CONFIDENTIAL

Walsall Council is an equal opportunities   
employer

Appointment of Teachers

When completing this form all entries should be typed or written in black ink or ball point pen to facilitate photocopying.   
You are advised before doing so to read the notes on Page 6 of this form and any further particulars for the post which   
have been supplied. Please ensure that you complete Page 5 with signature, date and application reference number   
shown above.

**On completion this form should be returned via email to [jcollins@chuckery.walsall.sch.uk](mailto:jcollins@chuckery.walsall.sch.uk)**

**or by post to: Jane Collins (Strictly Private & Confidential), Chuckery Primary School, Lincoln Road, Walsall, WS1 2DZ**

School: **Chuckery Primary School** Closing Date **12pm - Friday 19th March 2021.**

Post: **Deputy Head Teacher**

1. Present Appointment (or most recent)

|  |  |  |  |
| --- | --- | --- | --- |
| Post Held:  School/Address:  Group of School  Local Education  Authority: |  | Date appointed:  Present Salary **scale**:  Allowances (state which)  and amount:  Earliest date on which you  could take up appointment: |  |
|  |  |
|  |  |
|  |  |

2. Education After Age 16

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Establishments | | (Month & Year) | | Full-time  or  Part-time |
| From | To |
| (a) School &  Address |  |  |  |  |
| (b) University |  |  |  |  |
| (c) College of  Education |  |  |  |  |
| (d) Other  Establishment |  |  |  |  |

3: Qualifications

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| (a) First Degree | Univ/College | Degree | Pass/Hons | CI/Div | Subject(s)  etc. | Date awarded |
| (b) First Teaching  Qualification | Univ/College | Special areas of study, including age range | | | |  |
| (c) Other qualifications  (a level, diplomas or certificates, further  degrees including membership of  professional institutions) | | Give full details | | | |  |

4: Main in Service Courses Attended During Last Five Years

|  |
| --- |
|  |

5. Previous Teaching Appointments (in chronological order beginning with the first):

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title of Post | Full-time  or  Part-time | School Establishment (state age range)  and Name of LEA or other Employer | Sex & No. of  pupils on roll | Age  range  taught by  you | Period of Service  (give day, month & year) | |
| From | To |
|  |  |  |  |  |  |  |

6. Non Teaching Appointments

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Nature of Occupation | Salary | Name and Address of Employer | Full-time  or  Part-time | Period of Service  (give, month & year) | |
| From | To |
|  |  |  |  |  |  |

7. Superannuation

(a) Are you in receipt of a Pension? **YES/NO**

LOCAL GOVERNMENT / TEACHERS / OTHER SUPERANNUATION FUND

(b) Have you opted out of the teachers’ Superannuation Scheme? **YES NO** Date

8. Letter of Application

In support of your application you are invited to attach a statement giving your reasons for applying for this post. Include any information which you consider relevant to this application. **Please do not write on your name or any other personal   
identification on any supporting application paperwork or it will not be considered when shortlisting process takes place.**

9. Other Information

Are you related to any Elected Member or Employee of the Council or Governor of the appointing school? **YES NO**   
If yes, who?

Do you hold a valid driving licence? **YES NO** If yes, specify type

10. References

Please give names, addresses, telephone numbers, email addresses and status of two referees who have given permission for their names to be used and to whom the appointing body may refer as to your suitability for the post. One reference should be from your current/most recent employer. Referees should not be relatives or friends**.**

**If you are shortlisted and are invited to interview, we would hope to contact 2 references prior to the interview taking place. (Please include an email address for the references given to speed up this process). If 1 of the references supplied is a current employer and you do not wish us to contact prior to interview please tick the box to state this.**

**1)Tick box if contact not permitted prior to interview [ ] 2) Tick box if contact not permitted prior to interview [ ]**

Name: Name:

Address: Address:

Phone: Phone:

**Email: Email:**

N.B. If either of your employees know you by a name other than your present one please give that name below:

11. Criminal Disclosure & Rehabilitation of Offenders Act Exceptions Order 2001

The post you are applying for requires a criminal record check (DBS disclosure) prior to appointment, **you are required to declare both ‘spent’ and ‘unspent’ convictions**. In accordance with the Rehabilitation of Offenders Act 1974 only relevant convictions will be taken into account when assessing your capability.

**Convictions**  **YES NO** If yes, specify type

12. GTC Registered

It is a legal requirement that all qualified teachers teaching in maintained schools, non-maintained special schools are registered with the General Teaching Council **for** England and Wales. **YES NO**

If no please give details of reasons why, e.g. unqualified, in process of obtaining QTS, or others:

13. Sickness (state the nature and duration of any illness during past five years)

Monitoring

Walsall Council is committed to a policy of ensuring equality of opportunity in employment for all, and to taking action to avoid discrimination. Job applicants are considered only on their ability to do the job for which they are applying. To see whether this policy is having any effect we need to monitor the sex, marital status, age, ethnic origin and disabilities of job applicants and you are therefore requested to provide personal details on this tear-off slip.

The information will be used ONLY to monitor practices and will be treated confidentially. It will not be revealed outside the Council except as part of an overall equal opportunities statistical report which could not identify individuals. All successful application forms are destroyed after six months.

Please tick box as appropriate:

Sex Female Male

Age Below 26 26 - 35

36 - 45 46 - 55

56 - 65

How would you describe your Ethnic Origin?

White British Asian Indian

Irish or Asian Pakistani

Other White British Bangladeshi

Other Asian

Mixed White & Black Caribbean

White & Black African Black Black Caribbean

White & Asian or Black Black African

Other Mixed British Other Black

Chinese Chinese

or Other Other Ethnic Group

Ethnic Group

Do you need a work permit to work in the UK? YES NO

Under the Disability Discrimination Act 1995, the definition of disability is:

“A person has a disability for the purpose of this Act if he/she has a physical or mental impairment which has a substantial and

long term adverse effect on his/her ability to carry out normal day to day activities”

Do you have such a disability? YES NO

Did you see the job advertised in Job Shop YES NO

Did you see the job advertised in another publication? YES NO

If yes, state which publication

Personal Details (Please use block capitals):

(Title: Dr/Mr./Mrs/Miss/Ms)

Surname

Forenames

Previous names

Address

Post Code   
Date of Birth

National Insurance No. QTS No.

Date of recognition as qualified teacher Home Tel. No.

School Tel. No.   
Mobile Tel. No.   
Email Address

Declaration

Having read the contents of this form, I hereby apply for the post within the Walsall Council named on the top of Page 1 of this form in accordance with the conditions stated therein. I declare that information I have given on this form is correct and I   
understand that failure to complete the form fully and accurately could result in an incorrect assessment of salary and/or   
exclusion from shortlisting.

I also declare that I am not included on the ISA Children’s List disqualified from work with children or subject to sanctions imposed by a regulatory body.

Signature   
Date

Notes for Applicants

Applicants are requested to read carefully the following notes and any further particulars for the post before signing the declaration at the foot of page 5.

(i) Acknowledgement of Applications

Your application for this post will only be acknowledged if you enclose with it a stamped addressed envelope.

(ii) Notification of Result

It is the policy of Walsall Metropolitan Borough Council that, in order to administrative costs to a minimum notice of the result of an application shall not be sent to an unsuccessful candidate who is not called for inter view for any post. If, therefore, you do not hear within 6 weeks of the closing date for applications for this post, you should normally assume that an appointment has been made.

(iii) Interview Expenses

Candidates who are called for interview should enquire with the school concerned regarding the Governing Body’s policy in this regard.

(iv) Disclosure of Relationship

A candidate for any post under the Walsall Metropolitan Borough Council who knows that he/she is related to any Councilor or Employee of that Council or member of the appointing school’s Governing Body, must disclose the relationship. A candidate who fails to disclose such a relationship is disqualified for appointment and if appointed is liable to dismissal without notice (see paragraph 19 on page 3)