Castle Donington College

*As this post is classed as having substantial access to children, appointment will be subject to a police check of any previous convictions.*

**TEACHER APPLICATION FORM**

**IMPORTANT: Please complete this form in BLACK ink or TYPE.**

**Please complete every section and submit a supporting letter of application.**

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| **Application For The Position Of**:  *To be completed by the candidate.* |  |

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| **SECTION 1. PERSONAL DETAILS:** | | | |
| **SURNAME** |  | **TITLE (M*R/MRS/MS/MISS/OTHER)*** |  |
| **FORENAME(S)** |  | **E-MAIL ADDRESS** |  |
| **DATE OF BIRTH** |  | **CONTACT TEL NUMBER** |  |
| **ADDRESS** |  | **POSTCODE** |  |
| **NI NUMBER** |  |
| **DFE REF NUMBER** |  |
| **CURRENT ROLE** |  | **CURRENT SALARY** |  |
| **NQT/PROBATIONARY PERIOD COMPLETED** YES/NO | | **DATE QUALIFIED (QTS)** |  |
| **TYPE OF TEACHER TRAINING**: SECONDARY/PRIMARY | | **SUBJECT SPECIALISM** |  |
| **Do you have any long term illness, health problem or disability that limits your day to day activities?** YES/NO | | | |

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| **SECTION 2 REFERENCES** : please nominate two referees, **one of which MUST be your current employer** | | | | | |
| **Name of Referee** |  | **Name of Referee** |  | | |
| **Position Held** |  | **Position Held** |  | | |
| **Address** |  | **Address** |  | | |
| **Email Address** |  | **Email Address** |  | | |
| **Contact Number** |  | **Contact Number** |  | | |
| Do you agree to your present employer being contacted concerning this application? | | | | **YES** | **NO** |

**Section 3: EDUCATION**

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| **3.1 Post 16 Education (please state the qualifications (e.g. A’ Levels) that you have studied and the grades that you achieved)** | | | | | | |
| **Establishment Attended** | **Dates Attended** | | **Subject** | **Qualification** | **Grade** | **Date of Final Exam** |
| **From** | **To** |
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| **3.2 POST 18 EDUCATION AND TRAINING / UNIVERSITY DEGREE** | | | | | | |
| **Establishment Attended** | **Dates Attended** | | **Subject** | **Qualification**  **(Class/Division)** | **Full/Part Time** | **Date of Final Exam** |
| **From** | **To** |
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| **3.3 TEACHING QUALIFICATION** | | | | | | |
| **Establishment Attended** | **Dates Attended** | | **Subject Specialism** | **Subject (Second)** | **Full/Part Time** | **Date of Final Exam** |
| **From** | **To** |
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| **3.4 OTHER QUALIFICATIONS, FULL OR PART-TIME STUDY** | | | | | | |
| **Establishment Attended** | **Dates Attended** | | **Subject (if Applicable)** | **Qualification** | **Full/Part Time** | **Date of Final Exam** |
| **From** | **To** |
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| * 1. **Other courses /training in which you have been involved in the past 3 years and which you consider relevant to this post. Please indicate provider and duration.** | | |
| **Course / Qualification** | **Provider** | **Duration of Course** |
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**Section 4: EMPLOYMENT RECORD:** Please give details of all previous **employment** in **chronological** order.

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| **4.1 TEACHING:** | | | | | | | | | |
| Education Authority  or Employer | Name and Type of  School or Establishment | Age Range | Approx.  Number  on Roll | Post Held | Salary  Grade | Full-Time/  Part-Time | Dates | | Reason For Leaving |
| From | To |
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| **4.2 NON-TEACHING: *(Please include all paid and unremunerated activity including family responsibilities)*** | | | | | |  |
| Employer  (if appropriate) | Post Title | Brief Description of Activity/Responsibility or Duties | Full-Time/  Part-Time | Dates | | Reason For Leaving |
| From | To |
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| **4.3 BREAK IN EMPLOYMENT Please explain any break in employment** | | |
| Start of break | End of break | Reason for break |
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| **Section 5. EQUALITY FOR CANDIDATES WITH A DISABILITY** | | | | | |
| The equalities Act 2010 defines a disability as a ‘*physical or mental impairment which has substantial and long term adverse effect on a person’s ability to carry out normal day to day activities’* | | | | | |
| I consider myself to be | Disabled | | | Non-disabled | |
| Please indicate below if you require reasonable adjustments, due to disability or health condition, to enable you to attend an interview, or which you wish us to take into account when considering the application | | | | | |
| Interview Information on audio tape | |  | Interview information in large print format | |  |
| Sign language interpretation or | |  | Induction loop in interview room | |  |
| Wheelchair accessible location for interview | |  | Car parking space for interview | |  |
| Facility or carer assistant or other person to accompany you at interview. | |  | other assistance with accessibility/communication | |  |
| Please specify any other support , which you would like to made available on the day of interview | | | | | |
|  | | | | | |
| Arrangements if appointed. Please give details of any adjustments which you would need to be able to carry out the duties of the job if appointed. If you prefer, we would be happy to discuss this at interview. | | | | | |
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| **Section 6. CONVICTIONS AND ‘SPENT CONVICTIONS OF A CRIMINAL NATURE** | | |
| A relevant check with the Disclosure and Barring Service is required for this post. The disclosure may reveal convictions regarded as ‘spent’ under the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975. By signing this application form you provide your approval for an appropriate DBS check to be conducted. We undertake this on appointment and may do so periodically thereafter. | | |
| Do you have any criminal convictions? This includes sanctions imposed by the General Teaching Council (GTC) | YES | NO |
| If Yes, please provide details of all convictions we are legally entitled to know about. You must include any relevant youth offences, military offences and police cautions. | | |
|  | | |
| Do you have a close personal relationship with any person likely to be involved in this appointment?  If you ask a Councillor, an Officer or School Governor to use their influence to help you obtain this job you will be disqualified | YES | NO |
| If Yes, please provide details | | |

**Section 7: SUITABILITY**

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| **SUITABILITY FOR JOB**: This section should be submitted via a separate supporting letter of application. |
| Please outline in a letter of application addressed to the Principal and no longer than 2 sides of A4, your experience to date and suitability for the post and what contribution you could make to Castle Donington College |

INFORMATION RELATED TO THE APPLICATION PROCESS. PLEASE READ CAREFULLY.

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| DATA PROTECTION ACT |
| The information you supply when requesting a job pack will be held in electronic format for monitoring and evaluation purposes and in connection with any future contact. This information will be kept for a maximum of 18 months from the last contact.  When you sign and return this form you are giving permission to process and hold the information you have supplied on it, including any information you consider to be personal and sensitive. If your application is unsuccessful, the form will be held for up to 6 months and then destroyed. The information used at Castle Donington College for the purposes of equality, monitoring, compiling statistics and maintaining other employment records. |
| EQUAL OPPORTUNITIES POLICY STATEMENT |
| The College’s policy is to provide services fairly to all sections of the community and to give equal treatment to its employees and service users regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity race (including colour, nationality and ethnic background), religion, sex.  The College promotes the elimination of discrimination and complies with the Sex Discrimination Act 1975 (as amended), Race Relations Act 1976 (as amended), Human Rights Act 1998, Immigration and Asylum Act 1999, Disability Discrimination Act 1995, together with relevant Codes of Practice and European Directives. The Equal Opportunities Policy takes account of the Equality Act 2010.  The College is committed to achieving the highest level of the Equality Standard for Local Government. All College employees and those acting on behalf of the College are responsible for implementing the policy and have a continuing duty to challenge all forms of discrimination. |
| RECRUITMENT AND SELECTION MONITORING |
| In order to ensure that the College’s equal opportunity policies are effective, it is important to collect information on the age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity race (including colour, nationality and ethnic background), religion, sex of all applicants. Your assistance in completing this section is greatly appreciated as it helps us to improve our policies and practices. The information that you provide on the attached form will not be used by those involved in the selection procedure. It is for statistical purposes only and will be separated from the main application on receipt and before consideration of candidates takes place. This information will remain confidential but, should you be appointed, may become [part of your personal record. |

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| **SECTION 8 STATEMENT** |
| I confirm that the statements in this application are true, correct and accurate and that I have not omitted any facts which may have any bearing on my application. I understand that falsification of qualifications or any other information may lead to the withdrawal of any offer of employment, or dismissal where employment has already commenced. By signing this form, I agree to the School/College/Academy using this information to consult any third parties or external organisations for the purposes of confirming and/or clarifying such information |
| I understand that if I don’t tell you about any relationships with employees or governors at the School/College/Academy, or I neglect to tell you about any unspent criminal convictions including cautions, reprimands, warnings or that I am under investigation or have pending prosecutions and this is discovered after appointment, I could be dismissed without notice. |
| I can produce the original documents of my qualifications at the interview. |
| I understand that any canvassing, directly or indirectly, will be a disqualification. |
| I understand I MUST provide documents proving eligibility to work in the UK, prior to confirmation of appointment. |
| I am prepared to undergo a medical examination, prior to confirmation of appointment. |

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| Signature |  | Date |  |

EQUAL OPPORTUNITIES MONITORING FORM

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| Application for post of |  |
| Date |  |

We promote an environment in which diversity is recognised, valued and encouraged. We seek to ensure employees are treated fairly and without favour or prejudice. Please provide us with the information requested below to help us monitor equal opportunities in our organisation.

Information is anonymous and remains confidential. We will store and use it in accordance with data protection principles. It will only be used for the purposes of monitoring equal opportunities. You are under no obligation to answer any particular question.

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| Date of birth DD/MM/YYYY): |  | Age |  | Prefer not to say |

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| --- | --- | --- | --- | --- |
| Gender: | Male | Female | Transgender | Prefer not to say |

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| Religion |  | Prefer not to say |

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| Nationality |  | Prefer not to say |

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| Ethnic Origin | | | | | | | | | |
|  | | | | | | | | | |
| White British |  | *WB* | Other Mixed background |  | *MO* | Black Caribbean |  | *BC* |  |
|  | | | | | | | | | |
| White Irish |  | *WI* | Indian |  | *AI* | Black African |  | *BA* |  |
|  | | | | | | | | | |
| White Other |  | *WO* | Pakistani |  | *AP* | Other Black background |  | *BO* |  |
|  | | | | | | | | | |
| White & Black Caribbean |  | *MC* | Bangladeshi |  | *AB* | Chinese |  | *OC* |  |
|  | | | | | | | | | |
| White & Black African |  | *MB* | Other Asian background |  | *OA* | Any other |  | *OT* |  |
|  | | | | | | | | | |
| White & Asian |  | *MA* |  | | | | | | |
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| Disability | | |
| The equalities Act 2010 defines a 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’* | | |
| Do you consider yourself to have a disability? | YES | NO |

|  |  |  |
| --- | --- | --- |
| Do you consider the Post to be a promotion? | YES | NO |