



Leeds
CITY COUNCIL

CONFIDENTIAL SO(48)

The information you provide on this form will be used for recruitment & selection and employment contract purposes

Teacher Application

Please complete in **black ink**
Please return completed
application forms directly to the
school.

Job Ref Number:

Closing date:

Application For Employment as:

1. PERSONAL DETAILS

Last Name and Title:

First Name(s):

National Insurance Number:

Home Address:

Address for Correspondence (if different):

Postcode:

Postcode:

Tel No (home):

Email:

Work:

Correspondence relating to this application may be sent via email to the address supplied, please confirm that you are happy to receive such correspondence via email: **Yes / No**

Should you be selected for interview, please indicate dates when it would be impossible for you to attend.

For full time posts: I am applying for Job share / Part time (please delete as appropriate)

Please indicate the range of days and maximum number of hours you are able to work.

Do you hold Qualified Teacher Status: **Yes / No**

If **Yes** please provide date of award & Certificate No.

If **No** have you applied for Qualified Teacher Status: **Yes / No**

DfE Number:

If not known, please state the date and name under which you are qualified

Have you completed your ECT induction period in the UK: **Yes / No**

If yes, please give date of completion

Are you in receipt of a public service pension?

YES/NO

If you are returning to teaching have you been granted Infirmity Retirement by the Department of Education and Skills

YES/NO

(If yes please give the date)

References

It is expected that Teachers/Deputy Headteachers will name their present or most recent Headteacher as their first referee. Headteachers should list their LEA or Employing Body. University leavers should name their course tutor.

One referee should be your current or last employer.

1. Title: Name:

2. Title: Name:

Position:

Position:

Address:

Address:

Postcode:

Postcode:

Telephone No:

Telephone No:

Email:

Email:

Capacity in which known:

Capacity in which known:

Your referees will be automatically contacted if you are selected for interview

2. SECONDARY, FURTHER AND HIGHER EDUCATION – please list all qualifications held

Date (month and Year) From To	School, College, University or Educational Establishment	Examinations taken or being taken or any other qualifications obtained	Full or Part Time	Exam Result & Grade (with dates)
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3. CONTINUING PROFESSIONAL DEVELOPMENT/TRAINING (appropriate to the job)

Course Title	Provider	Dates and Duration	Course completed (Yes/No)	Awards (if any)

6. INFORMATION IN SUPPORT OF THIS APPLICATION

(You may use this space to provide any information you wish, including any interest or unpaid activity. Ensure that you provide a full description of all skills, knowledge and experience that you feel are relevant to the post for which you are applying. Please restrict any additional information you wish to supply to two sides of A4 paper).

Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) 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 [here](#).

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.

Privacy Notice

The information detailed in this application form will be used in order to process your application and in line with the school's Recruitment and Selection process. The lawful basis for processing this information is with a view to entering into a contract with you.

Your information may be shared with Leeds City Council HR in their role as data processor under the terms of the service level agreement where they have a legitimate business need to access it, and externally where required for the recruitment process, for example, in order to obtain references or where background checks are required. Your information will only be shared where necessary, and in accordance with data protection law.

If successful, this form will be retained on your personnel file and kept for a period of 6 years after the termination of your employment. Application forms submitted by unsuccessful candidates will be destroyed after six months from the date the post was appointed to.

For more detailed information about how your information will be processed, and for details of their Data Protection Officer, contact the school direct. Information regarding your rights in relation to your personal data are available via the Information Commissioner's Office: www.ico.org.uk.

Declaration

I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to a) references which are satisfactory to the school b) a satisfactory DBS certificate and check of the Barred list c) the entries on this form proving to be complete and accurate and d) a satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

Signature _____ Date _____

EQUAL OPPORTUNITIES

We promote diversity and want a workforce which reflects the people of Leeds. We will use your answers to monitor and check the fairness of our recruitment. Any information you provide will be kept confidential. You do not have to answer these questions and if you do not then it will not make any difference to your application.

Date of Birth: / / Male Female

Are you Disabled? Yes No

Where did you see this post advertised?

Please identify your marital status:

Married Civil Partnership Co-habiting Single Other

Please identify your religion:

Buddhist Christian Hindu Jewish Muslim No Religion
Rastafarian Sikh Other

Please identify your sexual orientation: (definitions below)

Heterosexual Lesbian Gay man Bisexual

Heterosexual – Someone who is attracted, emotionally and or physically, to persons of the opposite sex.

Lesbian – A woman who is attracted, emotionally and or physically, to other women.

Gay man – A man who is attracted, emotionally and or physically, to other men.

Bisexual – Someone who is attracted, emotionally and or physically, to both sexes.

Ethnic Origin

Asian or Asian British

Bangladeshi AB
Indian AI
Kashmir AK
Pakistani AP
Other (Specify) AO

Black or Black British

African BF
Caribbean BC
Other (Specify) BO

Chinese or other ethnic groups

Chinese CC
Other (specify) CO

Mixed

White and Asian MA
White and Black African MF
White and Black Caribbean MC
Other (specify) MO

White

British WB
Irish WI
Other (specify) WO

Gypsy/Roma/Travellers GR