

## For Teaching Appointments

School/College: \_\_\_\_\_

Post: \_\_\_\_\_

### 1 Personal Details (BLOCK CAPITALS)

Surname: \_\_\_\_\_ Title (eg. Mr, Mrs, Miss, Ms): \_\_\_\_\_

Firstname/s: \_\_\_\_\_

Previous surname if relevant: \_\_\_\_\_

Address: \_\_\_\_\_

Town or City: \_\_\_\_\_ Post Code: \_\_\_\_\_

Telephone No. (home): \_\_\_\_\_ e-mail (home): \_\_\_\_\_

Telephone No. (work): \_\_\_\_\_ e-mail (work): \_\_\_\_\_

Telephone No. (mobile): \_\_\_\_\_

National Insurance No.									
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Do you require a work permit to work in the UK? YES  NO

If yes and applicable, when does your permit expire? (month, year): \_\_\_\_\_

Are you recognised by the DfES as a qualified teacher in the UK? YES  NO

If yes, please give date of recognition (month, year): \_\_\_\_\_

Have you successfully completed a period of probation/statutory induction as a qualified teacher in this country as required by the DfES? YES  NO

If yes, please give date of completion (month, year): \_\_\_\_\_

Teaching experience (years): \_\_\_\_\_

### 2 Teacher Training – please give details

Name of Teacher Training Institution: \_\_\_\_\_

From (month, year): \_\_\_\_\_ To (month, year) : \_\_\_\_\_

Age range you are trained to teach: \_\_\_\_\_

Qualification obtained: \_\_\_\_\_

Subject you are trained to teach: \_\_\_\_\_

Additional subjects which you are able to teach : \_\_\_\_\_

Any additional languages spoken : \_\_\_\_\_

### ③ Other Education, qualifications and training (excluding initial teacher training)

Title and subjects	Certificate/Qualification Grade/Class <i>(Please specify)</i>	School, College or University <i>(give address)</i>	Reason for leaving <i>(if applicable)</i>

### ④ Current or most recent post (including initial teacher training placement)

(a) Full name and address of school/college, or employer:

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(b) Type of School: \_\_\_\_\_ (c) Number of: \_\_\_\_\_

(d) Local Education Authority: \_\_\_\_\_

(e) Position held: \_\_\_\_\_ (f) Scale/grade/MPS: \_\_\_\_\_

(g) Appointment held – Full-time/Part-time: \_\_\_\_\_

(h) Dates from/to: \_\_\_\_\_

(i) Present salary (give details of special allowances): \_\_\_\_\_

## 5 Previous teaching/employment experience

(Please start with most recent and continue on a separate sheet if necessary)

Name of Employer	Type of School/ Nature of Business	From	To	Post held	Salary/Scale on leaving

## **6 Your supporting statement**

As part of your application you are requested to set out on a separate sheet(s) relevant information in support of your application. Please clearly mark your separate sheet(s) to avoid confusion). Use this section to set out your reasons for applying for this post and show how your qualifications, experience, skill and qualities support your application.

## 7 References

Please give the names of two people from whom confidential references may be obtained. They should have knowledge of your professional capacity and one must be your most recent employer. Your referees will be contacted if you are called for interview.

Referee \_\_\_\_\_

Referee \_\_\_\_\_

Position \_\_\_\_\_

Position \_\_\_\_\_

Employer/School name \_\_\_\_\_

Employer/School name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Post Code \_\_\_\_\_

Post Code \_\_\_\_\_

Tel No \_\_\_\_\_

Tel No \_\_\_\_\_

e-mail \_\_\_\_\_

e-mail \_\_\_\_\_

Professional relationship \_\_\_\_\_

Professional relationship \_\_\_\_\_

Period known (years) \_\_\_\_\_

Period known (years) \_\_\_\_\_

## 8 Additional information

### Superannuation

Do you contribute to the Teachers 'Pension Scheme': YES  NO

Or other Superannuation (give name): \_\_\_\_\_

If part-time, have you made a positive election to join the Teachers 'Pension Scheme': YES  NO

### Unsuccessful applications

If you are unsuccessful for this post would you be willing for your application form to be considered for other similar vacancies in the Authority? YES  NO

The Council may share your information with other LEAs in the South London Group (SLG) on or after 13 June for jobs starting in September of the same year.

You can opt out by ticking this box  SLG – Bexley, Bromley, Croydon, Kingston, Merton, Richmond, Sutton, Wandsworth, Lewisham, Lambeth, Southwark, Greenwich.

### Disability

Do you consider yourself to have a disability? YES  NO

If yes: (i) If you are aware of any equipment or adaptations that will assist you, please give details:

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(ii) Will you require any assistance if called for interview? If yes, please give details.

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### Disclosure of relationship

Are you related to or have you a close personal relationship with any Councillor or Senior Officer of the London Borough of Bromley? YES  NO

### 9 Protection of Children

Disclosure of any criminal background is required. Because of the nature of the work, teaching in the UK is exempt from the provisions of Section 4(2) of the rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) order 1986, and therefore applicants are not entitled to withhold information about convictions which for other purposes are spent under the provisions of the Act. Offers of employment will also be dependent on completion of a satisfactory police check. Disclosure of a criminal background will not necessarily bar you from any appointment.

Have you ever been convicted of a criminal offence? YES  NO

If yes, please give details: \_\_\_\_\_

Date: \_\_\_\_\_ Offence: \_\_\_\_\_

Sentence: \_\_\_\_\_

Please give details of your police check with the Criminal Records Bureau

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Police check date: \_\_\_\_\_ CRB number: \_\_\_\_\_

### 9 Data Protection

Under the terms of the Data Protection Act 1998, the information you provide on this form will only be used by Bromley LEA for the purpose of assessing your suitability for employment, for monitoring policies and procedures, and for personal management purposes.

For any position that you apply for, if unsuccessful, this information may be retained on file for 6 months. The information may be used in internal proceedings to consider a complaint about the selection process and/or to defend against a legal challenge to the fairness of the selection process from any interested party. The information you provide to us on this form may also be used in the prevention and detection of crime and fraud, or shared with other bodies administering public funds solely for this purpose.

### 10 To be signed by all applicants

I confirm that, to the best of my knowledge, the information on this form is true and correct.

I am in possession of the certificates which I claim to hold, and understand that wilful falsification may result in dismissal if I am appointed.

I understand that any offer of employment will be subject to satisfactory medial and police checks.

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

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

## ① Recruitment Monitoring

The Council is committed to Equal Opportunities. The aim of its policy is to ensure that no job applicant or employee is treated unfairly on the grounds of age, colour, national origins, nationality, race, disability, family commitments, gender, marital status, membership or otherwise of a trade union, religion, or sexual orientation.

Without accurate data on the composition of our workforce and on job applicants we are unable to monitor the effectiveness of our policies and procedures. Therefore we ask for your cooperation in completing the monitoring section of this form. This information will be used for statistical purposes only and will not be reproduced in a way that enables individuals to be identified. All information supplied by job applicants is treated in the strictest confidence.

### Job Title

### Personal Details

Surname \_\_\_\_\_  
(BLOCK CAPITALS):

Firstname/s \_\_\_\_\_

### Gender

Male  Female

Age - what age are you?  years

### Ethnic Group *Please tick one box (or write in one box if appropriate)*

#### Asian or Asian British

- Bangladeshi  
 Indian  
 Pakistani

Asian other *(please write in)*

\_\_\_\_\_

#### Black or Black British

- African  
 Caribbean

Black other *(please write in)*

\_\_\_\_\_

#### Mixed

- White and Asian  
 White and Black African  
 White and Black Caribbean

Mixed other *(please write in)*

\_\_\_\_\_

#### White

- British  
 European  
 Irish  
 Romany/traveller

White other *(please write in)*

\_\_\_\_\_

#### Chinese or other ethnic group

Chinese

Other *(please write in)*

\_\_\_\_\_

#### I decline to self classify

*(please tick)*

## Disability

To help you decide whether you have disability as defined under the Disability Discrimination Act 1995 please read the following information:

A disability is defined as 'a physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities'

The effect an impairment may have on day-to-day activities is defined in the Act as falling within the following categories:

1. mobility
2. manual dexterity
3. physical co-ordination
4. continence
5. ability to lift, carry or otherwise move everyday objects
6. speech, hearing or eyesight
7. memory or ability to concentrate, learn or understand
8. perception of the risk of physical danger

The impairment has to be substantial, that is something more than trivial and it needs to be long-term, i.e. has lasted or is likely to last in total for at least twelve months or is likely to last for the rest of the life of the person affected. Having considered the above information please tick one of the following:

- I **do** consider myself to have a disability
- I **do not** consider myself to have a disability
- I **decline to** self classify as to whether I consider I have a disability

**12 Media Monitoring** Please indicate how you became aware of the post by ticking the appropriate box.

- Agency
- Local Newspaper (please specify \_\_\_\_\_)
- National Newspaper (please specify \_\_\_\_\_)
- Professional journal (please specify \_\_\_\_\_)
- Bromley website       Other web site (please specify \_\_\_\_\_)
- Internal Vacancy list       Friend/relative       Employment Services
- Other (please specify \_\_\_\_\_)