



# BUCKINGHAMSHIRE COUNCIL TEACHING APPLICATION FORM

## Safe and fair recruitment commitment

Buckinghamshire Council is committed to safeguarding and promoting the welfare of adults at risk and children and expects all our staff and volunteers to share these values. We are also committed to treating all applicants equally and fairly based on their skills, experience, and ability to fulfil the duties required of the role applied for. This is regardless of any protected characteristics (ethnicity, gender or gender reassignment, religion or belief, sexual orientation, physical/mental disability, age, pregnancy or maternity, marriage, or civil partnership).

Applicants must share with us **all the relevant information** that we have requested in this application form, but we would like to reassure applicants that any information provided will be treated in the strictest confidence in a fair and open manner. Suitable applicants **will not be refused** employment because of offences or conduct which are no longer relevant, and do not place them at, or make them a risk in – the role for which they are applying. We will ensure that all our recruitment and selection practices reflect this commitment.

| POST DETAILS                 |  |  |  |
|------------------------------|--|--|--|
| Application for the post of: |  | Job Ref. Number:                       |  |
| Service/School:              |  | Where did you see the post advertised? |  |

| PERSONAL DETAILS          |  |                          |  |
|---------------------------|--|--------------------------|--|
| First Name(s)             |  | Surname                  |  |
|                           |  | Any Previous Surnames    |  |
| Address                   |  | Home Number              |  |
|                           |  | Work Number              |  |
|                           |  | Mobile Number            |  |
|                           |  | E-Mail Address           |  |
| Postcode                  |  | Preferred contact method |  |
| National Insurance Number |  |                          |  |

| PRESENT OR MOST RECENT EMPLOYMENT |  |                           |  |
|-----------------------------------|--|---------------------------|--|
| Name & address of employer:       |  | Notice period             |  |
| Current Job title:                |  | Current Salary            |  |
| Start date:                       |  | End date (if applicable): |  |
| Contract type (perm, temp etc)    |  | Reason for leaving        |  |
| Summary of main duties:           |  |                           |  |

## PREVIOUS EMPLOYMENT

Please summarise your employment history since leaving full-time education, paid or unpaid, or working in a voluntary organisation or agency, full or part-time. Start with the most recent employment.

**IMPORTANT NOTE:** When providing reason for leaving, for each role, please confirm that you were not under investigation for or subject to any disciplinary sanctions in relation to your conduct at the time of leaving/dismissal. If you were, please provide details

## PREVIOUS NON-TEACHING EMPLOYMENT

| Employer's name and address | From month / year | To month / year | Job title and summary of main duties | Reasons for leaving | Were you under investigation or subject to disciplinary sanctions. |
|-----------------------------|-------------------|-----------------|--------------------------------------|---------------------|--|
|                             |                   |                 |                                      |                     |  |
|                             |                   |                 |                                      |                     |  |
|                             |                   |                 |                                      |                     |  |
|                             |                   |                 |                                      |                     |  |

## PREVIOUS TEACHING EXPERIENCE/ EMPLOYMENT

| Do you hold Qualified Teacher Status?   | Yes/No | If yes, please give date of award: |  |
|---|--------|------------------------------------|--|
|   |        |                                    |  |
| If you are a Newly Qualified Teacher, please complete <a href="#">Section A</a> , detailing any teaching experience gained through teaching placements. |        |                                    |  |
| If you are a Qualified Teacher, please complete <a href="#">Section B</a> only.   |        |                                    |  |

## SECTION A: FOR NEWLY QUALIFIED TEACHING STAFF

| School Name | Primary/Secondary/Special | Age of children taught | Dates |    |
|-------------|---------------------------|------------------------|-------|----|
|             |                           |                        | From  | To |
|             |                           |                        | From  | To |
|             |                           |                        | From  | To |

## SECTION B: FOR QUALIFIED TEACHING STAFF ONLY

| Name of school or college | Type of school or college | Number onroll | Full or part-time | Salary scale | Dates |    | Reason for leaving | Were you under investigation or subject to disciplinary sanctions. |
|---------------------------|---------------------------|---------------|-------------------|--------------|-------|----|--------------------|--|
|                           |                           |               |                   |              | From  | To |                    |  |
|                           |                           |               |                   |              | From  | To |                    |  |
|                           |                           |               |                   |              | From  | To |                    |  |
|                           |                           |               |                   |              | From  | To |                    |  |
|                           |                           |               |                   |              | From  | To |                    |  |
|                           |                           |               |                   |              | From  | To |                    |  |

## GAPS IN EMPLOYMENT, EDUCATION OR TRAINING HISTORY

Please describe the reason and duration of any period(s) longer than 1 month when you have not been in employment, education or training since leaving full-time education.

|                           |                         |  |
|---------------------------|-------------------------|--|
| <b>From: (DD/MM/YYYY)</b> | <b>To: (DD/MM/YYYY)</b> | <b>Reason for gap in employment education and training history</b> |
|                           |                         |  |
| <b>From: (DD/MM/YYYY)</b> | <b>To: (DD/MM/YYYY)</b> | <b>Reason for gap in employment education and training history</b> |
|                           |                         |  |
| <b>From: (DD/MM/YYYY)</b> | <b>To: (DD/MM/YYYY)</b> | <b>Reason for gap in employment education and training history</b> |
|                           |                         |  |

| TRA REGISTRATION  |      |  |      |
|---|------|--|------|
| <b>Are you registered with the TRA?</b>   |      | <b>Yes/No</b>  |      |
| <b>TRN Reference Number</b><br><small>(mandatory field, please complete if appropriate)</small>           |      | <b>Date Issued</b><br><small>(mandatory field, please complete if appropriate)</small> | /  / |
| <b>Date of Satisfactory Completion of Induction</b>   | /  / | <b>Name of confirming Authority of induction period</b>                                |      |
| <b>Are you subject to any conditions or prohibitions placed on you by the Teaching Regulation Agency?</b> |      | <b>Yes/No</b>  |      |
|   |      | <b>If yes, please give full details:</b>   |      |
|   |      |  |      |

## QUALIFICATIONS AND TRAINING

### EDUCATIONAL AND ACADEMIC QUALIFICATIONS (Secondary, Further/Higher or work based)

Please give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies, relevant to the application. (Please continue on a separate sheet if necessary) Evidence of qualifications may be requested.

| School/ college/ university | Subject | Dates | Result/Qualification gained | Full/ part time study |
|-----------------------------|---------|-------|-----------------------------|-----------------------|
|                             |         |       |                             |                       |
|                             |         |       |                             |                       |
|                             |         |       |                             |                       |
|                             |         |       |                             |                       |

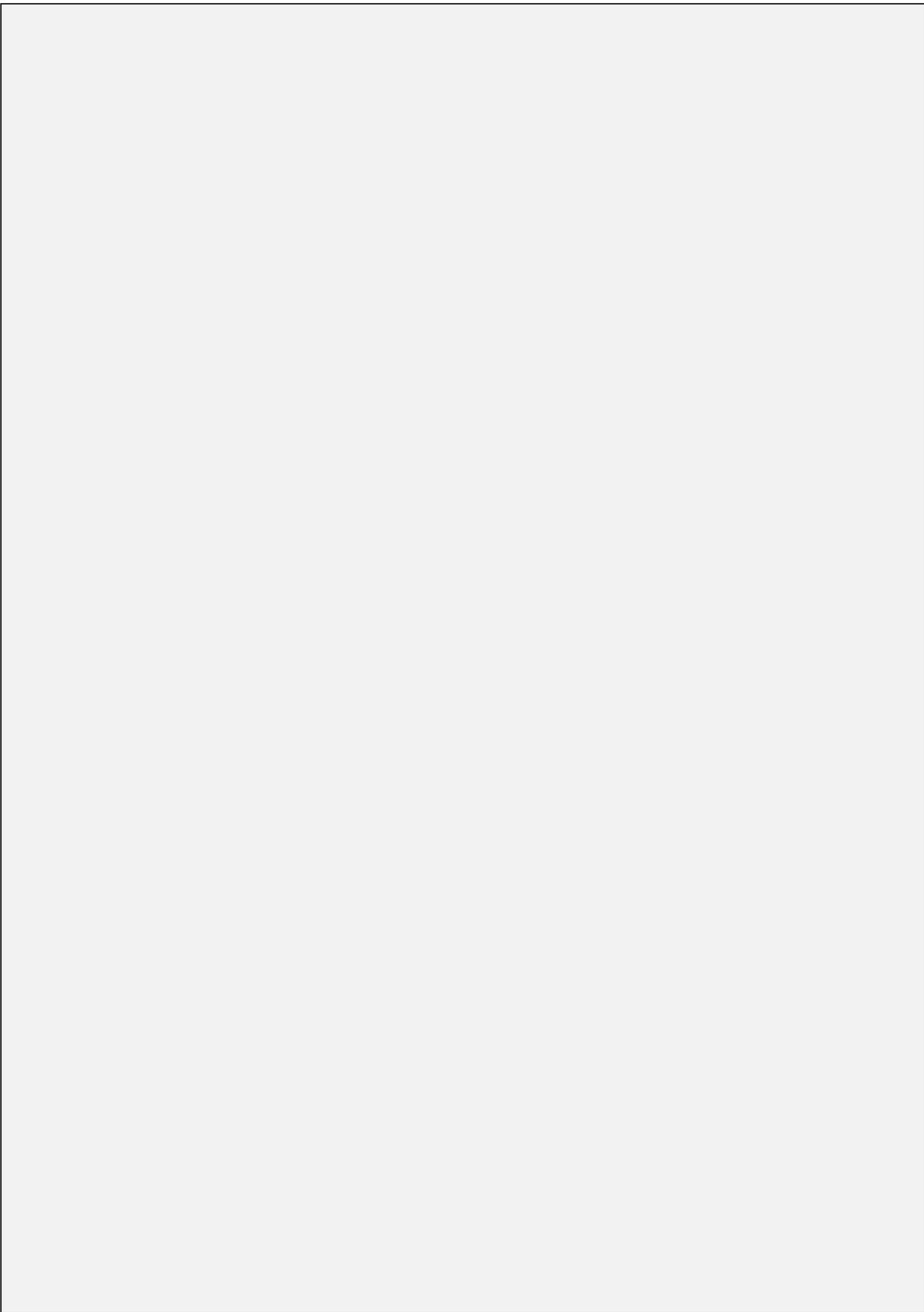
### IN SERVICE TRAINING

Give details of the most recent, relevant courses attended and indicate any awards earned.

| Provider | Course Title | Dates | Awards earned |
|----------|--------------|-------|---------------|
|          |              |       |               |
|          |              |       |               |
|          |              |       |               |
|          |              |       |               |

**SUPPORT OF APPLICATION (skills, experience and knowledge)**

Please attach a letter of application giving any further details of experience that may be relevant to this post. Make sure you read the job description and person specification and refer to it throughout.



## REFERENCES

Please provide contact details for at least two referees who have knowledge of you in a working / educational environment, paid or unpaid and who are able to comment on your suitability for the job applied for. You are responsible for providing accurate contact details so that referees can be contacted.

- The first referee **MUST** be your current or most recent employer (or your course tutor if you are currently in, or have just left, full time education).
- Professional references will not be accepted from work colleagues who are not authorised to provide professional references in an official capacity on behalf of the organisation, or from people writing solely in the capacity of friends, or from relatives.

References must cover last 5 years of employment history. It is the normal practice for references to be obtained prior to interview.

If you were known to either of your referees by another name, please give details:

|  |
|--|
|  |
|--|

### 1<sup>st</sup> REFEREE

If this is your current employer, please confirm if we can contact before interview?

Yes

No

| Name & Address | Position/ In what capacity does the person know you? | Years known | Contact details (Telephone number and e-mail address) |
|----------------|--|-------------|---|
|                |  |             |   |

### 2<sup>nd</sup> REFEREE

| Name & Address | Position/ In what capacity does the person know you? | Years known | Contact details (Telephone number and e-mail address) |
|----------------|--|-------------|---|
|                |  |             |   |

### OTHER REFEREES

Covering period of the last 5 years of employment history, voluntary work

| Name & Address | Position/ In what capacity does the person know you? | Years known | Contact details (Telephone number and e-mail address) |
|----------------|--|-------------|---|
|                |  |             |   |
|                |  |             |   |
|                |  |             |   |

### CONDUCT DECLARATIONS

Have you ever been dismissed for misconduct from any employment, volunteering, office, or other position previously held by you?

Yes

No

Have you left any employment, volunteering prior to misconduct outcome or been dismissed at the end of probation?

Yes

No

If yes, please provide details

Have you ever been under investigation for or subject to any disciplinary sanctions in relation to your conduct at the time of your dismissal/leaving any employment, volunteering, office, or other position previously held by you?

Yes

No

N/A

|   |     |    |
|---|-----|----|
| If yes, please give details   |     |    |
| <b>Have you ever been the subject of a safeguarding investigation/concern?</b>  | Yes | No |
| Did the outcome of any such investigation/concern result in any of the following:<br>a) Referral to professional body i.e. DBS<br>b) Referral to Children's Services and/or LADO<br>c) referral to police   |     |    |
| If yes, please provide details  |     |    |
| <b>Have you ever been subject to any sanctions being placed on your professional registration, by a regulatory or licensing body in any country?</b><br><br><i>Sanctions may include warnings, conditions, limitations, suspension, removal or any other restrictions that have applied to your professional registration</i> | Yes | No |
| If yes, please provide details and details of any sanctions and, the name and address of the regulatory or licensing body concerned   |     |    |

## OTHER DECLARATIONS

|  |     |    |
|--|-----|----|
| <b>RIGHT TO WORK</b><br>To comply with Asylum and Immigration legislation you will be required to provide proof of your right to work in the UK. Please confirm that you will provide that proof as part of any selection process. | Yes | No |
| <b>WORKING TIME DIRECTIVE</b><br>Under the Working Time Directive, you should not work more than 48 hours a week. Do you plan to undertake work for other employers, which would cause a breach of these regulations               | Yes | No |
| If so, please provide details:   |     |    |
| <b>DRIVING LICENCE</b><br>Do you hold a full current driving licence?  | Yes | No |
| Are you able to travel to different locations across the County?   | Yes | No |
| <b>RELATIONSHIPS</b><br>Are you a relative or partner of any Councillor, school employee and/or school governor?   | Yes | No |
| If yes, please state name of person and relationship   |     |    |
| <b>DISABILITY</b><br>If you have a disability, please let us know of any special arrangements you may need to make if you are shortlisted for interview  |     |    |

## REHABILITATION OF OFFENDERS ACT 1974

This post involves working in Regulated Activity under the Safeguarding Vulnerable Groups Act 2006 and is subject to an enhanced DBS with barred list check (i.e. children, adults or both). It is a criminal offence to apply for or accept a position working with children and/adults at risk if you have been barred from engaging in regulated activity with the relevant group (i.e. children, adults or both).

Amendments to the Exceptions Order 1975 (2013, 2020 & 2023) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or see [Nacro guidance](#) or [Unlock guidance](#)

This post is exempt from the Rehabilitation of Offenders Act 1974 and shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

## DECLARATION

I agree that any offer of employment with Buckinghamshire Council is subject to satisfactory evidence of the right to work in the UK, satisfactory references, DBS check and other pre-employment vetting checks. In accordance with the Data Protection Act (2018), Buckinghamshire Council will hold and use my personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information will be stored in both manual and/or computer form. I understand that my data will be used in connection with recruitment and may be passed to non-BC employees, such as School Governors, Consultants and referees in connection with my application for a role. If unsuccessful, information will be held in line with our retention standards.

This Authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see our [Privacy Policy](#).

I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action by the Council.

**Signed:**

**Date:** / /

All information on this form will be treated in strictest confidence and used to process your application for employment. If you are appointed, this application will form the basis of your personal file and information on this may be held in an electronic database. If your application is unsuccessful your details will be kept for a period of [xx] months and then destroyed.

Applications should be sent directly to the recruiting school, unless otherwise stated in the advert. You can find the appropriate email/postal address under the relevant entry in the Buckinghamshire Council Schools Directory on <https://services.buckscc.gov.uk/school-admissions/schools>

If you have not been contacted within 3 weeks of the closing date, you must assume that your application has on this occasion been unsuccessful.

Please complete the recruitment monitoring form.

Application updated March 2025

# RECRUITMENT MONITORING FORM

**Buckinghamshire council is committed to equality of opportunity for all.  
The information you give is confidential and is used for monitoring purposes only.**

|   |
|---|
| <b>Application for the post of:</b>   |
| <b>Job reference no:</b>  |
| <b>Full name:</b>   |
| <b>I identify my gender as</b> (please select as appropriate)<br>Male/Female/Trans/Prefer not to say  |
| <b>Date of birth:</b> dd/mm/yyyy  |
| Do you consider yourself to have a long term disability, or physical or mental impairment? Yes/No/Not answered  |
| If yes, please specify details?<br><br>We implement the Guaranteed Interview Scheme for Disabled People. This means we will guarantee to interview all applicants with disabilities who meet the essential criteria for a vacant post. You can choose to take part in the guaranteed interview scheme by indicating that you have a disability and the manager who is recruiting you will be advised accordingly. If you do not wish the recruiting manager to know that you have a disability, (and therefore do not wish to take part in the scheme) please indicate this on your application form.<br><br>Do you wish to take part in this scheme?      Yes/No |
| If you are currently employed by Buckinghamshire Council, please indicate that you are an internal applicant. Otherwise please choose external.<br><br>Internal/External  |
| Please confirm your nationality (as stated in your passport):   |
| <b>WHICH OF THE FOLLOWING BEST DESCRIBES YOURSELF:</b>  |
| Bisexual <input type="checkbox"/>   |
| Gay man <input type="checkbox"/>  |
| Gay woman/ lesbian <input type="checkbox"/>   |
| Heterosexual (straight) <input type="checkbox"/>  |
| Other <input type="checkbox"/>  |
| Prefer not to say <input type="checkbox"/>  |

## RELIGION

These categories of religion were used in the 2021 census. We recognise however, that the specified categories may not be appropriate for everyone; if this is the case, please use the last box.

- |                    |                          |
|--------------------|--------------------------|
| Buddhist           | <input type="checkbox"/> |
| Christian          | <input type="checkbox"/> |
| Hindu              | <input type="checkbox"/> |
| Jewish             | <input type="checkbox"/> |
| <i>Muslim</i>      | <input type="checkbox"/> |
| <i>Sikh</i>        | <input type="checkbox"/> |
| <i>No religion</i> | <input type="checkbox"/> |
| Other              | <input type="checkbox"/> |
| Prefer not to say  | <input type="checkbox"/> |

## HOW WOULD YOU DESCRIBE YOURSELF?

These categories of ethnic origin are recommended by the UK Equal Opportunities Commission as the most appropriate for the UK. We recognise however that the specified categories may not be appropriate for everyone. If this is the case, please use the last box.

- |                           |                          |
|---------------------------|--------------------------|
| White British             | <input type="checkbox"/> |
| White Irish               | <input type="checkbox"/> |
| White Other               | <input type="checkbox"/> |
| White and Black Caribbean | <input type="checkbox"/> |
| White and Black African   | <input type="checkbox"/> |
| White and Asian           | <input type="checkbox"/> |
| Gypsy or Irish Traveller  | <input type="checkbox"/> |
| Mixed Other               | <input type="checkbox"/> |
| Indian                    | <input type="checkbox"/> |
| Pakistani                 | <input type="checkbox"/> |
| Bangladeshi               | <input type="checkbox"/> |
| Asian Other               | <input type="checkbox"/> |
| Black Caribbean           | <input type="checkbox"/> |
| Black African             | <input type="checkbox"/> |
| Black Other               | <input type="checkbox"/> |
| Chinese                   | <input type="checkbox"/> |
| Chinese Other             | <input type="checkbox"/> |
| Other Ethnic Group        | <input type="checkbox"/> |
| Prefer not to say         | <input type="checkbox"/> |

**OFFICE INFORMATION – ONCE COMPLETED THIS MONITORING FORM MUST BE DETACHED FROM THE APPLICATION BEFORE SUBMISSION FOR SHORTLISTING**