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| |  |  | | --- | --- | |  | Application for Employment  Teachers and Head Teachers | |  | | | | | |
| CONFIDENTIAL - The information you provide on this form will be used for recruitment, selection and for employment contract purposes.  This form should be used to apply for currently advertised vacancies only.  **Please complete this application in black ink or by typing and submit it as stated in the job advertisement:**  FOR TEACHERS  By Email or Post as stated in the job advertisement.  FOR HEAD TEACHERS  By Email to: recruitment@doncaster.gov.uk  Or post to: Doncaster Council, Pay and Employment, 6th Floor,   Council House, College Road, Doncaster DN1 3DA | | | |
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| **POST APPLIED FOR**  (It is **essential** that candidates complete all details in this box so as their application can be considered.) | | Job Title: | KS1 TEACHER |
| Reference Number: |  |
| Closing Date: | 12 noon on 27 October 2021 |
|  | | School: | Tornedale Infant School |

**PART A – PERSONAL DETAILS**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Surname/Family Name |  | | | | | | | | |
| Forenames or Initials |  | | | | | | | | |
| Address: |  | | | | | | | | |
|  |  | | | | | | | | |
| Town / City |  | | | | | | | | |
| Post Code |  | | | | | | | | |
| National Insurance Number |  |  |  |  |  |  |  |  |  |
| Contact Phone Number |  | | | | | | | | |
| Email Address\* |  | | | | | | | | |
| \* We would prefer to contact you by email throughout the recruitment process, please provide an email address if possible | | | | | | | | | |

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| **Are you currently employed by Doncaster Council (inc. Schools)?**  If so, please provide pay number(s) in additional information box on the next page. | YES  NO |
| If so, are you registered on the redeployment register? | YES  NO |
| **Have you ever been dismissed from a post with Doncaster Council**  **(inc. schools)?** If so, please provide details in the additional information box on the next page. | YES  NO |
| **Are you seeking a guaranteed interview under the disability symbol scheme?** | YES  NO |
| **Are you supported by a disability agency?**  If so, please say which in the additional information box on the next page. | YES  NO |
| **Are you entitled to work in the United Kingdom?** | YES  NO |

**Additional Information:**

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| Please use this section to expand on any of the questions in Part A above. |
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| TEACHERS - There is a requirement for every qualified teacher to be registered with the General Teaching Council. Newly qualified teachers and qualified teachers returning to teaching following a break of at least one term are required to be registered within 4 weeks of taking up a teaching post. For further details please contact the General Teaching Council on 0870 0010308 or [www.gtce.org.uk](http://www.gtce.org.uk) | |
|  | |
| Are you Registered with the General Teaching Council? | YES  NO |
| Please provide your DfES reference number? |  |
| Date achieved Qualified Teacher Status (QTS)? |  |
| Have you completed Newly Qualified Teacher (NQT) induction period? | YES NO n/a |
| Date you completed NQT induction period (if applicable) |  |

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| Please confirm whether you currently contribute to the Teachers Pension Scheme | YES  NO |
| Please confirm whether you have ‘opted out’ of the Teachers Pension Scheme | YES  NO |
| Do you currently pay an Additional Voluntary Contribution to pension? | YES  NO |

**References:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Reference 1  **(Current/Most Recent Employer)** | | Reference 2  **(Employer prior to current/most recent)** | |
| Referee Name |  | |  | |
| Job Title |  | |  | |
| Address |  | |  | |
| Email |  | |  | |
| Telephone |  | |  | |
| May we take up reference prior to an offer of employment? | | YES  NO |  | YES  NO |

Please note that for positions dealing with Children and / or Vulnerable Adults, Doncaster Council may need to take up references from any previous employers. We will contact you for further information if we need to do so. **Please refer to our Reference Policy in our Candidate Information Pack.**

**PART B – INFORMATION IN SUPPORT OF APPLICATION**

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| **Teaching Experience / Employment -** Please list in chronological order and indicate full or part-time (including gaps in employment). Applicants for first teaching post should give details of teaching practice. | | | | | | | | | | | | |
| School, College or Educational Establishment | | Local Authority | | | Nos.  On  Roll | Dates  (From & To) | | Post and Age Ranges Taught / Grade | | | Reason for Leaving | |
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| Current Post | | | | | | | | | | | | |
|  | |  | | |  |  | |  | | |  | |
| Salary per annum: | £ | | | Salary Point MPS / UPS: | | |  | | Leadership / AST Salary | | | £ | |
| TLR: | £ | | | Other allowance: | | | £ | | Details |  | | | |
| Please provide details of any breaks in employment (exceeding 6 weeks) during the last 10 years. | | |  | | | | | | | | | | |

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| **Other Employment Record** – Please provide details of any non-teaching employment in past 10 years. | | | | | | | |
| Name & Address of Employer | | Dates  (From & To) | | Job Title and  Brief Description of Duties | | Reason for Leaving | |
|  | |  | |  | |  | |
| **Secondary, Further Education and Higher Education** | | | | | | | |
| Institution | Dates (From / To) | | Full or Part-Time | | Qualifications Obtained (with Grades) | | |
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| For Head Teacher Posts – please confirm your National Professional Qualification for Headship (NPQH) Date completed due to complete to commence | | | | | | |  |
| OR if you are awaiting notification, as to whether your application for a place on the NPQH programme has been successful, please tick here. | | | | | | |  |

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| **Details of In-Service Training Courses** | | | |
| Training Provider | Duration | Subject | Qualifications Obtained (if applicable) |
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| **Professional Learning (CPD) –** Please give details (including dates) of subsequent qualifications, training or research |
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| **Additional Information in support of your application** – Please read the job description and person specification carefully; then explain how your knowledge, skills and experience relate to the post for which you are applying. These may have been gained through paid employment, domestic responsibilities, voluntary / community work, spare time activities, education and training. | | | |
|  | | | |
| I declare that the information that I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from the appointment OR if appointed may result in dismissal. We advise applicants that the data held by Doncaster Council in respect of employment will be used for cross-system & cross-council comparison purposes for the prevention & detection of fraud. | | | |
| Signed |  | Date |  |

**PART C - RECRUITMENT & EQUAL OPPORTUNITIES MONITORING**

**Please note - this page will be detached and is not part of the selection process   
(See candidate information pack for more details)**

The information collected in this form is used for statistical purposes and will be recorded on a computer database and access to this information will be security controlled and limited to staff within Human Resources & Organisational Development.

This data helps Doncaster Council to do all it can to ensure that appointments are made on merit and to create a workforce representative of the community.

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| **Surname/Family Name** |  | **Job Title:** |  |
| **Forenames or Initials** |  | **Ref:** |  |

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| Gender | |  | Ethnic Origin | | |
| Female |  |  | White | | |
| Male |  |  | * British | (E114) | |
| Trans-Gender |  |  | * Irish | (E115) | |
| Prefer not to say |  |  | * White Other | (E116) | |
|  |  |  | Asian or Asian British | | |
| Sexual Orientation | |  | * Bangladeshi | (E101) | |
| Bisexual | (E404) |  | * Indian | (E102) | |
| Gay Man | (E403) |  | * Pakistani | (E104) | |
| Gay Woman / Lesbian | (E405) |  | * Any Other Asian | (E103) | |
| Heterosexual | (E402) | Black and Black British | | |
| Prefer not to say | (Refu) |  | * African | (E105) | |
|  |  |  | * Caribbean | (E106) | |
| Age Band | |  | * Any Other Black | (E107) | |
| 16-24 years |  |  | Mixed | | |
| 25-34 years |  |  | * White & Asian | (E110) | |
| 35-49 years |  |  | * White & Black African | (E111) | |
| 50-54 years |  |  | * White & Black Caribbean | (E112) | |
| 55 and over years |  |  | * Any Other Mixed | (E109) | |
| Prefer not to say |  | Other | | |
|  |  |  | * Chinese | (E108) | |
| **Do you consider yourself to have a disability?** | |  | * Any Other | (E113) | |
| Yes |  |  | * Prefer not say | (Refu) | |
| No |  |  |  | | |
| Prefer not say |  |  |  | | |
|  |  |  |  | | |
| Where did you see post advertised? | |  | Religion / Belief | | |
| [www.jobsdoncaster.co.uk](http://www.jobsdoncaster.co.uk) |  |  | Buddhist | (E301) | |
| [www.jobsgopublic.com](http://www.jobsgopublic.com) |  |  | Christian | (E302) | |
| Doncaster Council Intranet |  |  | Hindu | (E303) | |
| Other Website |  |  | Jewish | (E304) | |
| Doncaster News |  |  | Muslim | (E305) | |
| Doncaster Free Press |  |  | Sikh | (E306) | |
| Yorkshire Post |  |  | Other | (E307) | |
| National Newspaper |  |  | None | (E308) | |
| Professional Magazine |  |  | Prefer not to say | (Refu) | |
| Jobcentre Plus |  |  |  | |  |
| Doncaster Council Jobshop |  |  |  | |  |
| Library / Customer Service Centre |  |  |  | |  |
| Internal Council Bulletin |  |  |  | |  |
| Any Other |  |  |  | |  |