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**Application for employment as a Teacher**

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| **Applicant’s name**   |  | | --- | |  |  |  | | --- | |  |   **Title of post applied for** |
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| |  | | --- | |  |   **School**   |  | | --- | |  |   **Job reference number** |
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**Applicant reference number**

**(To be completed by school administrator)**

**(Tear off slip)**

**Applicant reference number**

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**(To be completed by school administrator)**

**Guidance for completion of the application for employment form**

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| This information has been compiled to assist you in the completion of the application form. Please remember the application form is an essential part of our selection process, and the information you give will assist in selecting a shortlist of candidates for interview. It is therefore important that you complete the application form in full. If you wish to complete it by hand, please use black ink. |

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| **Completing your application form**   * **Read through the information you have been sent and in particular study the advertisement, job description and person specification.** * **Complete all of the sections as fully as possible. If any information requested is not applicable to you then please state this in the relevant section.** * **Curriculum Vitae (CV) – Please do not enclose a CV. You are asked to complete the application form in full. It is acceptable to provide additional information in support of your application in the relevant section of this form, but this should be relevant to the job you are applying for.** * **Return your form – Please return to the address given in the supporting information. All applications received are handled in accordance with the requirements of the Data Protection Act 1998.** |

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| **Commitment to disabled people**  Disabled applicants can face additional challenges to gaining employment and we are committed to promoting employment opportunities for people with disabilities.  **Support and assistance**: We also aim to ensure that our recruitment process is flexible and supportive to individual needs so please contact the school to which you are applying if you need any assistance in completing the application form or if you need information in an alternative format.  **Definition of disability**: Under the Equality Act 2010 a person has a disability if she/he has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to-day activities.  **Impairment**: A disability can arise from a wide range of impairments including: mental illness, learning disabilities, deaf and hard of hearing, sight impairments, diabetes, dyslexia, heart conditions, etc.  **Substantial**: This is something more than minor or trivial and beyond normal differences in ability which may exist among people.  **Long-term adverse effect**: The effect must be a detrimental one and is long-term if it has lasted or is likely to last for at least 12 months or for the rest of a person’s life. If the effect is likely to recur beyond 12 months it is treated as long term.  **Normal day-to-day activities**: These are activities carried out by most people on a fairly regular and frequent basis. They do not include specialised activities which are normal only for a particular person or a group of people.  **Progressive conditions**: This applies to conditions which will increase in severity over time and are medically diagnosed as likely to have a substantial adverse effect on the ability to carry our normal day-to-day activities before they actually have this effect. Examples include muscular dystrophy, systemic lypus erythematosis (SLE), various types of dementia and motor neurone disease.  A person who has cancer, HIV infection or multiple sclerosis (MS) will automatically be considered disabled under the Act. Those officially certified as blind or sight impaired by a consultant ophthalmologist may also automatically be covered.  **Past disabilities**: The Equality Act 2010 also covers people who have had a disability in the past. |

1. **Personal Details**

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| **Forename/s:** | **Surname:** |
| Preferred title (e.g. Mr, Mrs, Dr): | Previous surname/s: |
| Other: |  |
| Known as: |  |
| **Contact information:** |  |
| Email address: | Term time telephone number: |
| Preferred telephone number: | Alternative telephone number: |
| **Address:** |  |
| House name/number | Street name: |
| Town/city: | County: |
| Postcode: |  |
| **Term time address (if different to the above):** |  |
| House name/number | Street name: |
| Town/city: | County: |
| Postcode: | DfE number: |
| TA registration number: | |

1. **Newly qualified teachers – post May 1999**

Please give details of your induction year and whether this was completed in full (if not applicable go to section 3.)

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1. **Education and qualifications obtained**

Please include all public examinations passed, including GCSE, NVQ/GNVQ and ‘A’ Levels (or equivalents). For degrees, please specify class and division and whether honours or not. For professional teaching qualifications please state age-range/subject(s) trained to teach. If qualified teaching status was gained overseas please indicate whether this qualification is recognised in the UK. Please note that the Department for Education has amended regulations to implement the following proposed changes. From 1 April 2012, schools are able to appoint further education teachers with Qualified Teacher, Learning and Skills (QTLS) status to work as qualified teachers. Fully qualified teachers from Australia, Canada, New Zealand and the USA have also been automatically awarded Qualified Teacher Status (QTS).

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| Name, type and location of institute | Dates | | Qualification | Main subjects | Grade/class |
| From | To |
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1. **Other awards and courses attended in the last four years**

(including evidence of continuing professional development).

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| College, education centre or institution | Dates | | Award/course title and qualification |
| From | To |
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**Employment history**

**Please note** that under ‘safeguarding children and safer recruitment in education guidance’, we reserve the right to contact any of your previous employers for a reference, before interview. We will also seek details of any disciplinary procedures you may have been subject to involving issues relating to the safety and welfare of children or young people, including any in which the disciplinary sanction has expired.

1. **Current or most recent appointment**

A reference will be sought from your head teacher or principal if you are shortlisted for interview. If you are a head teacher, a reference will be sought from your previous school or academy and where appropriate the Local Authority.

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| Name and address of school with LA area (where known) | Type of school, number and sex of pupils | Title of post | Subjects taught |
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| Year group of pupils taught | Full time, part time or supply | Dates | |
|  |  | From | To |
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**Level of current post (insert as appropriate)**

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| Spinal point on main grade or upper pay spine | Additional allowances |
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| Head teacher, deputy or assistant head teacher | ISR or group range | Spinal point |
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1. **Previous teaching experience (most recent appointment first)**

References may be sought from the head teachers. If you are a head teacher a reference will be sought from the appropriate Local Authority (LA) or school governors.

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| School name and LA | Type of school, number and sex of pupils | Spinal point on main pay spine | F/T, P/T or supply | Title of post and subjects taught | Year group of pupils taught | Dates | | Reason for leaving | Name of head teacher |
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1. **Additional experience outside teaching – full or part time**

A reference will be sought from your previous employer prior to interview.

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| Employer (with address and contact name for reference purposes) | Dates | | Salary and grade | Job title and main duties | Reason for leaving |
| From | To |
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1. **Additional information**

Any information you provide will be used in the assessment of your suitability for this post. Please describe in more detail any experience, skills, etc, you have which are relevant to this job (referring to the person specification for this post). Please give your reasons for applying for this post.

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1. **Personal / character referee**

References will be sought from your current and previous employer(s) when available. However, when these are not available, or when you have a limited employment history or are recently qualified, we may seek a reference from a personal referee or the teacher training institution (TTI) you trained at. For this purpose, please state the name and address of a person whom you have known for at least three years and who may be approached for a reference prior to interview. **Please do not quote your current or previous head teacher/employer in this section. It is important that you make this person aware of the possibility that they will be asked to supply a reference. Please note:** if the application refers to a church school this will need to be a clerical referee. You should quote someone who is currently employed in a position of responsibility or who is deemed to be a professional person. It would be helpful if this referee can comment on your suitability for this post.

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| Name and position/profession | Address | Tel. number and email address | Capacity in which you are known to this person |
| Name    Position/profession | House name/number    Street name    Town    County    Postcode |  |  |

1. **Disabled people**

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| Do you consider yourself to have a disability?    Please indicate if you need any particular arrangements or modifications to assist you in attending the interview or participating in the selection process.    Please P |

1. **Convictions**

Please give details of any convictions, including the date of the conviction and the sentence imposed (a criminal record relating to minor offences will not necessarily be a bar to obtaining a position).

**N.B.**

* Road traffic offences should be included
* Because of the nature of the work for which you are applying, this post is exempt from the provisions of section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (exceptions) order 1975. Applicants are therefore not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act. In the event of employment, any failure to disclose such convictions or cautions or bind over orders could result in dismissal or disciplinary action by the school. All convictions or cautions or bind-overs must therefore be disclosed.

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| Conviction/caution/bind over | Penalty/sentence | Date |
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* Are your details held on any children’s or adults’ barred list? 
* Are you disqualified from working with children? 
* Are you subject to sanctions imposed by a regulatory body? E.g. The Teaching Agency (TA) or previously the General Teaching Council (GTC) 

If yes, please give details below.

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**The post for which you are applying gives substantial access to children. You should therefore note that if your application is successful, you will be required to obtain a ‘disclosure’ from the Criminal Records Bureau. Employment will be conditional upon the results of the ‘disclosure’ obtained, which will indicate your suitability to work with children.**

1. **Additional Information**

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| Do you have a valid UK/European driver’s licence?  Do you have regular access to the use of a car, if this post involves travel?  Do you require a work permit?  Are you related to or closely acquainted with another employee or governor at the school?  Please give the name of the employee or governor:  Please note:   * Deliberate omission or falsification of information could lead to the disqualification of your application or later dismissal, if appointed. * Canvassing of councillors or school governors, directly or indirectly, will disqualify your application. * The appointment is subject to satisfactory evidence of your medical fitness and the results of a ‘disclosure’ from the Criminal Records Bureau, where applicable**.** * The information you supply will be used by the school for the purpose of administration in relation to prospective, current and past staff. If your application is successful, some of the information will be used to compile your personal file. It may be used and shared with other designated bodies administering public funds, for the prevention and detection of fraud. * Data protection statement – Data Protection Act 1998 – the school has a duty to protect personal information; the school will process this information in accordance with the Data Protection Act 1998. This information will be stored on computer and manual files. * Following receipt of your application for this post consideration will be given to all applicants and shortlisted candidates will be contacted. * Completion and submission of this form is taken as consent to process the information that you have provided. |

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| **Please sign and date here to confirm that the information given on this form is accurate.**  **Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date**  **Please also complete the equality and diversity monitoring form.**  Note: if you are a current Wiltshire Council employee or employed at a school in Wiltshire, please complete the equality and diversity monitoring form, even if you have already given us this information, as we need this to help us monitor recruitment. |

**Please return the application form and equality and diversity monitoring form to the school at the following address:**

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**Equality and diversity monitoring form**

The Local Authority and the school are committed to building a workforce that reflects the diversity of the local community and improving access to careers. The school requires information about gender, ethnic origin, age and disability to help monitor our human resources policies and practices. Further details are provided overleaf. The following information will be used only for this purpose. It will be separated from the job application and will be treated in the strictest confidence.

Our aim is to ensure that no applicant or employee is discriminated against or is disadvantaged by policies, procedures, conditions or requirements.

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Title of post applied for:

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School:

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| **Ethnic origin**  I would describe my ethnic origin as:  (please indicate in an appropriate box)  White Mixed          Black or black British        Asian or Asian British          Chinese or other ethnic group |

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| **Gender**  (Please indicate in the appropriate box)      Age  Date of birth |

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| **Disability**  (Please indicate in the appropriate box)  Do you consider yourself to have a disability? |

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| **Where did you see the vacancy advertised?**  (Please indicate in the appropriate box)                  Other: |

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| **Thank you for answering these questions.**  **Please return the equality and diversity monitoring form with your application form (see guidance notes on returning your form inside the front cover).**  **Completion and submission of this form is taken as consent to process the information you have provided.** |