

APPLICATION FORM FOR A TEACHING APPOINTMENT

We are committed to safeguarding and promoting the welfare of Children. All sections must be completed in full, in black ink or type. Please refer to the Schools Recruitment and Selection Procedure in respect of the process for dealing with incomplete applications. Please do not submit a Curriculum vitae (CV): it will not be considered. All information will be treated as Confidential.

Part A

Information requested in Parts A and B (pages 1 to 4) will be used for vetting, monitoring and administration purposes. **Parts A & B are detached from the rest of this application form and not seen by those involved in the shortlisting and interview process.** If you are invited for interview, only your name, home contact details and any information provided by you in relation to the declaration below will be disclosed to the interview panel. The panel may wish to explore this with you at your interview.

Position Applied For			
Post Reference		Application I.D.	(for admin use only)

Personal Details

Title		Surname/Family Name	
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All previous Surnames/Family Names	
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First Name(s)	
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Home Address		Home Tel. Number	
		Work Tel. Number	
		Mobile Tel. Number	

National Insurance Number		Date of Birth	
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Email Address: (please indicate if home or work)	Home: Work:
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Declaration

I certify that I am eligible to work in the UK and that if I am appointed, the appointment will be made on the basis that the information I provided was correct. I declare that to the best of my knowledge and belief, all statements contained on this form are correct, and I have not concealed any material facts.

I also understand that providing false information is an offence and could result in the application being rejected, or summary dismissal if appointed to the post, and possible referral to the Police.

I have not and will not canvass anyone in respect of my application for appointment. I also give consent to the lawful processing of personal information and other information I have provided on this form.

I declare that: I am not on List 99, disqualified from working with Children or subject to sanctions imposed by a regulatory body e.g. the General Teaching Council; and that (delete as appropriate)

- I have no convictions, cautions or bind-overs, or
- Details of my record of convictions and/or cautions and/or bind-overs are in the attached envelope.

Signature

Date

Rehabilitation of Offenders Act 1974 (as amended)

The position for which you are applying is exempt from the above Act and requires an Enhanced check to be made through the Disclosure & Barring Service (known as the disclosure process), further information is enclosed with this form. You must declare all convictions, cautions and bind-overs, including those regarded as 'spent', by enclosing details with your application in a separate sealed envelope marked "**Confidential**". This information is not used for shortlisting but if you are shortlisted the sealed envelope will be opened and the panel may wish to ask you questions regarding the information provided. A DBS check will be made only in the event of you being offered the post. An offer of employment made in this way is called a 'conditional offer'. A criminal record will not necessarily be a bar to obtaining a post and applicants will not be unfairly discriminated against on the basis of information received through the disclosure process.

Disability

The Disability Discrimination Act 1995 states that "a person has a disability for the purpose of this Act if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities".

Do you consider yourself to be a person with a disability, under the Act?

Do you have any particular needs if selected for interview?

Work Permits

Do you have / or require a work permit to take up employment in the UK?

The School will assess all applications fairly without regard to Gender, Marital Status, Disability, Religious Belief, Race, Colour, Nationality, Ethnic Origin, Sexual Orientation, Religious Belief or Age.

Part B Recruitment Monitoring Information

Name			
Position Applied For			
Post Reference	Application I.D.	(for admin use only)	

I have considered the questions set out below but do not wish to complete them ☐

On what employment basis are you applying for this post? Full time ☐ Part time ☐ Job Share ☐

Gender: Female ☐ Male ☐

Marital Status: Married/Civil Partner ☐ Single/Separated/Widowed/Divorced ☐

Ethnic Origin:

A. White

- ☐ British ☐ Irish
☐ Any other white background (Please specify):

B. Mixed

- ☐ White & Black Caribbean ☐ White & Black African ☐ White & Asian
☐ Any other mixed background (Please specify):

C. Asian or Asian British

- ☐ Indian ☐ Pakistani ☐ Bangladeshi
☐ Any other Asian background (Please specify):

D. Black or Black British

- ☐ Caribbean ☐ African
☐ Any other Black background (Please specify):

E. Chinese or other ethnic group

- ☐ Chinese ☐ Other (Please specify):

Disability: Do you consider yourself to have a disability under the terms of the 1995 Disability Discrimination Act i.e. – do you have a physical or mental impairment which has a substantial long-term affect on your ability to carry out normal day to day duties?

Yes ☐ No ☐ (for further information see next page)

And, do you consider you meet all the essential criteria on the Person Specification which are measurable from your application and, therefore, are applying under the GIS

Yes ☐ No ☐

Age: 16 - 19 ☐ 20-24 ☐ 25-34 ☐ 35-49 ☐ 50+ ☐

Sexual Orientation: Bisexual ☐ Gay/Lesbian ☐ Heterosexual ☐ Prefer not to say ☐

Religious: Christian ☐ Hindu ☐ Jewish ☐ Muslim ☐ Sikh ☐ Buddhist ☐ None ☐
Belief/Faith ☐ Other (Please state) ☐ Prefer not to say

Where did you see this post advertised

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Hartlepool Mail | <input type="checkbox"/> Northern Echo | <input type="checkbox"/> HBC Vacancies Bulletin | <input type="checkbox"/> Job Centre |
| <input type="checkbox"/> Specialist Publication | <input type="checkbox"/> Sector 1 Website | <input type="checkbox"/> Casual Enquiry | <input type="checkbox"/> Word of Mouth |
| <input type="checkbox"/> TES | <input type="checkbox"/> HBC Website | <input type="checkbox"/> Other (Please specify): | |

How did you submit your application?

Post ☐ Hand delivered ☐ Email ☐ E-Form ☐ Other (Please specify):

Personal data supplied on this form may be held and/or verified by reference to information already held on computer (Data Protection Act 1998). Information provided by you in this application form will only be used in relation to your application. Once the recruitment process is completed, your form will be stored for a maximum of 6 months and then destroyed. Equal opportunity monitoring data is kept for 5 years to help us monitor our recruitment process. If you are appointed, relevant information will then be taken from this application form and used as part of your personnel record. Completion of this form is taken as acceptance of these conditions.

Part B Recruitment Monitoring Information for Candidates

Further information about the definition of a disability

The definition of disability according to the Disability Discrimination Act (DDA) 1995 is shown on page 2. Below you will find some further information and examples.

Impairment

The DDA definition covers physical and mental impairment. These include physical impairments affecting the senses, such as sight and hearing, mental impairments such as learning disabilities and mental illness (if recognised by a respected body of medical opinion).

Substantial

The following are examples that are likely to be considered substantial:

Inability to see moving traffic clearly enough to cross the road

Inability to turn on taps or knobs

Inability to remember or relay simple messages correctly.

You also need to consider what would be your condition or circumstances if you did not take your medication or use any adaption such as hearing aids. (This does not apply to sight impairments that are corrected by spectacles or contact lenses).

Long term

These are effects that:

Have lasted at least 12 months

Are likely to last at least 12 months, or

Are likely to last for the rest of the life of the person affected

Long-term effects include those likely to recur. This includes for example, epilepsy and arthritis

Day to day activities

Day-to-day activities are normal activities carried out by most people on a regular basis and must involve one of the following broad categories:

- Mobility – moving from place to place
- Manual dexterity – for example use of the hands
- Physical co-ordination
- Continence
- The ability to lift, carry or move ordinary objects
- Speech, hearing or eyesight
- Memory or ability to concentrate, learn or understand
- Being able to recognise physical danger

Examples of types of impairments include:

- Musculoskeletal conditions
- Mental illness
- Chest or breathing conditions such as Asthma
- Heart, blood pressure, circulation
- Severe disfigurement
- Stomach, liver, kidney, digestion
- Epilepsy
- Diabetes
- Progressive illness such as cancer, multiple sclerosis, muscular dystrophy, HIV infection

Current Membership of Professional/Technical Body	Grade

Relevant Educational, Vocational, or Professional Qualifications
(most recent first)

Qualification	School/College/University attended	Date Qualification Obtained and Grade Achieved (For a Degree, state whether pass or honours and give Class, Division & Subject, making clear which are main and which are subsidiary)

Relevant CPD / Training

Course Information (most relevant first) Please attach a separate sheet if needed.	Date Completed
<u>Current Studies:</u> Please indicate if you are currently studying, what you are studying, with which institution, method of study, e.g., day release and when you hope to complete your studies and what qualification will be awarded on successful completion.	

How you meet the essential requirements

Please state clearly how you meet all of the essential requirements listed on the person specification. Please see attached sheet for advice on how to complete this section. **The information you provide on this section is a key part of the shortlisting process. This information will contribute to the decision as to whether you will be shortlisted for interview.** What skills, abilities, knowledge, competencies and experience do you have which are relevant to the job for which you are applying? **Do not attach a CV, as it will not be considered.**

If you need more space, or would prefer to submit this information separately then please attach a separate sheet, or sheets of paper.
Please make sure that you write on this form how many additional sheets you have attached and make sure that on each additional sheet you write the Post reference number and your NI Number.

Are you registered with the General Teaching Council?

Do you have Qualified Teacher Status?

Are you registered with the Independent Safeguarding Authority?

Yes / No

Registration No

To be completed by all applicants w.e.f. 01.10.09

Declaration of Relationships

If you have any relationship with the Head Teacher, any Governor or employees of the School, please state their name(s) and nature of relationship(s).

Canvassing

If you canvass the Head Teacher, Governors or employees of the School directly or indirectly for this appointment, or if you fail to declare a relationship, you will be disqualified from appointment, and if already appointed, you will be subject to disciplinary proceedings and liable to dismissal without further notice.

Interests outside of work / hobbies

References

You should ensure that you read carefully the information for candidates before you complete this section

Please give details of two people we can contact to obtain a reference. At least one person must be your current employer or most recent employer. If you are not currently working with children you must include as a referee the employer who most recently employed you in work with children. If studying give details of course tutor. References from relatives or friends are not acceptable. In the interest of Safeguarding and promoting the welfare of Children, the School reserves the right to request a reference from your current or most recent employer and any previous employer, regardless of whether or not you have indicated such employers below. If you are currently working with children we will ask your current employer (or your previous employers if you are not currently working with children) about disciplinary offences relating to children, including any in which the penalty is time expired; whether you have been the subject of any child protection concerns, and if so the outcome.

<p>Relationship to referee: Present employer /past employer Telephone number: Email Address:</p> <p>If referee is not available who else can we contact?</p>	<p>Relationship to referee: Present employer /past employer Telephone number: Email Address:</p>
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If shortlisted we will contact referees. Should you object to any referee, or previous employer being contacted you will be asked for an explanation for this.

We do not acknowledge receipt of applications. However, if you wish your application to be acknowledged, please include a stamped addressed postcard.

Return your completed application form as instructed in the advertisement or details of the post.

Please ensure that you have signed and dated the form on the second page.

Information to Candidates

Thank you for applying for a job with our School. This information is to help you to understand how our recruitment process works and how to best fill in your application form.

A little bit about the information you have received

- A Job Description: Outlines the purpose of the job and the main duties involved.
- A Person Specification: Lists the essential things an applicant needs to have. This is a key document against which applicants are measured.
- An Application Form: A standard form on which we collect information about you. We use this, instead of a CV, to be more consistent and to receive information we need in the format that we require. If you submit a CV instead of the application form or you do not fully complete the application form but instead simply insert 'refer to CV' on the form your application will not be considered.
- Other information: You may have received other specific information about the job, the School and the stages of your recruitment process.

How our recruitment process works

A selection panel is formed, made up of not less than two people, usually including the manager of the job. They agree the content of the Job Description and the essential criteria for the Person Specification. A job advert is then written.

When we receive application forms, we separate Part A and Part B. Only Part C is given to the selection panel. The panel does not see personal information about you. This is designed to reduce the chances of inadvertent unfair discrimination.

Each panel member then compares the information on Part C of your Application Form with the criteria on the Person Specification. They each read all applications, form their views and determine who will go through to the next stage. If there are a lot of applicants that meet the requirements, the panel will go through the successful pile again, keeping only those who best meet the requirements. References are then asked for and taken up at this point. If you specify on the application form that we cannot contact a referee prior to the interview you will be contacted and asked to explain why, if the reason you give is acceptable we may delay taking up the reference. However, if the reason given is unacceptable or the decision to delay taking up the reference is likely to cause an unacceptable delay in filling the vacant post, you will be contacted to be advised as to whether we intend to request references prior to interview or that your application will not be progressed any further.

Please refer to the additional information for information in respect of the process for dealing with unsuccessful applications.

What do we value on Application Forms?

We are only looking for the things we have listed on the Person Specification. We believe that there are extremely talented teaching professionals in the jobs market.

So, in addition to qualifications we also value other things such as previous job experience, research projects or personal study, voluntary work, social experience or personal life experience. You will be asked to provide original certificates to verify your qualification(s).

How to best fill in your Application Form

Post Reference

You will find a box marked post reference on Part A, Part B and Part C. Complete the boxes with the details supplied in your recruitment package. **It is essential that you fill the boxes in as the application is split into separate sections and this allows us to track the application.**

Application I.D.

Application I.D. is an internal administration box. You are not required to complete this box.

General notes

The selection panel are looking for those candidates who can give real examples of when they have displayed the essential things on the person specification. It is quality, not quantity that is important.

Do not enclose a CV; we only want information on the application form. CV's will not be considered.

Give details of your full employment history and details of all gaps in employment, e.g. to have a family, because of illness, career breaks etc.

Give details of any referees whom we can ask for information about you. If you are employed, include details of your current employer. If you are unemployed, give details of your last employer. If you have never been employed, please give details of a school, college or university tutor.

In the interest of Safeguarding and promoting the welfare of Children, the Authority reserves the right to request a reference from your current or most recent employer and any previous employer, regardless of whether or not you have indicated such employers may be contacted.

Focus on the 'How you meet the essential requirements'. Take each of the criteria on the Person Specification in turn. Take time to think about all of your previous experience and knowledge, and give examples of where you have best displayed the things that are asked for. Simply stating that you have each requirement will not be considered as suitable evidence. Remember, you can use examples from your work life, study, personal life, voluntary work, social experience, vocational training etc.

Answer the points in the same order as on the Person Specification. You can present this as a list and use numbering if you wish.

How we acknowledge receipt of your Application Form

Return your completed application form to the School as instructed in the advertisement or post details. We do not write back to every candidate that forwards an Application Form to us. It will tell you in the information pack how and when you will be informed.

After recruitment takes place

Please refer to the additional information for information in respect of the process for dealing with unsuccessful applications.

Giving you a fair and equal opportunity to work for our School

We are fully committed to providing a fair recruitment process for all. To do this, we need to know if you feel anything may prevent you from demonstrating your full potential. We will make any reasonable adjustment or arrangement to any part of the recruitment process.

Access to employment for disabled people

We are committed to equal opportunity in employment for disabled people. This means that we will not unfairly discriminate against a candidate with a disability, or an employee that becomes disabled whilst working for us.

One of the ways we publicise this commitment is through becoming a Two Tick Disability Symbol User. This standard relates to the way we treat disabled candidates and employees, supporting disabled people to work and stay in work.

Any disabled person who meets the essential criteria on the person specification will be guaranteed an interview.

Complaints about the recruitment process

If you feel you have been treated unfairly, or are unhappy with any part of the recruitment process, we want to know about it! You can make a complaint by contacting the Head Teacher or Chair of Governors.

Data Protection

The information you provide on the Application Form will be used to assess your suitability for the post and will be viewed only by those involved in the recruitment process. If you are appointed, the information will be used to create your employment record. If you are not appointed, it will be destroyed after 6 months, except in the event of a dispute.

By submitting this form, you are consenting to the recording and use of the information for the purposes mentioned above.