please specify)*

☐

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Date of Birth

Employment

Are you currently in paid employment? ☐ Yes ☐ No

Applicants with Disabilities

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Do you consider yourself to be disabled under the Equality Act 2010? ☐ Yes ☐ No

Religion and Belief

☐ Christian ☐ Buddhist ☐ Hindu

☐ Jewish ☐ Muslim ☐ Sikh

☐ Non-Religious ☐ Other Religion

If you prefer to use your own definition please provide this here:

Sexual Orientation

☐ Heterosexual

☐ Lesbian or Gay

☐ Bisexual

☐ Prefer to self-describe

If you prefer to self-describe please provide this here: