

Application number

## Application for a Teaching Appointment

Post Title	
School/College	

### Fairness and Equality of Opportunity

We do not operate an anonymous process but we will treat your application fairly and honestly, and consider it only in relation to the requirements of the job. We will do this regardless of whether or not you currently work for the Council, another employer, or are unemployed. Your application will be processed in strict confidence. Our aim is to appoint the best person for the job. We believe in equal opportunities, and will not unfairly discriminate against anyone.

Wherever possible and reasonable, we will help a person with disabilities with the application process. If you consider yourself to have a disability and need such help, please contact the school.

### Documentary Evidence

In accordance with the Immigration, Asylum and Nationality Act 2006 it is a criminal offence to employ someone without entitlement or permission to work in the UK. The Act requires all employers in the UK to make basic document checks on every person before they start work to help ensure that they do not employ illegal workers. Shortlisted candidates will be required to bring original documentation to interview. Original academic and professional qualification certificates will also be required.

**WARNING:** If you provide false information, this may lead to your dismissal. If you do any sort of canvassing, it will lead to you being automatically disqualified. \*Photocopies of documents will **not** be accepted. **The successful applicant will also be required to produce original documents to comply with a DBS check.**

### Returning this form:

This form must reach us by the closing date, late applications cannot be considered. Please send it to the Headteacher/Principal at the School/College address specified above.

## I Professional Details

Have you successfully completed a period of Initial Teacher Training (ITT) and achieved Qualified Teacher Status (QTS)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give date of award		
QTS Certificate Number		
Have you successfully completed a period of induction as a qualified teacher, as per DfES requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give date of completion		

## 2 Employment History

Please ensure that full employment history is provided from leaving full time education, providing months/years. Most recent first.

Post Title					
Name of School					
Address					
Reason for Leaving					
LEA		Date From (mm/yy)		To (mm/yy)	
Type of School	<input type="checkbox"/> LA	<input type="checkbox"/> Foundation	<input type="checkbox"/> Independent	<input type="checkbox"/> Other	<input type="checkbox"/> Aided
	<input type="checkbox"/> Single Sex	<input type="checkbox"/> Mixed	Total number of pupils of roll		
Present Spinal Point		Salary		Pupil Age Range	
Description of role/responsibilities/duties					
Other subjects you can teach					

**Gaps in Employment History (Please provide details here of any unaccounted periods)**

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**Please ensure that there are no gaps in your employment history and ensure that all time periods have been accounted for since leaving full time education.**

**3 Previous Teaching Experience**

Most recent appointments first. Newly qualified teachers should include periods of school based training.

School/College/LEA	Age Range Taught	Post Held	From (mm/yy)	To (mm/yy)	Salary	Reason for Leaving

Further appointments / experience may be continued on additional sheets and attached to this document.

Nature of employment or voluntary work	Name and address of employer / voluntary group	Post Held	From (mm/yy)	To (mm/yy)	Salary	Reason For Leaving

#### 4 MEMBERSHIP OF PROFESSIONAL/TECHNICAL BODIES

Institute or Association	How obtained (e.g. examination or election)	Date	Grade of Membership

#### 5 EDUCATION AND PROFESSIONAL QUALIFICATIONS (checks on qualifications and information will be made)

1	School/College Attended	
	Date from/To	
	Qualifications (including A Level grades)	
2	Qualifications (eg Cert Ed / BA / BEd):	
	Class of Degree	
	University/College	
	Date awarded	
3	Post graduate Qualifications (eg Med PGCE) Subject(s)	
	University/College	
	Date Awarded	
	Subjects	
4	Other Qualifications – please specify giving title / awarding body and date:	

## 6 Referees

Please give present or most recent Headteacher and at least one employment other referee.

1	Headteacher	Email address:
	Address	
	Telephone number (including STD)	
2	Name	Email address:
	Address	
	Telephone number (including STD)	
3	Name	Email address:
	Address	
	Telephone number (including STD)	

**N.B.** References will be sought for all short-listed candidates, including internal candidates, and will be obtained before the interview so that any issues of concern raised can be explored further with the referee, and taken up with the candidate at interview, unless otherwise indicated.

## 7 PROFESSIONAL DEVELOPMENT

Please give details of any other relevant, professional, development / training undertaken in the last five years?

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## 8 LETTER OF APPLICATION

Please write in support of your application, showing how your experience and qualifications are relevant, and how you would contribute to the post.

If you have a disability and because of your impairment, cannot fulfill certain aspects of the Person Specification, but you feel you can meet the job requirements, in an alternative / adjusted way, you can provide details here.

Please continue on a separate sheet if necessary.

Please ensure your name and other personal details do not appear in this section, unless you need to continue on a separate sheet, this should then be referenced accordingly.

## 9 PERSONAL DETAILS

### Data Protection Act

Information from this application may be processed by computer for purposes registered by the City Council under the data protection legislation. Individuals have the right of access to computerized personal data, concerning them.

1	Surname:			
2	Forenames:			
3	Title:			
4	Address			
	Post Code			
5	Home/Evening Telephone No:	Email Address		
6	Date of Birth:	National Insurance Number		
7	Do you need permission to work in the UK?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
8	Are you able to produce documents if asked for at interview which demonstrate that you are entitled to work in the UK?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
9	If this post is open to job share, do you want to be considered for this option?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

## 10 RELATIONS

A candidate for any appointment with the school who knows he/she is related to a senior member of staff or a Governor at the school is required to disclose that relationship when submitting an application form. The designation of '**senior member of staff**' includes Headteacher, Deputy Head, Heads of Department, Business Manager or Senior Administrator. A candidate who fails to disclose such a relationship shall be disqualified from the recruitment process and if appointed shall be liable to dismissal without notice.

**If applicable please give details:**

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## 11 REHABILITATION OF OFFENDERS

Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974. You will be required to disclose on a separate form all information about any convictions in a Court of Law or any cautions, no matter when they occurred, so that a police check can be carried out if you are offered an appointment. If you are subsequently employed by the Authority and it is found that you failed to disclose any previous convictions or cautions, this could result in dismissal, or disciplinary action by the Authority. All information will be treated in confidence and will only be considered in relation to and application for posts to which the exemption order applies.

Have you been convicted of any criminal offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, please give details

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Have you ever received a police caution, warning or reprimand?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, please give details

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## 12 DECLARATION

I declare that the information given is true and accept that if I have given false information it may result in my application no longer being considered or my appointment not being confirmed.

Signed		Date	
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# SCHOOLS MONITORING FORM: PRIVATE AND CONFIDENTIAL

Application Number:

THIS INFORMATION IS FOR MONITORING PURPOSES ONLY, AND WILL NOT BE CONSIDERED AS PART OF THE SELECTION PROCESS

The school/college believes in equal opportunities. Part of this involves ensuring that our recruitment and selection practices are fair, equitable and consistent, with the aim of appointing the best person for the job, and fulfilling statutory duties relevant to equality in employment.

To make equal opportunities meaningful, it is essential that the school monitors the effectiveness of its policy. Please, therefore complete this form. All information will be treated in the strictest confidence, and will not be made available to the selection panel.

Please, therefore complete the following:

1	Job Applied for:					
2	School/College					
3	Grade:			4	Closing Date	
5	Where did you find out about this vacancy?					
6	What is your sex?	Male <input type="checkbox"/>			Female <input type="checkbox"/>	
7	What is your age?	17-18 <input type="checkbox"/>	19-50 <input type="checkbox"/>	51-65 <input type="checkbox"/>	66-75 <input type="checkbox"/>	76 + <input type="checkbox"/>

## Ethnicity

To which of these groups do you consider you belong? (please tick one box only):

<b>A</b>	<b>WHITE</b>		<b>C</b>	<b>Asian or Asian British</b>
	British	Yes <input type="checkbox"/>		Bangladeshi
	Gypsy/Traveller	Yes <input type="checkbox"/>		Indian
	Irish	Yes <input type="checkbox"/>		Pakistani
	Any other White Background (please state)			Any other Asian Background (please state)
<b>B</b>	<b>MIXED</b>		<b>D</b>	<b>Black or Black British</b>
	White and Black Caribbean	Yes <input type="checkbox"/>		African
	White and Black African	Yes <input type="checkbox"/>		Caribbean
	White and Asian	Yes <input type="checkbox"/>		Any other Black Background (please state)
	Any Other Mixed Background (please state)			
<b>E</b>	Chinese or other ethnic group (please state)			
<b>F</b>	Any other ethnic group (please state)			

## Disability

Do you consider yourself to be a disabled person?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
Would you like to let us know more about your disability? (Please write in).			

## Religion

How would you describe your faith, belief, religion? (Please tick one box)			
Buddist	Yes <input type="checkbox"/>	Jewish	Yes <input type="checkbox"/>
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	Yes <input type="checkbox"/>	Muslim	Yes <input type="checkbox"/>
Hindu	Yes <input type="checkbox"/>	Sikh	Yes <input type="checkbox"/>
Other religion (please state)	Yes <input type="checkbox"/>	None	Yes <input type="checkbox"/>
Prefer not to say	Yes <input type="checkbox"/>		

## Sexual Orientation

What is your sexual orientation? (please tick one box)			
Bisexual	Yes <input type="checkbox"/>	Hetrosexual/straight	Yes <input type="checkbox"/>
Gay Man	Yes <input type="checkbox"/>	Other (including questioning)	Yes <input type="checkbox"/>
Lesbian/Gay Woman	Yes <input type="checkbox"/>	Prefer not to say	Yes <input type="checkbox"/>

## Marital status

What is your marital status (please tick one box)			
Single	Yes <input type="checkbox"/>	Married	Yes <input type="checkbox"/>
Civil Partnership	Yes <input type="checkbox"/>	Living with partner	Yes <input type="checkbox"/>
Prefer not to say	Yes <input type="checkbox"/>		