

## Application for post of – ALL TEACHING STAFF



Please return this application form to the email or postal address as requested in the advertisement /recruitment pack

POST DETAILS			
Post Title		School	
Grade	Advert Reference No.		Closing Date
PERSONAL DETAILS			
Surname/Family name		First Name(s)	
Preferred Title (Mr/Mrs/Miss/Ms/Other)	Do you have the right to work in the UK? YES <input type="checkbox"/> NO <input type="checkbox"/>		National Ins No
Do you require a Certificate of Sponsorship? YES <input type="checkbox"/> NO <input type="checkbox"/> Visa Expiry Date		QTS/QTLS Certificate No	Date QTS/QTLS Awarded
Are you registered with the National College for Teaching & Learning Yes <input type="checkbox"/> No <input type="checkbox"/>		Teacher Ref Number	
Have you successfully completed a period of induction as a qualified teacher in this country? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, date of completion			
Permanent Private Address			
		Postcode	
Telephone (Day)		Telephone (Evening)	
Mobile		E-Mail	
Do you speak any of other languages? - if so which?			
PRESENT EMPLOYMENT			
Present Post (Title)		Full/Part Time/Job Share	Date Appointed
Current Salary Point		Current Salary	Allowances (incl TLR)
Name and address of School			
Postcode		Telephone	
Type of School		Age Range	
No on Roll		Age Range Taught	
Name of Education Authority or Private Institution			
Reason for Leaving:			

EDUCATION			
Name of Institution	Dates		Qualifications including membership of any relevant professional association
	From	To	
Secondary School, Further Education College			
Higher Education			
Further post graduate study			
For what age range were you trained?	Main teaching subjects offered:		Additional subjects offered:

PROFESSIONAL DEVELOPMENT COURSES ATTENDED WITHIN THE LAST FIVE YEARS			
Title	Organising Body	Duration	
(e.g. NPQH)		From	To

**Please provide your Professional registration number and send in a Photocopy of your certificate**

PREVIOUS EMPLOYMENT HISTORY. Please give details of all previous jobs including temporary or voluntary work in chronological order ending with your present post. Ensure that there are no gaps in the history of your education and employment. Failure to provide a full account may lead to your application being rejected. Continue on a separate sheet if necessary.				
LA/Employer's name and address and school name if applicable	Job Title (and responsibility point if applicable)	Exact dates employed (i.e.)		Reason for leaving
		From	To	



## SUPPORTING STATEMENT

You must use this section to tell us how your knowledge, skills and experiences match the requirements of the job set out in the person specification. ***Please provide evidence of your ability to challenge inappropriate behaviour and treat others with respect and dignity. (For Head Teacher posts – please include your professional achievements within or beyond school and your aims in leading this school).***

(Please expand this section, if necessary, by not more than 1 side of A4).

## ADDITIONAL INFORMATION

Are you related to a Councillor or a Senior Officer of the London Borough of Waltham Forest?

YES ☐ NO ☐

If yes state the name and relationship.

N.B. canvassing or failure to disclose relationship to a Councillor or Senior Officer of the Council will disqualify you.

## DISCLOSURE OF CRIMINAL BACKGROUND

Please refer to WF Guidelines on Employing People with Criminal Records

### Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. The [school/trust] is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which are not "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and 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 Disclosure and Barring Service website : [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/240164/Filtering\\_guidance\\_v1\\_5.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/240164/Filtering_guidance_v1_5.pdf)

*For schools with pupils aged 8 and below, insert:*

We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the [school's/trust's] privacy statement.

**Do you have a DBS certificate?:** ☐ Yes ☐ No **Date of check:**

Have you lived or worked outside of the UK in the last 5 years? **Yes** ☐ **No** ☐

If you have lived or worked outside of the UK in the last 5 years, the [school/trust] may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question above, we may contact you for additional information in due course.

### PLEASE NOTE;

- If your application is successful, prior to taking up your post, you will be required to undergo a Formal Disclosure process through the Disclosure and Barring Service (previously CRB). This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity.
- Although a criminal record involving offences against children is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment.
- Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.
- It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS.
- Copies of the school's policy on the employment of ex-offenders, the DBS Code of Practice and the school's policy on criminal records checks are available on request.
- Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the School's privacy statement. The school does not keep copies of DBS certificates. If the school does so the copy will not be retained for any more than 6 months.
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## REFERENCES

**(One of these should be your present employer)**

Please note if you are currently working with children, one reference **must** be obtained from the employer relating to children. Once received, references will be reviewed. If there are any queries about the quality of the reference we will discuss with you.

NB: Please note that Waltham Forest Council requires two references prior to employment commencing.

### External Applications:

**If you are selected for interview we will take up references.** One referee should be a senior person in your present employment (or most recent employment or training provider) who has knowledge of your work. If an employer's reference cannot be provided due to longevity with a previous employer or employment history etc, a suitable alternative shall be agreed.

### Internal Applicants:

If you are selected for interview we will seek references from your current Headteacher/Line Manager.

Name	Name
Address	Address
Post Code	Post Code
Tel Number	Tel Number
Position in organisation	Position in organisation
Email	Email
Relationship	Relationship
How long have they known you?	How long have they known you?

We reserve the right to take up references prior to interview. Please advise if you do not want us to do so at this stage and provide reasons. If any of your referees knew you by another name, please specify that name(s) here:

## DECLARATION

- I understand that if I am appointed, personal information about me will be computerised for personnel / employee administrative purposes in accordance with the GDPR and Data Protection Act 2018. This may include analysis for management purposes and statutory returns.
- In signing this form I give my authority for use of my personal data for these purposes.
- I hereby confirm that the information I have given above is true.
- Where applicable, I will be subject to the regulations on political restrictions as defined in Local Government and Housing Act 1989.
- I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed

Signed	Date
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(Please note if you are applying on the web you will be required to sign this declaration at interview)

### GDPR and Data Protection Act 2018

In order to process your application and for no other reason, you are requested to complete and return this application form. Waltham Forest is fully committed to compliance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018 and the information given will not be revealed to any organisation other than those declared to the Office of the Information Commissioner.

***Please return this form to the email or postal address as requested in the advertisement/recruitment pack.***

***Thank you for applying for this post.***



**MONITORING INFORMATION**

In order to monitor the effectiveness of Waltham Forest Councils Equal Opportunities Policy, and to comply with the requirements of the Race Relations Amendment Act 2000 you are required to complete Section A. Completion of Section B is voluntary, however completion will ensure all staff are treated fairly and equally.

Appointment of: insert post title here

**Monitoring Ethnic Origin**

Please indicate your ethnic origin by ticking one of the five broad divisions shown below:

<b>White</b> <input type="checkbox"/> White English/Welsh/Scottish/ Northern Irish/British <input type="checkbox"/> Irish Any other White background (please specify below)	<b>Black or Black British</b> <input type="checkbox"/> African <input type="checkbox"/> Caribbean Any other Black background (please specify below)
<b>Asian or Asian British</b> <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Chinese Any other Asian background (please specify below)	<b>Dual or Multiple Heritage</b> <input type="checkbox"/> White and Asian <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Black Caribbean Any other dual or multiple heritage (please specify below)

**Other Ethnic Group**
☐ Gypsy or Irish Traveller

☐ Any other ethnic background (please specify)

☐ Do not wish to declare
**Monitoring Disability**

Do you consider yourself to have a disability as defined\* in the Disability Discrimination Act 1995. The Act defines disability as: "a physical or mental impairment which has substantial and long-term effect on a person's ability to carry out normal day to day activities".

 YES ☐

 NO ☐
☐ Do not wish to declare
**Monitoring Gender**

Please tick one box

 Female ☐

 Male ☐

 Transgender ☐
☐ Do not wish to declare
**SECTION B**

To which one of the following age groups do you belong? *Please tick one box only*

 16-17 ☐

 18-24 ☐

 25-34 ☐

 35-44 ☐

 45-54 ☐

 55-64 ☐

 65-74 ☐

 75+ ☐
☐ Do not wish to declare

**What is your religion?** *Please tick one box only*

 None ☐

 Christian ☐

 Buddhist ☐

 Hindu ☐

 Muslim ☐

 Sikh ☐

 Jewish ☐

 Other ☐

If "other" please specify

☐ Do not wish to declare

**Sexual Orientation** *Please tick one box only.*

 Heterosexual ☐

 Gay Man ☐

 Bisexual ☐

 Lesbian ☐
☐ Do not wish to declare
**Monitoring Media**

(for response monitoring purposes only)

Name of media or how you knew about this job