Teaching and Headship Application for employment

Job applied for:aSSSSSSSSSSS

Reference No:

aAaaAa

Please state where you saw this job advertised:

Closing date:

Guidance notes

# When you apply...

… we are sure you will realise our need, as a respected and responsible local authority, to make sure we employ people with high standards of integrity.

Your written application is our only basis for shortlisting for interview, so it is important that you complete it in a way that does you full justice. You should answer all the questions and give us your full employment history. Tell us everything you think we need to know to assess you properly for the job.

The following suggestions will help you to do this.

* The **skills and competence** page of the application form refers to the main responsibilities in your current and previous jobs. You should also describe any skills you have gained that are relevant to the job for which you will be applying. If you are a school or college leaver who has little work experience, do tell us about your school or college courses – we’re interested.
* A **person specification** is included with your application form. It will tell you more about the skills and qualities we seek. To complete your application effectively, you should say how you meet the person specification, using examples from previous jobs or courses. Telling us about your abilities will help us make a better decision when selecting candidates for interview.
* Please ensure your application form is clearly legible and written in black ink. This helps us if we need to photocopy it.

Regrettably, there are rare occasions where people give us false information, to try to secure employment. As a result, we thoroughly check the information provided by applicants through references, asking to see evidence of qualifications, making Disclosure and Barring Service checks for certain jobs, and so on. When information provided throws up questions or concerns that remain unresolved, we will not proceed with an application and we may contact the police if we suspect fraud. For this reason, we strongly advise against providing false information when applying. Equally, we would ask for your patience and understanding during the application process.

Please do not write to or contact any Kensington and Chelsea Councillor about your job application. Seeking the support of any Councillor directly, or indirectly, for employment with the Council or any appointment in the Council is strictly prohibited, and would disqualify an applicant.

Application for employment

Application for employment

# Personal details

Title/preferred form of address (e.g. Ms, Mr, Dr, etc.)

Surname:

First names:

Address:

Postcode:

Home telephone:

Work telephone:

Mobile telephone:

Email:

Please quote your National Insurance No: ………………………………………….

Are you recognised by the Department for Education and Skills as a qualified teacher in the UK

Yes No

Is so, please give the date of recognition: ……………………………………………..

Please quote your Teacher Reference Number /

# Present or last salary

£

Please state your current or most recent salary

Main Pay Scale: Point \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_OR Upper Pay Scale: Point\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please enter details of any other allowances you are receiving:

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# Education and training

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Schools, colleges etc attended since age 13 years | Dates month/year | Qualifications | | Dates |
| Subject | Grades |
|  |  |  |  |  |

**You may be required to provide evidence of qualifications if asked to interview**

Please specify any relevant training you have received or courses attended (give dates)

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Are you a member of any professional organisation? Give status and dates

No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Teaching employment history** (please continue on a separate sheet if necessary)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Local Education Authority | Name and type of school eg. Comprehensive, Academy, Independent etc and the age range | Number on roll and sex | Age group taught | Full or part- time/Permanent /Temporary/State Status eg Scale/Grade/Management | Nature of management responsibility | Date from/to (if supply teaching state number of days and dates worked) Full or part- time/ Permanent/ Temporary/State Status eg Scale/Grade | Reason for leaving |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer’s name and address  (current or most recent job first) | Job title | Dates – month and year | | Reason for leaving |
| From | To |
|  |  |  |  |  |

**Non-teaching employment history**

**Breaks in employment**

Please indicate nature/reason(s) for any breaks in employment including relevant dates

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# Skills and competence

This section provides an opportunity to describe your skills and competence that are relevant to the position for which you are applying. You should refer to the job description and person specification, ensuring that you highlight any information that demonstrates your suitability for the position. Think carefully about how you meet the job requirements, considering your achievements and skills gained in paid and/or voluntary employment, outside interests and any other relevant activities. This information is an important part of the selection process and should be completed by both internal and external applicants. **Please ensure that you limit your supporting statement to the equivalent of three A4 pages.**

Skills and competence continue

# References

Please provide at least two referees covering at least the past three years. Referees should not be friends, relatives or immediate colleagues. If this is your first appointment, one reference should be from your headteacher, lecturer or similar. Referees will be contacted before an offer of employment is confirmed. Please continue on a separate sheet if necessary.

|  |  |
| --- | --- |
| **Current/most recent employer** | **Second referee** |
| Name: | Name: |
| Job title of referee: | Job title of referee: |
| Business address: | Business address: |
| Email: | Email: |
| Business tel: | Business tel: |
| Dates of employment (from/to) | Dates of employment (from/to) |
|  |  |
| In what capacity do you know this person? | In what capacity do you know this person? |
|  |  |
| May we approach them at this stage? | May we approach them at this stage? |
| Yes No | Yes No |

# Further information

What period of notice is required by your present employer?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you consider yourself disabled? YES NOno

**This information is needed so all applicants who have a disability and meet the essential criteria for this position are offered an interview.**

Are you related to, or have a close relationship with, any officer or elected member of this Council?

Eg, Partner, spouse, other relative? YES NO

If so, please state the name and nature of this relationship

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Rehabilitation of Offenders Act 1974

Do you have any criminal convictions, bindovers, formal warnings or cautions, including those considered 'spent' under the Rehabilitation of Offenders Act 1974.  
For the purposes of employment in the education sector, no convictions are considered spent and everything must be declared.

The councils have a positive policy on the recruitment of ex-offenders, and will not unnecessarily discriminate against those who disclose a criminal record unless it is considered that this makes you unsuitable for employment. In making this decision the councils will consider the nature and relevance of the offence, how old you were when it was committed and any other factors which may be relevant. This information will be treated in strictest confidence and only those directly involved in the recruitment process will have access to the information provided.

**YES NO**

If YES please give details

|  |
| --- |
|  |

# Eligibility to work

Are there any restrictions affecting your ability to take up employment in the UK? YES NO

If yes, please give details:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**You will need to provide the relevant documentation to confirm your eligibility work in the**

**UK at interview.**

**Declaration**

The information I have provided on this application form is, to the best of my knowledge, correct. I understand that deliberately falsifying or withholding information may result in my dismissal if appointed.

I understand that the Council has to protect the money it deals with and may use the information I have given to prevent and detect fraud.

**Signed:\_** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Continued from page 7**

Monitoring employment

# Recruitment monitoring

The Council has a legal duty to promote equality. This duty applies to everything the Council does both as an employer and as a provider of services. In order to help us do this, please answer the following questions and complete the declaration at the bottom of the page.

Please **circle the group** in the following list that best applies to you.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **White** |  | **Asian or Asian British** | | |  |
| 1. British |  | 1. African Indian | | |  |
| 2. Irish |  | 2. Indian | | |  |
| 3. Other European |  | 3. Pakistani | | |  |
| 4. Any other white background |  | 4. Bangladeshi | | |  |
|  |  | 5. Any other Asian background | | |  |
| **Mixed** |  | **Any other group** | | |  |
| 1. White and Black Caribbean |  | 1. Moroccan Arab | | |  |
| 2. White and Black African |  | 2. Other Arab | | |  |
| 3. White and Asian |  | 3. Chinese | | |  |
| 4. Any other mixed background |  | 4. Filipino | | |  |
|  |  | 5. Somalian | | |  |
| **Black or black British** |  | 6. Any other ethnic background | | |  |
| 1. Caribbean |  |  | | |  |
| 2. African |  |  | | |  |
| 3. Any other black background |  |  | | |  |
| Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please indicate your sex. Male | | | Female (please circle) |  | | |
| Do you consider yourself disabled? Yes | | | No (please circle) |  | | |

I give my consent for the Council to process the above personal information, in accordance with the Data Protection Act.

Name (**please print in block capitals)**………………………………………

Signed:…………………………………………….