

**Application Form for Teaching Appointments**

|  |
| --- |
| **Application for the post of**  |
| **School**  |  |
|  |

|  |
| --- |
| **1 PERSONAL DETAILS** |
| **Surname** |  | **First Name(s)** |   |
| **Title (Mr, Mrs, Miss, Ms etc)** |  | **Preferred Name** |   |
| **Address**   | **Telephone Numbers** |
|   | **Home**   |
|   | **Business** |   |
|   | **Mobile** |   |
| **Post Code**  | **email address** |   |
|  |  |  |  |

 **National Insurance Number:**

 **Date of Birth:**

*The County Council/Governing Body complies with the Equality Act 2010 and does not discriminate against job applicants on the grounds of age. Date of birth and other key dates are requested of applicants for identification purposes and to verify that a full education and employment history has been provided, in accordance with statutory guidance from the DfE (Keeping Children Safe in Education)*

|  |
| --- |
| **2 CURRENT OR MOST RECENT EMPLOYMENT** |
| **Name of Employer** |  |
| **Name and address of School or Establishment**  |
|   |
|   |
| **Post Code** |  | **Telephone Number** |  |
| **Position held** **State if Permanent/Temporary/Acting/Supply**  |
| **Date appointed to School** |  | **Date free to take up appointment** |  |
| **Salary/Allowance details:**Current Scale (e.g. Main Scale; Threshold; Leadership): Current Point: Allowances:For Leadership Scales: School Group: ISR:**Teachers Pension**: Please give details of Election to Opt out where applicable |
| **Please give a brief description of the main duties of this post:** |
|

|  |
| --- |
| **3 PREVIOUS EMPLOYMENT** |

**Starting with your most recent employment, list all paid employment, voluntary work, periods of unemployment and time spent out of employment whilst undertaking caring responsibilities since leaving school, college or university. You must provide explanations for any gaps or periods not in employment; training or education since leaving secondary education. Teaching practise should only be included where this application is for your first teaching job.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of school, employer or voluntary agency | FT/PT/Supply | SchoolType:Primary/Second/Special/Other | AgeRangeOfSchool | NumberOn Roll | Position Held and Salary Point | FromMonth/Year | ToMonth/Year | ReasonForLeaving |
|  |  |  |  |  |  |  |  |  |

**We reserve the right to approach any of the previous employers/organisations listed in this section to confirm the details you have supplied.**

|  |
| --- |
| **4 EDUCATION AND QUALIFICATIONS** |

**Please give details of your education and any qualifications obtained with most recent first. This should include any qualifications which you are currently studying for. You will be required to produce original documents, a certified copy, or letter of confirmation from the awarding authority for all your qualifications and accreditations at your interview. Qualifications obtained overseas must be supported by NARIC accreditation.**

|  |  |  |
| --- | --- | --- |
| **Institute/University/College/Secondary School** | **Qualifications and Grades Achieved** | **Date Awarded** |
|  |  |  |

|  |
| --- |
| **5 TEACHER TRAINING, OTHER PROFESSIONAL QUALIFICATIONS AND MEMBERSHIP** |

**You will be required to produce original documents, a certified copy, or letter of confirmation from the awarding authority for all your qualifications and accreditations at your interview. Qualifications obtained overseas must be supported by NARIC accreditation. Please list recent award first.**

|  |  |  |  |
| --- | --- | --- | --- |
| **College or Department of Education Attended (with dates)** | **FT/PT** | **Qualifications and Grades Achieved** | **Date Awarded** |
|  |  |  |  |
| **Membership of Professional Association and Level:****Membership Number:** | **Dates:** |

|  |
| --- |
| **We reserve the right to check QTS and Induction status with the Teaching Agency.****Do you have a Qualified Teacher Status (QTS)? Yes No****Date Qualified Teacher Status attained:****Teacher Reference Number:****If you qualified as a teacher after 7th May 1999, have you successfully completed NQT Induction?****Yes No** |

|  |
| --- |
| **6 IN SERVICE COURSES AND ADDITIONAL ACHIEVEMENTS** |

**(i.e. Swimming awards, music certificates, coaching awards etc.) You will be required to produce original documents, a certified copy, or letter of confirmation from the awarding authority for all your qualifications and accreditations at your interview. Qualifications obtained overseas must be supported by NARIC accreditation.**

|  |  |  |
| --- | --- | --- |
| **Title of Training Programme/Course** | **Date** | **Awarding Body** |
|  |  |  |

 |

|  |
| --- |
| **7 RIGHT TO WORK IN THE UK** |

|  |
| --- |
| **Do you have the legal right to work in the UK? Yes No****If yes, and there are conditions attached, i.e. start and finish dates, please specify:****You will be required to present original and valid evidence of eligibility to work in the UK at your interview.** |

|  |
| --- |
| **8 ADDITIONAL INFORMATION** |
| **Disabilities****The Council encourages people with disabilities to apply for employment.****If you have a disability (as defined by the Disability Discrimination Act) and meet the essential criteria for the post you will receive an interview.****Please tick here if you have a disability** **You do not have to declare a disability, but you can only be guaranteed an interview (subject to meeting the essential criteria for the job) if you tell us.****In relation to any disability, would you require special facilities or assistance at interview?****Yes No****If you have answered yes, please give details below:****Flexible Working Arrangements:****Please indicate below if you wish to undertake this job on a flexible working arrangement:****Full time Part-time Job Share** |

|  |
| --- |
| **9 RESTRICTIONS** |
| **Certain restrictions apply to the appointment to the same establishment or the County Council of persons who are related to or have a close relationship with existing members of staff.****Are you related to any County Councillor/Governor? Yes No****Are you related to or have a close relationship with a Governor/County Councillor or any employee of the Council?** **Yes No****If you have answered yes to either of the last two questions, please give full details below:** |

|  |
| --- |
| **10 DECLARATION OF INTEREST/CODE OF CONDUCT** |
| **Employees must not allow personal and/or private interests to influence their conduct as employees.****In particular, all applicants (and existing employers) are required to inform the County Council/Governing Body if they have any other current employment and also if they, their partner or close relatives have an interest in a private enterprise that may represent a conflict of interest. If the County Council/Governing Body considers that there is a conflict of interest (as a result of information disclosed) you will not be considered for employment. Non disclosure of a possible conflict of interest could also result in any employment being terminated.****Please detail any such information below. Important: Even if you have nothing to declare, please indicate this by writing “None” in the space below.****Signed Date** |

|  |
| --- |
| **11 CRIMINAL CONVICTIONS** |
| **This appointment is exempt from the Rehabilitation of Offenders Act 1974 and subject to an enhanced Disclosure and Barring Service Disclosure in accordance with the requirements of the Disclosure and Barring Service and the Police Act 1997. You must declare all convictions (including convictions with Absolute Discharge), cautions or bind-overs you may have, even if they would otherwise be regarded as “Spent” under this Act. In the event of employment, failure to disclose a conviction, caution or bind-over could result in dismissal or disciplinary action by the Authority and possible referral to the Police.****Have you ever been convicted of a criminal offence (including Absolute Discharge) or been given a caution;** **Yes No****If yes, please attach details in a sealed envelope marked confidential with your name and post applied for on the front of the sealed envelope and hand this in with your application form or bring this with you to interview.****I understand that the provisionally selected candidate for such posts will be required to apply for an enhanced Disclosure and Barring Service Disclosure.** **Signed Date** |

|  |
| --- |
| **12 CHILDCARE DISQUALIFICATION REQUIREMENTS** |
| **In addition to undertaking checks to ensure that members of staff are suitable to work with children, schools are also specifically required to establish that members of staff are not disqualified from working with children who have not yet reached the age of 8 in order to comply with the Childcare Act 2006 and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018. All prospective staff responsible for the provision or management of such childcare (including teaching) are therefore required to declare that they are not disqualified from undertaking such work if shortlisted for the role.** **A disqualified person is not permitted to provide or manage care for children under age 8 unless they apply for, and are granted, a waiver from Ofsted. In summary, a person may be disqualified from working in a school setting through:*** **Inclusion on the Children’s Barred List;**
* **Being cautioned for, or convicted of, certain violent and sexual criminal offences against children and adults;**
* **Grounds relating to the care of children (including where an order is made in respect of a child under the person’s care);**
* **Having registration refused or cancelled in relation to childcare or children’s homes or being disqualified from private fostering.**

**Disqualification also applies to equivalent offences committed overseas. The Regulations do not automatically apply to all posts in a school or to settings where there is no provision for children under 8. You will therefore be informed if the Regulations are relevant to the post you are applying for.****Should you need to, you can find out more about disqualification in the Department for Education’s guidance:** [**https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006**](https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006) |

|  |
| --- |
| **13 SUPPORTING STATEMENT** |
| **Your application form is the only means we have to judge your capability and potential and the information in it will be assessed against the criteria listed on the person specification to draw up a shortlist for the next stage of selection. No assumptions will be made about your experience.****Please describe below how your experience, skills and knowledge, meet the criteria for the post as described in the person specification. Make sure you address all the criteria on the person specification.** *Please continue on a separate sheet if necessary.* |

|  |
| --- |
| **14 REFERENCES** |

**References will only be required for candidates shortlisted for interview. Candidates must give names and addresses of two referees (not relatives, friends or people with whom you live). If you have been in employment, one referee must be your present or most recent employer. If the employment was within a school, the reference must be written by the Head Teacher. We reserve the right to ask you for further referees or contact previous employers if necessary.**

|  |  |
| --- | --- |
| **A REFEREE DETAILS** | **B REFEREE DETAILS** |
| **Name** | **Name** |
| **Position in organisation** | **Position in organisation** |
| **Relationship to Applicant** | **Relationship to Applicant** |
| **Address** | **Address** |
| **Postcode** | **Postcode** |
| **Email** | **Email** |
| **Telephone Number** | **Telephone Number** |

**Name by which you were known to your referees(s) if different from now:**

**Safer Recruitment in Education Guidance advises it is best practice to obtain references for shortlisted candidates prior to interview.**

**May we contact your present employers if you are shortlisted? Yes No**

**If you have indicated NO above, please note that satisfactory references will be required if you are the preferred candidate after interview and before starting employment.**

|  |
| --- |
| **15 DECLARATION** |

**I declare that the information I have provided is a complete and true statement.**

**I understand that any offer of appointment and subsequent employment is conditional on this declaration and if my application is incomplete, untrue or inaccurate, then the County Council/Governing Body shall be entitled to withdraw any offer of appointment or terminate any contract of employment.**

**I will not approach any Governor/elected Councillor or employee of the County Council in order to advance my appointment, as I understand this will disqualify me from consideration, other than if the advertisement invites me to contact a named individual.**

**I understand that the information provided on this application form will be used to form the basis of a personnel file and a computerised personnel record should an offer of appointment be made. Further details about data protection will follow with any contract of employment.**

**Signature Date**

**Print Name:**