

Application for Teaching Employment

For Office Use Only:

Job Reference Number: _____

Post Applied For: _____

Applicant Number: _____

School: _____

SECTION 1 | CONTACT DETAILS

First Name (s):		Last Name:	
Previous Name (s) (where applicable):			
Present Address:		Home Address (if different to present):	
Line one:		Line one:	
Line two:		Line two:	
Town:		Town:	
County:		County:	
Post Code:		Post Code:	
Telephone Number:		Home Telephone Number:	
Daytime Telephone Number:		Mobile Telephone Number:	
Home e-Mail:		Work e-Mail:	
Please confirm your preferred e-Mail address for contact:		<input type="checkbox"/> Home <input type="checkbox"/> Work	
If currently employed, may we contact you at work?		<input type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION 2 | STATUS

Do you have Qualified Teacher Status?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please give date of award:	
Have you successfully completed a period of induction as a qualified teacher in this country where the DfE require this?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please give date of completion:	
If no, have you ever commenced a period of induction?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please give details:	
Do you have a Teacher Reference Number?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide:	
Are you subject to any conditions or prohibitions placed on you by the General Teaching Council for England (GTCE), prior to abolition in April 2012, or by the Department for Education?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please give full details on an additional sheet attached in a sealed envelope.	

The London Borough of Bexley is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice.



LONDON BOROUGH OF
BEXLEY

Trusted by Bexley residents

SECTION 3 | EMPLOYMENT RECORD**Present or Most Recent Employer**

Full Name of Establishment

Present Address:

Main Subject Taught:

Line one:

Position Held:

Line two:

Full/Part Time:

Town:

Date Appointed:

County:

Notice Required:

Post Code:

Salary Range:

Type of School:

Present Salary (£):

Local Authority:

Details of any allowances:

Number of Students:

Age of Students:

Reason for leaving?

Previous Teaching Employers *(please list most recent first and indicate any unqualified posts)*Name of Employer and
School/College

Type & Size of School College

Dates
From / ToPosition / Subject
Salary Range
Full/Part Time
Reason for Leaving*NB. We reserve the right to contact employers or educational establishments to verify details given.**Continue this section on a separate sheet if necessary*

Other Employment and Experience

Name & Address of Employer	Type of Work/Activity & Position (s) Held	Dates From / To	Position Salary Range Full/Part Time Reason for Leaving

NB. We reserve the right to contact employers or educational establishments to verify details given.

Continue this section on a separate sheet if necessary

SECTION 4 | EDUCATION, QUALIFICATIONS AND TRAINING**Education**

Qualification (s) and/or certificates gained including subjects & grades	Date Awarded	School / College, Universities or Institutes of Further Education

Continue this section on a separate sheet if necessary

Teacher Training

Please indicate below which age range and subject (s) you are qualified to teach.

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Education Qualification (s) currently being pursued

Qualification (s) being undertaken	Expected completion date	College/University or Institute

Training (relevant work-related courses)

Course title and subjects covered	Date and duration	Training organisation

Driving Licence (*only answer this question if driving is a requirement of the post, detailed in the person specification*)

Do you hold a current, clean, valid driving licence? ☐ Yes ☐ No

If no, please give details:

Do you own or have use of a car? ☐ Yes ☐ No

SECTION 5 | RELEVANT EXPERIENCE AND SKILLS

Please indicate how you satisfy the criteria set out in the Person Specification by giving specific examples of where you have demonstrated the skills required from your personal and work experience (paid or unpaid), education and training. Particular attention should be given to providing examples against each competency listed. Please refer to the guidance notes for further information.

SECTION 6 | REFERENCES

Prior to completing this section, please read the guidance notes carefully. Reference will be taken up if you are shortlisted prior to interview.

Current / Most Recent Employer	Previous Employer
Name:	Name:
Job Title:	Job Title:
Address:	Address:
Telephone Number:	Telephone Number:
e-Mail:	e-Mail:
May this referee be contacted if you are shortlisted? <input type="checkbox"/> Yes <input type="checkbox"/> No	May this referee be contacted if you are shortlisted? <input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 7 | DECLARATION OF CRIMINAL OFFENCES

Prior to completing this section, please read the guidance notes attached carefully. Having a criminal record will not necessarily prevent you from gaining employment. This post involves access to persons under 18 and is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. This post is subject to a satisfactory Enhanced Disclosure from the Disclosure and Barring Service.

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? ☐ Yes ☐ No

If yes, please give details.

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? ☐ Yes ☐ No

If yes, please give details of conviction (s) and date (s).

Are you currently undergoing criminal investigation? ☐ Yes ☐ No

If yes, please give details.

SECTION 8 | DISMISSAL, DISCIPLINARY OR CAPABILITY PROCEDURES

Prior to completing this section, please read the guidance notes attached carefully. This will not necessarily prevent you from gaining employment.

Have you ever been a subject of disciplinary or capability procedures or been dismissed or resigned from a position pending disciplinary investigations taking place? ☐ Yes ☐ No

If yes, please give details on a separate sheet.

SECTION 9 | ASYLUM AND IMMIGRATION ACT 1996

National Insurance No: Do you require a work permit to work in the UK? ☐ Yes ☐ No

SECTION 10 | DECLARING AN INTEREST

Please give details if you are related to or have a personal relationship with an Elected Member or Officer of Bexley Council, School or if you have any financial interest in contracts with the Council, School or pending tenders; or if you are currently employed by the Council or another Bexley School:

SECTION 11 | ADDITIONAL INFORMATION / SPECIAL ARRANGEMENTS

Date and times when not available for interview:

Any other relevant additional information:

SECTION 12 | DECLARATION

Under the terms of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2018 the information you provide in this application form and recruitment monitoring form will only be used for the purpose of assessing your suitability for employment, for monitoring the Council's/School's policies and procedures and human resource management purposes.

The Council's Job Application Privacy Notice is available at <https://www.bexley.gov.uk/services/privacy-notice>.

The School's Job Application Privacy Notice is available from the School.

If you are unsuccessful this information will be retained on file for at least one year.

The Council/School is under a duty to protect the public funds it administers and to this end it must use the information you have provided on this form within its authority for the prevention and detection of crime and fraud. It may also share this information with other bodies administering public funds solely for this purpose.

I understand the information above and hereby;

- Declare that the information provided in this application form and recruitment monitoring form is correct to the best of my knowledge and belief. I understand that information that the Council/School deems to be false, misleading or incomplete will justify withdrawal of an offer of appointment or my summary dismissal from the Council's/School's service.
- Consent to the Council/School undertaking any checks it may deem necessary in connection with my application.
- Agree to the Council/School asking my previous employers questions regarding my sickness, performance and disciplinary record and give my consent for my previous employers to disclose this information.
- Understand that canvassing of Elected Members directly or indirectly in connection with any appointment shall disqualify me.

Signed: _____ Date: _____

For posts involving working with children or vulnerable adults the following declaration must also be completed:

I confirm I am not on the Children's Barred List, or otherwise disqualified from working with children or vulnerable adults or subject to any sanctions imposed by a regulatory body (including but not limited to) the General Teaching Council for England (GTCE), prior to abolition in April 2012, or by the Department for Education or Health & Care Professionals Council (HCPC). I understand that the provision of false information may possibly result in referral to the police.

Signed: _____ Date: _____

Recruitment Monitoring Form

For Office Use Only:

Job Reference Number _____

Applicant Number _____

The School is committed to equality and diversity, and with this in mind, all stages of the recruitment process will be monitored. **This sheet will be separated from your application form upon receipt and will not be made available to those involved in the selection process.**

SECTION 13 | PERSONAL DETAILS

A. Sex

☐ Male

☐ Female

B. Age

Date of Birth: _____

Age: _____

C. Ethnic Group

i.

White

☐ British

☐ Irish

☐ Any other White background

Please give details: _____

ii.

Mixed

☐ White & Black Caribbean

☐ White & Black African

☐ White & Asian

☐ Any other Mixed background

Please give details: _____

iii.

Asian or Asian British

☐ Indian

☐ Pakistani

☐ Bangladeshi

☐ Any other Asian background

Please give details: _____

iv.

Black or Black British

☐ Caribbean

☐ African

☐ Any other Black background

Please give details: _____

v.

Chinese or other ethnic group

☐ Chinese

☐ Any other, please give details: _____

D. Nationality

E. Religion

☐ Christian

☐ Hindu

☐ Jewish

☐ Jehovah Witness

☐ Other Religion

☐ Muslim

☐ Sikh

☐ Buddhist

☐ None

F. Sexual Orientation

☐ Bisexual

☐ Gay

☐ Heterosexual

☐ Lesbian

☐ Prefer not to say

SECTION 14 | DISABILITY

The School are committed to ensuring that employees who have a disability are given every possible assistance in the workplace. All disabled applicants who meet the essential criteria in the person specification will be given the opportunity to be interviewed.

What do we mean by a disability?

The Equality Act 2010 defines disability as 'a physical or mental impairment with long term, substantial effects on ability to perform day to day activities.

Examples of Disabilities

The following list of conditions or impairments is given as a guide only and is not meant to be exclusive. We have provided this list as it may help you to answer the question.

- Hearing, Speech or Visual Impairments – if you wear glasses or contact lenses this is not normally considered a disability
- Co-ordination, dexterity or mobility e.g. polio, spinal cord injury, back problems, repetitive strain injury
- Mental health e.g. schizophrenia, depression, severe phobias
- Speech Impairment e.g. stammering
- Learning Disabilities e.g. Down's syndrome

Other Physical or medical conditions e.g. diabetes, epilepsy, arthritis, cardiovascular conditions, haemophilia, asthma, cancer, facial disfigurement, sickle cell, dyslexia etc.



Guaranteed Interview Scheme

As part of our commitment to equalities and diversity, we aim to ensure that candidates are not prevented from demonstrating their true abilities during the selection exercise.

Guaranteed Interview – we will interview all applicants with a disability who meet the essential criteria for the post.

We are also committed to make **Reasonable Adjustments** to our recruitment and selection processes, where appropriate, this is to ensure that no candidate, whether or not they have a disability, is unfairly prevented from demonstrating their abilities and skills.

Do you consider yourself to be disabled?

☐ Yes ☐ No

Please state the type of disability you have:

Please give details of any reasonable adjustments you may require:

SECTION 15 | ADVERTISING MONITORING

How did you find out about this vacancy?

Please list which publication or internet site:

I understand that the Declaration in SECTION 12 applies to this monitoring forms as well as the main application form.

Signed:

Date:

Thank you for completing this application form, please refer to the job vacancy advert for return address and contact details.

Guidance Notes for Applicants on Completing the Application Form

GENERAL INFORMATION

The following information is designed to help you complete the application form as effectively as possible. Please contact a member of the Schools HR Service, if you require assistance in completing the form, or need the form in an alternative format.

The School understand that our workforce consists of individuals who are unique and different and by harnessing these differences we will create an environment where every individual feels valued and encouraged, where talents are recognised, developed and utilised. This will help us meet our organisational goals.

Please read the job advertisement carefully paying particular attention to the job description and person specification.

SECTION 1 CONTACT DETAILS

Please complete this section fully.

If you are currently working, please make sure you indicate if you do not wish to be contacted at work.

Please provide all previous names.

SECTION 2 STATUS

Please complete this section fully.

SECTION 3 EMPLOYMENT RECORD

Please complete this section in date order, beginning with your most recent teaching job and listing all teaching roles undertaken since leaving school/college. You must include all previous employment, including periods of voluntary work. Any breaks between employment or education and employment should be fully explained.

Please continue with this section on a separate sheet if necessary.

Present/Most Recent

As a generic form for all teaching posts, this section is for teachers

who are currently employed. However, if your application is for a Newly Qualified Teacher (NQT) post, it would be useful if you could provide information regarding your last teaching placement or any supply work.

Other Employment & Experience

Please complete if applicable.

SECTION 4 EDUCATION & TRAINING

Please complete this section as fully as possible, we will require evidence of your highest and/or relevant qualifications before confirming an appointment and may check your qualifications with the relevant awarding body.

Please only complete the questions about holding a driving licence if driving is a duty of the post.

SECTION 5 EXPERIENCE & SKILLS

This is the most important section and must be completed fully.

During the short-listing process your teaching skills, experience and knowledge will be assessed against the selection criteria outlined on the person specification.

It is therefore very important that you address all the areas identified in the person specification and give specific examples as to how you meet the selection criteria.

You may have gained relevant experience through paid employment, or voluntary work in the community or in a school/college environment, etc...

You may find it helpful to do a rough draft first making sure you have

covered all the requirements of the person specification.

SECTION 6 REFERENCES

All offers of appointment depend on receiving references satisfactory to the School. You

must give two referees that have had managerial/ supervisory responsibility for you, one of whom must be your Headteacher with your current/most recent school.

If you have not worked for some time or have not worked, give the name of someone who can comment on your ability to do the job.

Newly Qualified Teachers

Please ensure that references include a tutor or lecturer from your teaching college and a reference from a mentor from one of your school placements, if appropriate.

References will not be accepted from relatives or from people writing solely in the capacity of friends.

The School reserves the right to ask for substitute referees, if the referee you have provided is deemed to be unsuitable.

For certain posts we reserve the right to contact any previous employer for a reference at any time. We will specifically enquire about disciplinary offences, including any which are "time expired", and whether the applicant has been the subject of child protection concerns, and if so, the outcome of that enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues.

SECTION 7 DECLARATION OF CRIMINAL OFFENCES

This post involves access to persons under 18 and is exempt from the

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You must therefore give details of all convictions spent or otherwise. You must also give details of cautions, reprimands, warnings, or if you are currently undergoing criminal investigation or have a court date set.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information can be sought at <https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates/new-filtering-rules-for-dbs-certificates-from-28-november-2020-onwards>.

This post is subject to an Enhanced Disclosure from the Disclosure and Barring Service.

SECTION 8 DISMISSAL, DISCIPLINARY OR CAPABILITY PROCEDURES

Please provide details on a separate sheet. This will be considered alongside all other information provided in your application and will not automatically prevent your application progressing further.

SECTION 9 ASYLUM AND IMMIGRATION ACT 1996 – ELIGIBILITY TO WORK

Please complete this section fully, relevant documentation will be checked for the successful candidate.

SECTION 10 DECLARING AN INTEREST

Failure to disclose an interest will disqualify you from being appointed to a post with the Bexley Council/School.

SECTION 11 ADDITIONAL INFORMATION / SPECIAL ARRANGEMENTS

Please provide dates and times when you are not available for interview, plus any additional information we may need to consider.

SECTION 12 DECLARATION

Please read this section carefully before signing your application form.

Failure to sign this part of form will disqualify you from being appointed to a post with the School.

SECTION 13 PERSONAL DETAILS

As part of our commitment to equalities and diversity monitoring information needs to be collected and analysed. This information is confidential and monitored by the School. It will not be used for selection'.

SECTION 14 DISABILITY

We are committed to ensuring that employees who have a disability are given every possible assistance in the workplace. The School will ensure that all disabled applicants who meet the essential criteria in the person specification will be interviewed.

We will also respond to the needs of our employees who may have a disability either when they begin their employment with us, or they become disabled during their employment and we will ensure that reasonable adjustments where appropriate.

If you answer **YES** to the question and require any special arrangements at interview, please add these to Section 13. You will be asked at interview stage if you require any adjustments that would assist you at work if you were to be successful.

SECTION 15 ADVERTISING MONITORING

This information is required to ensure that the School can monitor the effectiveness of its recruitment advertising.

CHECKLIST

- Read through your completed application form carefully making sure you have fully answered all the questions.

- If you have completed separate sheets, make sure that these are numbered and clearly marked with your name.
- Keep a copy of your application form for reference.
- Make sure you return the application form in plenty of time before the closing date appropriately stamped.

WHAT HAPPENS NEXT?

Your completed application form will be used to decide whether you are selected for interview.

Thank you very much for completing your application and recruitment monitoring form. We appreciate the time and effort you have taken to complete your form.

If you have any queries, then please refer to the advertisement for contact details.