

Teaching Staff Application Form

Sandwell Metropolitan Borough Council

Please note that CVs cannot be accepted

Please complete **All Sections** of this form as appropriate, and for ease of photocopying, complete in **Type** or **Black Ink**.

Please note sections 1, 2 & 3 of this application form will be removed prior to shortlisting.

Post Applied For	
School / Unit	

SECTION 1. PERSONAL DETAILS

Title:	Last name:
First name(s):	Former name(s):
Home address:	Term address: (if different)
Post Code:	Post Code:
Day/Work Telephone:	Mobile Telephone:
E-mail address:	Home Telephone:
GTC Registration Date:	DfE number:
Date of birth:	NI number:

For Official Use Only

Shortlisting Codes	A	B	C	D	E	F	G	H	I	J	K	L
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SECTION 2. EQUAL OPPORTUNITIES

As part of our equal opportunities policy we request that you complete the following information. This information is used for monitoring purposes only. All information will be treated as confidential and will not be used when shortlisting or deciding whether an applicant is successful in obtaining employment. The information you provide will help us to ensure that our recruitment procedures are fair by allowing us to identify and eliminate potential areas of discrimination.

Ethnicity

- | | |
|---|---|
| ☐ Prefer not to say | ☐ Any other ethnic group (not listed) |
| ☐ Asian or Asian British - Bangladeshi | ☐ Asian or Asian British - Chinese |
| ☐ Asian or Asian British - Indian | ☐ Asian or Asian British - Other |
| ☐ Asian or Asian British - Pakistani | ☐ Black or Black British - African |
| ☐ Black or Black British - Caribbean | ☐ Black or Black British - Other |
| ☐ Mixed Ethnic - White & Asian | ☐ Mixed Ethnic - White & Black African |
| ☐ Mixed Ethnic - White & Black Caribbean | ☐ Mixed Ethnic Group - Other |
| ☐ Other Ethnic Group - Arab | ☐ White - Gypsy or Irish Traveller |
| ☐ White - Irish | ☐ White - Other |
| ☐ White - Welsh/English/Scottish/N.Ireland | |

Other Ethnic Group/comments _____

Religion/Belief

- | | |
|-----------------------------------|--|
| ☐ Buddhist | ☐ Christian |
| ☐ Hindu | ☐ Jewish |
| ☐ Muslim | ☐ None |
| ☐ Other | ☐ Prefer not to say |
| ☐ Sikh | |

Disability

The Equality Act (2010) defines a disabled person as someone with 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.

Do you consider yourself to have such a disability?

Yes ☐ No ☐

Special requirements: _____

Disability Category

- | | |
|--|--|
| ☐ Hearing Impairment | ☐ Learning difficulties |
| ☐ Learning Disability | ☐ Mental Health Condition |
| ☐ Neurological condition | ☐ Mobility impairment |
| ☐ Physical co-ordination difficulties | ☐ Other |
| ☐ Reduced physical capacity | ☐ Physical impairment |
| ☐ Speech impairment | ☐ Sensory impairment |
| ☐ Prefer not to say | ☐ None |
| ☐ Visual impairment (not corrected by spectacles or contact lenses) | ☐ Long-standing illness or health condition |

Gender: Male ☐ Female ☐ Prefer not to say ☐

Age Range:	16 - 17	☐	18 - 24	☐
	25 - 29	☐	30 - 39	☐
	40 - 49	☐	50 - 59	☐
	60 - 64	☐	65+	☐

Sexual Orientation:	Bisexual	☐	Gay man	☐
	Hetrosexual/straight	☐	Prefer not to say	☐
	Lesbian/Gay woman	☐		

Do you have a legal right to live and work in the UK?	YES ☐	NO ☐
How did you learn about the vacancy, please state		

SECTION 3. CERTIFICATION

I certify that, to the best of my knowledge and belief, the information I have provided is true. I understand that any false information will result, in the event of employment, in a disciplinary investigation, and may result in dismissal.

Signed Date

If I am appointed, I give my permission for my name and contact details to be provided to the recognised Trade Unions in Sandwell (please tick as applicable)	YES ☐	NO ☐
If I am appointed, I give my permission for my service and salary details to be accessed by other local authorities (please tick as applicable)	YES ☐	NO ☐

N.B. Canvassing for this appointment will disqualify.

SECTION 4. TEACHING QUALIFICATIONS

I.T.T. Provider (University, School, etc)		
Course undertaken to obtain QTS		
Age group specialism (tick as appropriate)	Nursery	☐
	Reception	☐
	Key Stage 1	☐
	Key Stage 2	☐
	Key Stage 3	☐
	Key Stage 4	☐
	Special	☐
Subject Specialisms		
Year Group(s) Preferred		

SECTION 5. EDUCATIONAL DETAILS

School/College /University (name & address)	Subjects	Level (i.e. A-level Degree etc)	Grade	Date Gained

SECTION 6. DETAILS OF FURTHER EDUCATION

(Please list any training you have received)

Please complete the following, starting with your current employment and include all employment, including non-teaching experience. Any employment with Teacher Supply Agencies must show the Agency as the employer and not the school where the work was carried out. Please also include any breaks in employment history together with the reason for the break. This information may form part of your salary assessment, so please complete the following accurately and include all experience since the age of 18. Failure to provide the correct and accurate information may result in an incorrect salary assessment. If you have passed threshold you will need to supply a copy of your letter of confirmation with this form.

Date		Employers Name & Address	School Type	Position Held	Salary	F/t P/t	Prop. of Hours	Responsibilities	Reasons for Leaving/break in employment
From Mth/Yr	To Mth/Yr								

SECTION 7. EXPERIENCE

SECTION 8. OTHER INFORMATION IN SUPPORT OF YOUR APPLICATION

Please continue on blank pages at the end of this application form if necessary

SECTION 9. CONVICTIONS / ONLINE SEARCHES

Self-declaration of suitability to work in posts requiring a Disclosure and Barring Service Check

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 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Should you be shortlisted for interview you will be asked to declare on a separate form whether you have any convictions or cautions that are not "protected" in line with this legislation. Further information on the filtering of these cautions and convictions can be found in the [DBS filtering guide](#).

It is an offence to apply for a position working with children if you are knowingly barred.

Online Checks

In line with the Statutory Guidance Keeping Children Safe in Education, an online check will be undertaken for all shortlisted candidates prior to the interview.

Someone who is not on the interview panel will undertake this search and only share information obtained with the panel should this have potential implications around your suitability to work with children.

The panel may ask you specific questions about any information obtained via this online search if appropriate at interview.

All information given/obtained will be treated as strictly confidential and will be stored securely.

SECTION 10. REFERENCES

Please provide the names, addresses and occupations of two referees (one of whom must be your present or most recent employer) who are willing to support your application:

Name		Name	
Address		Address	
Postcode		Postcode	
Telephone No.		Telephone No.	
E-mail Address		E-mail Address	
Occupation		Occupation	

May we contact your referees at this stage without further reference to you?

YES ☐

NO ☐

SECTION 11. DATA PROTECTION ACT

The information collected in the form will be used in compliance with the provisions of the Data Protection Act 1998. The information is being collected by the Recruitment Team for the purpose of administering the employment and training of employees of the Learning and Culture Service. The information may be disclosed, as appropriate, within the Learning and Culture Service, to School Governors, to Occupational Health, to the General Teaching Council, to the Teachers Pensions Agency, to the Department for Education, pension providers and relevant statutory bodies. You may also note that because we have a duty to protect public funds we handle, we might need to 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.