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# Application Form for a Teaching Post

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| Application forms must be completed in full and returned by the closing date. CVs will not be accepted. Incomplete or late application forms may be rejected. Please ensure that any gaps in employment or qualifications history are explained.  The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applications must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.  If completing this form electronically, please double click on a tick box and choose the appropriate option from the menu to check it. |

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| Post details | | |
| Position | School/Reference | Closing Date |
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| Return to: Carol Onley School Business Manager | | |

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| Personal details | | | | | | | | | | | |
| Title (Mr/Mrs/Ms/Miss etc) | First name(s) | | | | Family name(s) | | | | | | |
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| State any previous names(s) you have been known by e.g. maiden name, changed by deed poll | | | | | | | | | | | |
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| Current home address | | National insurance number | | | | | | | | | |
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| Are you currently registered with the DfE in England? | | | | | | | | | |
| Yes  No | | | | | | | | | |
| Telephone number (including code) | | Please state your registered teacher number | | | | | | | | | |
|  | |  | | | | | | | | | |
| Mobile number | | Date of birth | | | | | | | | | |
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| Email address | | | | | | | | | | | |
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| If you are not a British or European Union National, are you entitled to take up employment in the UK? | | | | | | | | | | | |
| Yes  No | | | | | | | | | | | |
| Please state clearly if you need a work permit or give details of the terms of your visa/work permit and expiry date | | | | | | | | | | | |
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| A new work permit or leave to remain is required when you change employer. The school/council can apply on your behalf if your application is successful | | | | | | | | | | | |

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| Present position | | | | | | | |
| If teaching, please give details of your current post. We reserve the right to seek verification. | | | | | | | |
| Council/employer | | School/College  name and address | | School/College  type and age range | | Approx roll | Post and main duties |
|  | |  | |  | |  |  |
| Date of employment  from/to (dd/mm/yyyy) | | Salary and pay spine point | | Subject specialism or year group | | Ages taught | Reason for leaving |
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| If non-teaching employment, please give details of your current post | | | | | | | |
| Employer’s name and address | Post and main duties | | Date of employment  from/to dd/mm/yyyy) | | Salary | Notice required | Reason for leaving |
|  |  | |  | |  |  |  |
| If not currently employed, please state the reason for non-employment | | | | | | | |
| Brief outline of current situation | | | | | | | Date from/to  (dd/mm/yyyy) |
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| Past employment | | | | | | | |
| Please provide full history of posts in school in chronological order including previous posts at your current school/college. Please put the most recent first. We reserve the right to seek verification. | | | | | | | |
| Council/employer | School/college  name and address | No on roll | Subject/ages taught  (if applicable) | Post and scale/grade | Full/Part time | Date from/to  (dd/mm/yyyy) | Reason for leaving |
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| Please provide full history of other employment in chronological order, most recent first. | | | | | |
| Employer’s name and address | Type of business | Position and brief description of responsibilities | Date from/to  (dd/mm/yyyy) | Salary | Reason for leaving |
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| Please fully explain any periods of non-employment during your career. We reserve the right to seek verification. | | |
| Reason not employed | Brief outline of situation/occupation | Date from/to  (dd/mm/yyyy) |
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| Education and qualifications | | |
| Please provide your full education and qualifications history as indicated below. You will be asked to provide proof of qualifications relevant to the post. | | |
| Qualifications gained at school: | | |
| Examination passed | Date (YYYY) | Subject and grade |
| GCSE or equivalent |  |  |
| GCE ‘A’ level or equivalent |  |  |
| Other (please specify)  e.g. qualifications in service |  |  |

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| Qualifications gained at College/University | | | | | | | |
| Please give details of all nationally recognised qualifications awarded/awaiting results | | | | | | | |
| Name and address of University/College | Date from/to  (dd/mm/yyyy) | Full/Part time | Qualifications obtained | Date  (YYYY) | Awarding Body | Subjects passed and standard gained | For teaching qualifications, state key stages or age range for which trained |
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| Have you successfully completed your Induction/Probationary Year (if applicable)? |
| Yes  No  N/A |

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| Training | | | | |
| Please give details or all in-service training and relevant experience from the past five years in chronological order. | | | | |
| Training/Course title (and subjects) | Organising body and address | Full/Part time | Date from/to MM/YYYY | Qualifications and dates obtained if applicable |
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| Please explain any gaps in your education history which have not been covered in your work history. We reserve the right to seek verification |
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| Experience and relevant skills |
| In the space below, please write a supporting statement describing how you meet the criteria set out in the person specification. Please outline any qualities or experiences you believe to be relevant to the post which have not already been stated in your application. Please do not include a CV or testimonials.  It is extremely important that you give as many clear examples as you can detailing how you specifically meet the requirements of the job and describe the impact of any examples you use.  Please do not exceed two pages. Minimum font size 10. |

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| References | |
| The school has to undertake certain enquiries relating to the appointment of staff working with children. You must be prepared to accept that if short listed, your present employer and/or immediate past employer will be contacted. Will you please, therefore, indicate the full name and address of your present employer and/or past employer, as well as the other referee you nominate. Applications will not be considered if this information is not given.  Please note that references from a relative or friend are not acceptable.  If you are short listed for interview, we reserve the right to contact your referees at the time unless you indicate otherwise.  Please ensure your referees are happy for us to contact them. | |
| **Current/most recent head teacher/employer** | **Second referee** |
| Name | Name |
|  |  |
| Job title | Job title |
|  |  |
| Capacity in which known to you | Capacity in which known to you |
|  |  |
| Professional address (including post code) | Professional address (including post code) |
|  |  |
| Telephone number (with code) | Telephone number (with code) |
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| Email address | Email address |
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| Please tick this box If you DO NOT wish us to contact your referees without your permission |
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| Relationships |
| Canvassing of or failure to disclose relationship to councillors, senior officers of the council or school governors may disqualify the candidate.  Are you a friend or relative of, or do you have other links with any councillors, senior officers of the council or school governors? |
| Yes  No |
| If ‘yes’, please provide their name, position and the nature of the relationship: |
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| If appointed, do you have business/financial interests that may conflict with the duties of this job? |
| Yes  No |
| If ‘yes’, please give brief details |
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| Declaration | | | |
| Please sign this declaration and the following disclosure of criminal convictions and equal opportunities form. If you are submitting this application electronically you will be asked to sign the application form should you be invited to attend for interview. | | | |
| I declare that the information I have given is correct. I understand that canvassing or giving false information will disqualify my application or may result in summary dismissal if I am selected for the post. I understand that this may also result in information being passed to the police. I give my explicit consent for this information to be used for monitoring purposes. | | | |
| Signature |  | Date |  |

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| Where did you see this post advertised? | |
| Publication |  |

# Confidential

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| Equal opportunities monitoring |
| Job details  The school is committed to best employment equality practice in our efforts to eliminate discrimination and create working environments where all are treated fairly and with respect.  We take action to ensure that anyone who works for us or who applies for a job with us, is not treated less favourably than anyone else because of their colour, race, ethnic or national origin, religion, sex, responsibility for dependents, disability, age, marital status, sexuality or trade union activity.  To ensure that our employment equality policies are having an effect, we need to monitor candidates and employees, particularly in relation to ethnic origin, sex and disability.  All candidates must therefore give the information required on this form.  This information is used only to monitor our progress on equality matters, is treated confidentially and is not revealed outside the school. Unsuccessful candidates’ application forms are destroyed after 12 months. |
| Title of post applied for: |
|  |
| School: |
|  |
| Candidate’s surname: |
|  |
| Candidate’s forenames: |
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| Date of birth |
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| Male  Female |
| Do you need a work permit? |
| No  Yes, and I already have it  Yes, but I do not have it |

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| Ethnic classification - I would describe myself as: | | | | | | | | | |
| Asian or Asian British | | Black or Black British | | Chinese or Other Ethnic Group | | Mixed | | White | |
| Indian  Pakistani  Kashmiri  Bangladeshi |  | Caribbean  African |  | Chinese |  | White & Black Caribbean  White and Black African  White and Asian |  | British  Irish |  |
| Any other Asian background (please specify) | | Any other Black background (please specify) | | Other (please specify) | | Any other mixed background (please specify) | | Any other White background (please specify) | |

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| Disability | | | |
| Do you consider yourself to be disabled under the Disability Discrimination Act 1995? | | | |
| Yes  No | | | |
| If yes, how would you describe your disability? (please select) | | | |
| Physical impairment, such as using wheelchair to get around and/or difficulty using arms |  | Mental health conditions, such as depression or schizophrenia |  |
| Sensory impairment, such as being blind/having a serious visual impairment or deaf/having a serious hearing impairment |  | Learning disability (such as Down’s syndrome or dyslexia or cognitive impairment (such as autism or head-injury) |  |
| Long standing illness or health condition |  | Other |  |
| Please specify. | | | |
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| Sexuality - I would describe myself as: | | | |
| Lesbian - *A woman who is sexually and emotionally attracted to women.*  Gay man - *A man who is sexually and emotionally attracted to men.*  *Prefer not to say* |  | Bisexual - *A person who is sexually and emotionally attracted to people of either sex.*  Heterosexual - *A person who is sexually and emotionally attracted to people of the opposite sex.* |  |

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| Religion/faith/belief - I would describe myself as: | | | | | | | | | | | | |
| Christian  None |  | Buddhist  Prefer not to say |  | Hindu |  | Jewish | |  | Muslim |  | Sikh |  |
| Other (*please specify)* | | |  | | | | | |

# Disclosure of criminal convictions

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| This form must be completed and returned by all applicants or we cannot consider your application | |
| To apply for a job you must tell us about any unspent criminal convictions you have - in line with the Rehabilitation of Offenders Act 1974. When applying for certain jobs, you will also need to declare spent convictions, pending charges/current police investigations, bind overs, warnings/cautions or reprimands. (See item 2 below.) Disclosure checks with the Criminal Records Bureau (CRB) are undertaken in compliance with the CRB code of practice, a copy of which can be obtained from the Children and Learning Department, Luton Borough Council, or the Disclosure website: www.disclosure.gov.uk (click ‘code of practice’).  The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.  If you disclose a conviction, it does not necessarily mean that we will not consider and appoint you. Our main consideration will be whether the offence would make you unsuitable for the type of work that you are applying for.  The school has a policy on disclosure and the rehabilitation of offenders which can be obtained from the school.   1. Please read carefully the notes below and then enter any unspent convictions below. 2. **You must also state spent convictions, pending charges/current police investigations, bind overs, warnings/cautions or reprimands if you are applying for a job in a school** or, if the job means that you are likely to be in regular contact with the following groups of people: | |
| Under 18 year-olds this will be all of the jobs in a schoolOver 65 year-olds | Those with a mental impairmentThose with a sight, hearing or speech impairment |

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| --- | --- | --- | --- |
| Name | | Address | |
|  | |  | |
| Position applied for | |
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| If you have no convictions, please enter ‘none’ in the space below | | | |
| Offence/none | Date of conviction/none | | Sentence/none |
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| Further information in relation to any conviction may be required at interview. | | | |
| I declare that I have provided all the information required and that the information I have given is correct.  I understand that, should I be appointed, failing to declare or falsification of information will result in my dismissal without notice. Furthermore, I confirm that I am not on List 99 or disqualified from working with children or subject to sanctions imposed by any regulatory body, for examples the GTC. | | | |
| Signature |  | Date |  |

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| You must disclose all ‘unspent’ convictions and ‘spent’ convictions in certain jobs (item 2, previous page) | |
| Details of relevant convictions and time periods are as follows: | |
| **Sentence** | **Becomes ‘spent’ after** |
| A sentence of imprisonment or youth custody exceeding 6 months but not exceeding 30 months | 10 years |
| A sentence of imprisonment or youth custody not exceeding 6 months | 7 years |
| A sentence of Borstal training | 7 years |
| A fine or other sentence, not otherwise covered in this chart, such as a compensation or community service order or a probation order received on or after 3 February 1995 | 5 years |
| An absolute discharge | 6 months |
| A probation order, conditional discharge, bind over, fit person order, supervision order or care orders under the Children and Young Persons Acts (and equivalent in Scotland) | 1 year or until the order expires (whichever is the longer), or 5 years if a probation order was made on or after 3 February 1995 |
| Cashiering, discharge with ignominy or dismissal with disgrace from the armed forces | 10 years |
| Simple dismissal from the armed forces | 7 years |
| **Detention by direction of the Home Secretary** | |
| A detention period exceeding 6 months but not exceeding 30 months | 5 years |
| A detention period not exceeding 6 months | 3 years |
| A detention care order | 3 years |
| A remand home order, an approved school order or an attendance centre order | The period of the ‘order’ plus a further year after the order expires |
| A hospital order under the Mental Health Acts | The period of the ‘order’ plus a further 2 years after the order expires, with a maximum of 5 years from the date of conviction |
| **Sentence exceeding 30 months** | |
| A sentence of imprisonment or youth custody more than 30 months | Never becomes ‘spent’ |
| Further notes | |
| If you were under 17 years of age on the date of your conviction, please halve the period shown in the right-hand column. This does not apply to sentences under the heading ‘Detention by direction of the Home Secretary’.  For the purpose of calculating a ‘spent’ conviction, it does not matter whether a sentence was suspended.  When applying for some jobs **you must** also declare spent convictions, pending charges/current police investigations, bindovers, warnings/cautions or reprimands. If you are employed failure to declare or falsification of information will result in your dismissal without notice. | |