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 NQT induction period in the UK: **Yes / No**

If yes, please give date of completion

Are you ready with the GTC: **Yes / No** If yes please provide your GTC Teacher reference No.

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)

Is a member of your family or anyone with whom you have a close association to a Councillor, Senior Officer of Leeds City Council, a school Governor or member of staff at this school? (if YES please give details below.) YES/NO

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): Work:

Email:

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**

**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**

**Job Ref Number:**

**Closing date:**

**Teacher Application**

Please complete in **black ink**

Please return completed application forms directly to the school.

**Application For Employment as:**



**CONFIDENTIAL** SO(48)

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

Dates and Duration

Course completed

(Yes/No)

**2. SECONDARY, FURTHER AND HIGHER EDUCATION**

Date School, College, University Examinations taken or being taken or Full or Exam Result

(month and Year) or Educational Establishment any other qualifications obtained Part Time & Grade

From To (with dates)

3. CONTINUING PROFESSIONAL DEVELOPMENT/TRAINING (appropriate to the job)

Awards

(if any)

Provider

Course Title

Period of service

From To

NOR

Age Range

Details and nature of work/activity

Name of Employer

Period of Service

From To

FT/PT

Present Post (or most Recent) Employing Authority Date of Appointment

Post Held Grade/

Allowances Salary

Previous Teaching Appointments listed in sequence.

Please include your Teaching Practice(if this is your first appointment)

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**5. OTHER WORK EXPERIENCE** (please start with most recent)

Please give details in chronological order of any experience/activities which you consider relevant to teaching

e.g. commercial experience, raising a family, youth work, voluntary work.

Title of Post

And Grade

Full or

Part Time

Name of School/Unit/

College and LEA

**4. EXPERIENCE**

**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 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](http://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** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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](http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf).

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.

(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).

**6. INFORMATION IN SUPPORT OF THIS APPLICATION**

|  |
| --- |
| **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** |

## White

British WB Gypsy/Roma/Travellers GR 

Irish WI

Other (specify) WO

###### Mixed

White and Asian MA

White and Black African MF

White and Black Caribbean MC

Other (specify) MO

###### Chinese or other ethnic groups

Chinese CC

Other (specify) CO

###### Black or Black British

African BF

Caribbean BC

Other (Specify) BO

###### Asian or Asian British

Bangladeshi AB

Indian AI

Kashmir AK

Pakistani AP

Other (Specify) AO

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