

Guidance Notes for Completing Your Application

Please read the job description and person specification carefully.

It is important to demonstrate that you have the skills, knowledge and experience outlined in the person specification. Reflect on your previous work—both paid and voluntary—and highlight the skills you have developed.

Before submitting your application, we recommend preparing a rough draft. Double-check that all employment dates are accurate and listed in chronological order, and ensure all sections of the form are fully completed.

Please note that CVs are not accepted as part of our recruitment and selection process and we would encourage you to complete the statement of application with as much detail as possible.

If your application is not successful, please don't be discouraged. Many candidates apply multiple times before securing a role.

Please note: We do not provide feedback at the shortlisting stage.

If you are shortlisted, you will receive full details of the interview time and location via email. When confirming your attendance, please let us know if you require any adjustments to the interview process.

We are happy to provide feedback after the interview. If you have concerns about the selection process, please contact the Kite HR Services team at hr@kite.academy.

We look forward to receiving your application.

Please note: personal information is requested from job applicants to assist in the recruitment process. For example, references and DBS checks will be obtained. Information provided by you on this application form may be copied for use during the recruitment process. Once the process is completed, the data will be stored for six months and then destroyed (Please see KAT privacy policy). If you are the successful candidate, relevant information may be taken from this form and used as part of your personnel record. If you do not wish for your current employer to be contact for a reference at this stage please do inform us at recruitment@kite.academy.

We will not disclose the information to anyone outside of our business.

