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| Applications for a Teaching Post |

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Thanks for your interest in working for Peak Edge. Here are some guidelines to help you fill in the Word version of our standard paper Application Form.

**Downloading a form in MS Word**

This version of the application form is available to users of Windows 95 (or newer Word versions). For those of you who use screen reading equipment the ‘on line application form’ is more user friendly.

* To download the Word version of the application form press file and ‘save as’
* Choose where you want to store the form, give it a file name you can recognise and then press save

Open the saved application form and fill it in, but remember to save the file again before closing or you’ll lose everything you filled in. You can print the file off and post it back to us or send it as an email attachment.

Post and email contact points will be shown on the Vacancy Details screen for the post(s) you are applying for along with other details such as the Directorate, School/Service Area, Post Reference Number, and closing date.

Sheffield City Council cannot be held responsible for non-delivery of applications or the security of information sent by e-mail.

**Please note:**

If you wish to “tab” between boxes you are advised to use the F11 key

**EQUAL OPPORTUNITIES MONITORING FORM**

 For office use only

**CONFIDENTIAL INFORMATION** App No

The information given on this sheet **will not** be used to make decisions about who is recruited. The form **will not** be seen by the Shortlisting/Interview Panel. It will be stored securely by the Human Resources Section who will use the information to improve equality in recruitment and overall service delivery.

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| Please complete this form in full BLOCK CAPITALSYour Surname/family name      Forenames/first names      Preferred title (please mark with a cross)MR [ ]  MRS [ ]  MS [ ]  MISS [ ]  Other (please specify)      Your date of birth       (day)       (month)       (year) |

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| Which best describes your **racial or cultural origins?** (Please mark appropriate category with a cross) |
| White: | British [ ]  Irish [ ] Any other white background[ ]  Please specify       |
| Mixed/Dual Heritage: | White and Black Caribbean [ ]  White and Asian [ ] White and Black African [ ] Any other mixed background[ ]  Please specify       |
| Asian orAsian British: | Indian [ ]  Pakistani [ ] Bangladeshi [ ] Any other Asian background[ ]  Please specify       |
| Black orBlack British: | Caribbean [ ]  Somali [ ] Other African [ ] Any other black background[ ]  Please specify       |
| Chinese: | Any Chinese background [ ]  Please specify       |
| Any other Ethnic group: | Yemeni [ ]  Other Arabic [ ] Any other ethnic group [ ]  Please specify       |
| Do you consider yourself to be disabled? YES [ ]  NO [ ]  (Please mark with a cross) |
| How did you find out about this job? (Please mark one of the following with a cross) |
| [ ]  Job Shop Circular[ ]  Job Centre[ ]  National Publication | [ ]  Local Publication[ ]  Internet[ ]  Other – (Please specify)       |
| Signed       | Date       |

APPLICATION FOR A TEACHING POST WITHIN PEAK EDGE

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| CONFIDENTIAL |

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| AS:      AT:       SCHOOL/SERVICE  |

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| Please return this form either by e-mail or post to the address shown on the ‘Vacancy Details Screen’ for the post you are applying for.Details of the School/Service Area, Post Reference Number and closing date will also be available on this web page. |

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| **PERSONAL DETAILS: (**BLOCK CAPITALS PLEASE) |
| Surname/Family Name:       Forename:      If relevant, please state otherSurname/family name used previously:        |
| Address:                Post Code:      | Daytime contact telephone numbers: Work:      Home:      E-mail Address:       |

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| **DFE:** Ref. Number:       | National Insurance No:       |
| General Teaching Council Registered: YES [ ]  NO [ ]  (Please mark with a cross)Date of award of qualified teacher status (QTS):      (If after 7 May 1999) Have you completed your induction year?YES [ ]  NO [ ]  (Please mark with a cross)If no – please give details of outstanding induction period:       |

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| **EMPLOYMENT** - Details of present or most recent employment. (Please give details of any other employment which, with the job applied for, would mean you would be working more than an average of more than 48 hours per week).  |
| Post Title:      Place of work:      Address:                Post Code:       | Salary Details:Salary per annum:      Scale point:      And if applicable:Management allowance:      Upper pay spine point:      Leadership group:       |
| Main duties/responsibilitiesDate appointed:       Date left (if applicable):       |
| If appointed, please give the date on which you could commence employment:      |

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| **EMPLOYMENT HISTORY** - Please give details of all previous jobs since leaving full time education. Full details should be given for any period not accounted for by full time employment, education or training (eg unemployment, voluntary work, raising a family, part time work). |

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| From month/year | To month/year | Place of work/employer(if applicable) | Reason forLeaving | Scale allowance/salary | Title/responsibility |
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| **EDUCATION/QUALIFICATIONS – HIGHER EDUCATION**Primary Teachers: please give age range trained to teach and curriculum specialism (if applicable)Secondary Teachers: please give subjects trained to teach and level to which you can teach them. |
| Place of study | Dates | Main subjects | Subsidiary subjects | Qualifications gained:Degree, Cert, Diploma etc. (including classification) |
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| **SECONDARY AND FURTHER EDUCATION WITH EXAMINATION RESULTS**School/College attended: |
| Subjects taken | Examinations passed | Grades | Dates |
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| **Other relevant courses attended in the last 5 years** |
| Course details | Dates | Course Details cont.  | Dates |
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| **SUITABILITY FOR THE JOB**Please state why you think you are suitable for this job.**Note:** The Applicants Charter states “we will recruit solely on merit”. To do this we will seek to match the information you provide against the person specification. Therefore, you should ensure that you address each point identified in the person specification and provide evidence of relevant experience and skills, including areas other than paid work.      |

**ADDITIONAL INFORMATION**

(Please mark your choice with a cross)

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| If the post you are applying for is full-time would you like to Job Share it? YES [ ]  NO [ ]  |
| **RELATIONSHIP:** Are you related to any councillor, Senior Officer (including Head or Deputy Headteacher in Sheffield), or member of the Governing Board relevant to this appointment?If YES, give name:       Relationship:       |
| The post you are applying for is subject to an order under Section 4(4) of the Rehabilitaion of Offenders Act 1974. Applicants are therefore not entitled to withhold information about convictions which, for other purposes are ‘spent’ under the provisions of the Act.If you are to be recommended for the post you will be subject to a Criminal Records Bureau check.This will be an **enhanced** disclosure.You must, therefore, disclose any convictions, cautions, warnings, reprimands, binding over or other orders, pending prosecutions or criminal investigations. Failure to disclose this information could result in the withdrawal of a job offer, dismissal or disciplinary action.Any information given will be completely confidential and will be considered only in relation to an application for positions to which an order applies.**I have read the above statement, and I have no convictions to declare** **[ ]** (please mark with a cross) **I have convictions to declare** **[ ]** If you have convictions to declare, please set down the details on a separate sheet and place in a sealed envelope marked “private and confidential”. This should be sent by post to The Human Resources Section shown in the vacancy details screen for the post for which you are applying.**Please give Post Reference Number and include contact details, for confidentiality purposes this information must not be sent by e-mail.** |
| Have you ever been dismissed for gross misconduct, or on grounds of capability from employment with Peak Edge, Sheffield City Council or any other employer? YES [ ]  NO [ ] If ‘YES’ state from where and when.       |
| **MEDICAL CLEARANCE:**  In accordance with the Education (Teacher Qualifications and Health Standards)(England) Regulations 1999 an offer of appointment will be subject to medical clearance. |
| Other than any details given on Page 1 are you in receipt of any income or pension from Peak Edge, Sheffield City Council, including any payments received via agency work?YES [ ] NO [ ]  |
| Are you in receipt of an ill health pension from the Teachers Pensions Agency?YES [ ] NO [ ]  **If YES: Please give date that the pension commenced.**       |
| **ONLINE SEARCHES**In accordance with the DfE document ‘Keeping Children Safe in Education’ document, we complete an Online Search on each shortlisted candidate to further check suitability for the post. |
| **REFERENCES** - Please give the names and addresses of two people to whom we may write for references. Referee (1) should be your present or most recent employer. Please state whether Referee (2) is in a personal or employment capacity. |
| **REFEREE (1)****(Present or most recent employer)** | **REFEREE (2)****\*Employment/Personal Capacity (\*delete)** |
| Name      Job Title       | Name      Job Title (if relevant)       |
| Address       | Address       |
| Tel No:      Fax No:      Email address:  | Tel No:      Fax No:      Email address:  |
| **References are taken up for shortlisted candidates. If you do not wish a reference to be taken up at that stage please state why. Sheffield City Council and the School’s Governing Body reserve the right to contact any previous employer.**       |
| *You may use a Peak Edge employee or School Governor as a referee if they are not directly involved in the recruitment process (unless no alternative exists). However any attempt to influence the process in your favour or on your behalf will disqualify you.* |
| By signing this form you authorise us to check any information you have given with third parties (e.g. previous employers) and you authorise them to disclose your personal information to us. |
| **DECLARATION** **The information on this form is true and correct and will be used as part of my contract of employment. I accept that any false statement or omission may lead to the job offer being withdrawn or me being dismissed if appointed to the post.** |
| Signature:  | Date:  |