



WOKINGHAM
BOROUGH COUNCIL

CONFIDENTIAL

TEACHER APPLICATION FORM

SCHOOL:

POST APPLIED FOR:

Where did you see this post advertised? _____

Please complete this form clearly in **black ink or typescript**. Please **do not** include a separate curriculum vitae. Please continue on a separate page if needed and indicate any continuation on this form.

1 PERSONAL DETAILS

Surname:		First Name:	
Previous Surname:		Any other previous name changes:	
Title:		NI Number:	
Teacher No:			
Home Address:			
Postcode:		Email:	
Telephone Number:		Mobile Number:	

2 EDUCATION & QUALIFICATIONS

Do you have Qualified Teacher Status (QTS)? **YES/NO**

Have you completed Induction? **YES/NO**

Teachers appointed before 7 May 1999 are not required to have completed Induction.

If you are currently undertaking Teacher Training complete 2 and 3 and then go straight to number 7.

Please give details of secondary and further education including any “A” levels or equivalent vocational courses below:

Dates attended from (mm/yyyy)	To (mm/yyyy)	Name of school/College/Other institution	Qualifications obtained and Grade/level

Please give any details of any Higher Education and equivalent courses below. Include any courses that you have not yet completed unless these are related to Initial Teacher training.

If you are shortlisted for interview you will be required to produce original certificates (or other documentary proof of qualifications) where these are specified as an essential requirement of the post.

Dates attended from (mm/yyyy)	To (mm/yyyy)	Name of University/Other institution	Qualifications obtained and Grade/level	Name of Awarding Body

3 LIST ANY OTHER RELEVANT TRAINING UNDERTAKEN

Please give details of any other professional or vocational qualifications you hold that are relevant to your application

Dates obtained	Qualification and Grade / Level obtained	Name of Awarding Body

4 CURRENT EMPLOYMENT

Employer/ LA	Name & Type of School	No. on Roll	Age Group(s) Taught	Job Title	From	To
					D/M/Y	D/M/Y
Current Salary						
Reason for Leaving						

5 ADDITIONAL ALLOWANCES

SAFEGUARDED ALLOWANCE	TLR	SEN	Recruitment & Retention

6 PREVIOUS TEACHING EXPERIENCE

Employer/ LA	Name & Type of School	No. on Roll	Age Group(s) Taught	Job Title	From	To
					D/M/Y	D/M/Y
Reason for Leaving						
Reason for Leaving						

Reason for Leaving						
Reason for Leaving						
Reason for Leaving						

7 TEACHER TRAINING

This section should only be completed if you are currently undertaking Teacher training

Name and address of College/University:

Course of study:

BEd		BA/BSc		PGCE		School Direct	
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Date when you gain Qualified Teacher Status (QTS):

8 TEACHING EXPERIENCE

This section should only be completed if you are currently undertaking Teacher training

Employer/ LA	Name & Type of School	No. on Roll	Age Group(s) Taught	Job Title	From	To
					D/M/Y	D/M/Y

9 EMPLOYMENT EXPERIENCE OTHER THAN TEACHING

Please include full-time, part-time and voluntary positions

Employer	Job Title/Responsibilities	Salary	From	To
			D/M/Y	D/M/Y

Reason for Leaving				
Reason for Leaving				

10 PERIODS NOT IN EMPLOYMENT OR TRAINING

You must account for every gap in employment or training since leaving Secondary School. Please ensure you use this section and continue on another sheet of paper if necessary.

Date		Reason for Periods not in Employment or Training
From	To	

11 SUPPLEMENTARY INFORMATION IN SUPPORT OF YOUR APPLICATION

Within this supplementary information, please include a statement of personal qualities and experience you believe are relevant to your suitability for the post advertised and how you meet the person specification.

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12 REFEREES

Please provide details of two referees, who have recent professional knowledge of your work, one must be your present employer, or last employer if not currently employed. **For those undertaking Teacher training** please provide details of your college tutor and the Headteacher of a school where you have undertaken teaching practice.

If any of your references relate to your employment at a school or college your referee must be the Headteacher or Principal. References will not be accepted from relatives or from people writing solely in the capacity of friends.

Applicants for Headteacher posts:

Names, addresses and status of two people who can comment on your leadership/management skills and suitability for this post. The referees should be your most recent employer and a Local Authority or equivalent representative.

It is our policy to take up references prior to interview. If you have any concerns about this please contact us.

First Referee

Name:

Position:

Address:

Post Code:

Telephone No:

E mail:

Second Referee

Name:

Position:

Address:

Post Code:

Telephone No:

E mail:

Where you are not currently working with children, but have done so in the past in either a paid or voluntary capacity, please provide details of a third referee to be from the employer where you were most recently employed/ volunteered to work with children.

Name:

Position:

Address:

Post Code:

Telephone No:

Email:

Unless you have otherwise stated, references will be taken up if you have been selected for interview. Other previous employers may also be approached for information to verify particular experience or qualifications before interview. If your previous posts have involved working with children on either a paid or voluntary basis questions will be asked about disciplinary offences related to children, including any which the penalty is 'time expired' (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether you have been the subject of any child protection concerns (unless these were considered to be false, unsubstantiated or malicious) and if so the outcome of any enquiry or disciplinary procedure.

13 DECLARATION OF CRIMINAL CONVICTIONS

This post is exempt from the Rehabilitation of Offenders Act 1974. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 you are required to declare any information, subject to filtering rules, about convictions, past cautions or prosecutions pending. If after interview it is decided to offer you the post a check will be undertaken with the police prior to confirmation of your appointment. This post is subject to receipt of satisfactory Enhanced Disclosure clearance obtained from the Disclosure and Barring service

Please complete the enclosed form titled **Additional Job Application Question - Disclosure of Criminal Background**. This form provides further information about the filtering rules. Please note your application will not be accepted without it.

General Data Protection Regulations (GDPR)

The information you have supplied is required for the purpose of recruitment and selection only and is in accordance with Data Protection legislation

The information required is necessary for selection purposes and will be used by our school(s) for the selection and verification process in connection with any vacancy that arises.

By signing the declaration at the end of the application form, you give permission for your details to be used in this way.

If your application is unsuccessful your information will be retained for a period of 12 months in accordance with legal requirements and for administration purposes. after which it will be disposed of using appropriate process.

Under the General Data Protection Regulations 2016 and Data Protection Act 2018 (the Data Protection Legislation) you have a right of access to the information we hold about you for which we may charge a small fee and you have the right to correct any inaccuracies in your information.

If you would like more information about how the school uses your data, please see the Privacy Notice on the school's website.

14 FOR PERSONS WHO ARE NOT BRITISH NATIONALS

If you have any conditions related to your employment please give full details below:

15 DECLARATION

Are you related or have a close relationship within the Council (including Councillors and Governors)

Yes/No If Yes please provide details

I have the legal right to live and work in the UK

Yes/No

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Secretary of State. I understand that to knowingly give false information, or to omit information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.

Signature: _____ Date: _____

WOKINGHAM BOROUGH COUNCIL SCHOOLS

STRICTLY CONFIDENTIAL

ADDITIONAL JOB APPLICATION QUESTION - DISCLOSURE OF CRIMINAL BACKGROUND

You have been asked to complete this form because the role you have applied for is exempt from the Rehabilitation of Offenders Act 1974. The information disclosed on this form will not be kept with your application form during the application process.

Policy statement on recruiting applicants with criminal records

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare:

- All unspent convictions and conditional cautions
- All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).

For further information on filtering please refer to [Nacro guidance](#) and the [guidance published by the Ministry of Justice \(see, in particular, the section titled 'Exceptions Order'\)](#).

We recognise the contribution that people with criminal records can make as employees and volunteers and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

- Whether the conviction is relevant to the position applied for.
- The seriousness of any offence revealed.
- Your age at the time of the offence(s).
- The length of time since the offence(s) occurred.
- Whether the applicant has a pattern of offending behaviour.
- The circumstances surrounding the offence(s), and the explanation(s) provided.
- Whether your circumstances have changed since the offending behaviour.

It is important that applicants understand that deliberate attempts to conceal the information requested in this form could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing criminal records can be obtained from [Nacro's Criminal Record Support Service](#).

Criminal record declaration form (exempt positions)

If you are unsure about how to answer the questions on this form, please contact Nacro's Criminal Record Support Service on **0300 123 1999** or **helpline@nacro.org.uk**. All enquiries to this service are confidential. You will not be asked for any personal details, unless you want information or advice sent to you.

Surname:		First name:	
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Do you have any unspent convictions or conditional cautions?

Yes ☐ No ☐

Do you have any spent adult cautions (simple or conditional) or convictions that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)?

Yes ☐ No ☐

If you have answered yes to either question, you now have two options for disclosing your criminal record.

Option 1: You can disclose your criminal record on a separate sheet provided that you mark a cross on the line below and attach the details in an envelope stapled to this form. The envelope should be marked CONFIDENTIAL and state your name and details of the post.

I have attached details of my conviction separately_____ (please mark with an X if appropriate.)

Option 2: Please provide details in the space below.

DECLARATION

I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at *[insert name of organisation]*

Signed: **Date:**

Please return this form to:

EXPLANATORY NOTE TO APPLICANTS AND STATEMENT OF POLICY ON THE RECRUITMENT OF PERSONS WITH A CRIMINAL CONVICTION

The Council/ Governing Body is able (with your consent), to access records of criminal convictions to verify the information you supply. In the event of an offer of employment your written permission will be sought for this check to be undertaken with the Disclosure and Barring Service. (The Service is an executive arm of the Home Office which carries out criminal conviction checks for employers.) If you do not give your permission it will not be possible to consider your application further. As part of its checking procedure the Service will also check registers of persons found to be unsuitable to work with children or vulnerable adults which are maintained by the Disclosure and Barring Service Information on the Service, including their Code of Practice by which employers must abide, can be accessed on the internet at: <https://www.gov.uk/government/publications/dbs-code-of-practice>.

Wokingham Borough Council complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. Information received from the Service will be kept in strict confidence. You will be sent directly the results of your check by the Service.

Having a criminal record will not necessarily bar you from working with us. The disclosure of a criminal record will only debar you from appointment if the selection panel, having considered carefully the following factors, determine this. The factors to be taken into account are: a. the responsibilities of the position, b. the vulnerability of children or adults supported, c. the nature of the offence(s), d. the number and pattern of offences (if there is more than one), e. how long ago the offence(s) occurred, f. the age of the offender when the offence(s) occurred.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

If the Service check discloses a conviction which you had failed to declare this may disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light after appointment.

EQUAL OPPORTUNITIES MONITORING PRIVATE AND CONFIDENTIAL

The School is an equal opportunities employer and aims to ensure people are recruited, selected, trained and promoted on the basis of job requirements, skills, abilities and other objective criteria. The School will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, disability, age, gender reassignment, marriage or civil partnership, pregnancy or maternity, religion or belief, sex or sexual orientation or is disadvantaged by conditions or requirements which cannot be shown to be justified as being necessary for the safe performance of the job.

To ensure equal opportunities policies are being implemented and to comply with legislation please complete the form below and **return with your application form**. The information will be used for monitoring purposes and will not be available to those involved in the selection process.

This information is collected in line with GDPR guidelines. If you would like more information about how the school uses your data, please see the Privacy Notice on the school's website.

	Please complete or select entry
Post Applied For	
Full Name	
Gender:	Female Male
Date of Birth	
Marital Status	Single / Married / Divorced / Separated / Widowed

I would describe my cultural and ethnic origin as: Please select the appropriate description to indicate your cultural background.	
White - British	
White - Irish	
Any Other White Background	
White and Black Caribbean	
White and Black African	
White and Asian	
Any Other Mixed background	
Indian	
Pakistani	
Bangladeshi	
Any Other Asian Background	
Black Caribbean	
Black - African	
Any Other Black Background	
Chinese	
Any Other Ethnic Group	
<p>The school seeks to make reasonable adjustments to the work environment and work practice to promote the employment of people with disabilities. To assist us in fulfilling our obligations under the Equality Act 2010 Act please answer the following questions:</p> <p>Do you consider you have a disability? Yes/ No (If yes, please provide details below)</p> <p>Please give details below of any adjustment which would need to be made if you were invited to interview</p>	

Please give details below of any adjustment which would need to be made in order for you to be able to carry out the duties of the job if appointed.

Printed Signature:

Date:

CONTINUATION SHEET