



**Doncaster  
Council**

# 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



<b>POST APPLIED FOR</b> (It is <b>essential</b> that candidates complete all details in this box so their application can be considered)	Job Title:			
	Reference Number:		Closing Date:	
	School:			

## PART A – PERSONAL DETAILS

Last Name:									
First Name(s):					Title:	Dr/Miss/Mr/Mrs/Ms/Other			
Address: (Address Line 1):									
(Address Line 2):									
(Address Line 3):									
Town / City:									
Post Code:									
National Insurance Number:									
Date of Birth (dd/mm/yyyy):*									
Contact Phone Number:									
Email Address:**									

\* Required to meet DfE Safeguarding Children and Safe Recruitment in Education Guidelines.

\*\* We would prefer to contact you by email throughout the recruitment process, please provide an email address where possible.

<b>Are you currently employed by Doncaster Council (inc. Schools)?</b> If so, please provide payroll number(s) in the additional information box on the next page.	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>Are you on Doncaster Council's redeployment register?</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>Have you ever been dismissed from a post with Doncaster Council (inc. schools)?</b> If so, please provide details in the additional information box on the next page.	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>Are there any dates when you would not be available for interview?</b> If so, please provide details in the additional information box on the next page.	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>Are you seeking a guaranteed interview under the disability symbol scheme?</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>Are you subject to any NCTL barring or probation order? If Yes, please state from when:</b> _____	YES <input type="checkbox"/> NO <input type="checkbox"/>

<b>Are you supported by a disability organisation?</b> If so, please say which in the additional information box on the next page.	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>Are you entitled to work in the United Kingdom?</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>Have you ever been barred from working with children and/or vulnerable adults?</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>Are you related to a Councillor or an employee of the Council?</b> If so, please provide the names and relationship details in the additional information box below.	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>Do you or a close relative have any financial interest which may conflict with the interests of the Council?</b> If so, please provide details in the additional information box below.	YES <input type="checkbox"/> NO <input type="checkbox"/>

General Teaching Council (Wales only) number? (or please state n/a)	
Please provide your Teacher reference number?	
Date achieved Qualified Teacher Status (QTS)?	
Have you completed Newly Qualified Teacher (NQT) induction period?	YES <input type="checkbox"/> NO <input type="checkbox"/> n/a <input type="checkbox"/>
Date you completed NQT induction period (if applicable)	
Please confirm whether you currently contribute to the Teachers Pension Scheme	YES <input type="checkbox"/> NO <input type="checkbox"/>
Please confirm whether you have 'opted out' of the Teachers Pension Scheme	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you currently pay an Additional Voluntary Contribution to your pension?	YES <input type="checkbox"/> NO <input type="checkbox"/>
For Head Teacher Posts – if appropriate please confirm the date that you completed or started the National professional Qualification for Headship (NPQH) <b>NB</b> – Since 8 February 2012, this is no longer a <b>mandatory</b> qualification for Headship.	

**Please use this section to expand on any of the questions in Part A:**

**REFERENCES:**

	Reference 1 (Current/Most Recent Employer)	Reference 2 (Employer prior to current/most recent)
Referee Name:		
Job Title:		
Address:		
Email:		
Telephone:		
References will be taken up prior to interview as per Keeping Children Safe in Education guidance		

Please note that for positions dealing with children and / or vulnerable adults, Doncaster Council may need to take up references from any previous employers. By submitting this application you are agreeing to this practice.

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

<b>Secondary, Further Education and Higher Education</b>			
Please provide details (including dates) of qualifications achieved:			
Institution/ Awarding Body	Dates (dd/mm/yyyy)	Qualification/ Training	Grade

<b>Details of In-Service Training Courses</b>			
Please include short courses, apprenticeships and any other training that supports your application and demonstrates your continuous professional development:			
Training Provider	Dates from/to (dd/mm/yyyy)	Subject	Qualifications Obtained (if applicable)

**Professional Learning (CPD)**

Please give details (including dates) of subsequent qualifications, training or research:

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**Current Post**

Please provide details of your current or most recent post (if not currently employed):

School, College or Educational Establishment:	Local Authority:	No. On Roll:	Dates (From & To) (dd/mm/yyyy)	Post and Age Ranges Taught / Grade:	Reason for Leaving:
Salary per annum:	£	Salary Point MPS / UPS:		Leadership / AST Salary:	£
TLR:	£	Other allowance:	£	Details:	
Please provide details of any breaks in employment:					

**Teaching Experience / Employment**

Excluding your current post (above), 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:	No. On Roll	Dates (From & To) (dd/mm/yyyy)	Post and Age Ranges Taught / Grade:	Reason for Leaving:

**Other Employment Record**

Please provide details of any non-teaching employment, please list in chronological order and indicate full or part-time (including gaps in employment):

Name & Address of Employer:	Dates (From & To) (dd/mm/yyyy)	Job Title and Brief Description of Duties, Salary and Grade:	Reason for Leaving:

### **Additional Information in Support of your Application**

Using the Job Description and Person Specification please explain how your knowledge, skills and experience relates 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. If necessary you may provide further required information on a separate sheet:

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I agree to you storing and using the information I have given in this application form for recruitment and payroll purposes.

As far as I know, the information I have given is true and correct. I understand that if I have made any false or misleading statements, or withheld any relevant information, it may result in disciplinary action including dismissal and possible referral to the Police.

I confirm that I am not disqualified from working with children or subject to sanctions imposed by a regulatory body.

If successful you will be required to apply for a Disclosure and Barring Service records check at an enhanced level.

The Council reserves the right to verify any of the data supplied in your application.

<b>Signed</b>		<b>Date</b>	
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## PART C - RECRUITMENT & EQUAL OPPORTUNITIES MONITORING

Please note - this page will be detached and is not part of the selection process

The information collected in this form is used for statistical monitoring purposes and will be recorded on a computer database. Access to this information will be security controlled.

<b>Last Name:</b>		<b>First Name(s):</b>	
<b>Job Title:</b>		<b>Ref Number:</b>	
<b>Nationality (please state)</b>			

<b>Gender:</b>	
Female	<input type="checkbox"/>
Male	<input type="checkbox"/>
Trans-Gender	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

<b>Sexual Orientation:</b>	
Bisexual	<input type="checkbox"/> (E404)
Gay Man	<input type="checkbox"/> (E403)
Gay Woman / Lesbian	<input type="checkbox"/> (E405)
Heterosexual	<input type="checkbox"/> (E402)
Prefer not to say	<input type="checkbox"/> (Refu)

<b>Age Band:</b>	
16-24 years	<input type="checkbox"/>
25-34 years	<input type="checkbox"/>
35-49 years	<input type="checkbox"/>
50-54 years	<input type="checkbox"/>
55 and over years	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

<b>Do you consider yourself to have a disability?</b>	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

<b>Where did you see the vacancy advertised?</b>	
<a href="http://www.jobsdoncaster.co.uk">www.jobsdoncaster.co.uk</a>	<input type="checkbox"/>
<a href="http://www.jobsgopublic.com">www.jobsgopublic.com</a>	<input type="checkbox"/>
Doncaster Council Intranet	<input type="checkbox"/>
Other Website	<input type="checkbox"/>
Doncaster Free Press	<input type="checkbox"/>
Yorkshire Post	<input type="checkbox"/>
National Newspaper	<input type="checkbox"/>
Professional Magazine	<input type="checkbox"/>
Jobcentre Plus	<input type="checkbox"/>
Doncaster Council Jobshop	<input type="checkbox"/>
Library / Customer Service Centre	<input type="checkbox"/>
Council Vacancy Bulletin	<input type="checkbox"/>
Other	<input type="checkbox"/>

<b>Ethnic Origin:</b>	
White	
• British	<input type="checkbox"/> (E114)
• Irish	<input type="checkbox"/> (E115)
• White Other	<input type="checkbox"/> (E116)
Asian or Asian British	
• Bangladeshi	<input type="checkbox"/> (E101)
• Indian	<input type="checkbox"/> (E102)
• Pakistani	<input type="checkbox"/> (E104)
• Any Other Asian	<input type="checkbox"/> (E103)
Black and Black British	
• African	<input type="checkbox"/> (E105)
• Caribbean	<input type="checkbox"/> (E106)
• Any Other Black	<input type="checkbox"/> (E107)
Mixed	
• White & Asian	<input type="checkbox"/> (E110)
• White & Black African	<input type="checkbox"/> (E111)
• White & Black Caribbean	<input type="checkbox"/> (E112)
• Any Other Mixed	<input type="checkbox"/> (E109)
Other	
• Chinese	<input type="checkbox"/> (E108)
• Any Other	<input type="checkbox"/> (E113)
• Prefer not to say	<input type="checkbox"/> (Refu)

<b>Religion / Belief:</b>	
Buddhist	<input type="checkbox"/> (E301)
Christian	<input type="checkbox"/> (E302)
Hindu	<input type="checkbox"/> (E303)
Jewish	<input type="checkbox"/> (E304)
Muslim	<input type="checkbox"/> (E305)
Sikh	<input type="checkbox"/> (E306)
Other	<input type="checkbox"/> (E307)
None	<input type="checkbox"/> (E308)
Prefer not to say	<input type="checkbox"/> (Refu)

