

**NEW COLLEGE LEICESTER**

## Application for Teaching Appointment

***(Please read notes at the end of this application form before completing)***

Post: Teacher of English

Closing Date: Monday 30th January 2023 – 12 pm

You are requested to submit a letter in support of your application, addressing issues you regard as relevant to the post as described in the Job Detals supplied.

1. **Personal Information**

|  |  |
| --- | --- |
| Title:       |  |
| Surname:       | Forename:       |
| Postal Address (for correspondence):       |  |
| Postcode:       |  |
| Home Telephone No:       | Mobile Telephone No:       |
| Email address:       | Date Recognised as Qualified Teacher:       |
| National Insurance No:       | DFEE Reference No:       |

1. **Present appointment**

|  |
| --- |
| If teaching: Name and Address of Education Authority: Click here to enter text. |
| Name and Address of School/College:    |
| No. on Roll (approx):       | Age Range:       | Date appointed: Click here to enter a date. |
| Please state Status and Salary giving details of any specific responsibility and level of any Incentive Allowance payable.£ |
| If other than teaching Post: Name and Address of Employer:  |
| Date Appointed: Click here to enter a date. | Salary: £      |

1. **Previous Employment**

*(This information will be used in the assessment of your salary, if appointed).*

1. **Previous teaching posts held**

Please list in chronological order and be explicit about the type of School/College at time post held

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Name of Education Authority and**Division or Area* | Name and type of School/College and whether single sex | *Approx No. on Roll and Group No.* | *Post Title,* *Grade or Scale,**Full or Part time* | *Dates**(month and year)* |
| *From* | *To* |
|  |  |  |  | Click here to enter a date. | Click here to enter a date. |
|  |  |  |  | Click here to enter a date. | Click here to enter a date. |
|  |  |  |  | Click here to enter a date. | Click here to enter a date. |
| Please use a continuation sheet if necessary |

1. **Employment other than teaching**

Please give details including dates of other employment or occupational including HM Forces

|  |  |  |
| --- | --- | --- |
| *Name of Employer* *and Address* | Post and Nature of Employment | *Dates**(month and year)* |
| From | To |
|       |       | Click here to enter a date. | Click here to enter a date. |
|       |       | Click here to enter a date. | Click here to enter a date. |
| Please use a continuation sheet if necessary |

1. **Where breaks of service or periods of non-employment are shown in 3(a) and (b) please give explanatory details below.** Please include any periods of full time commitment eg VSO, HM Forces not included in 2 or 5 (b)

|  |
| --- |
|  |
| Please use a continuation sheet if necessary |

1. **Professional Development**
2. In-Service Courses attended during past three years

|  |  |  |
| --- | --- | --- |
| *Subject* | *Organising Body* | *Duration* |
|                                     |                                     |                                     |
| Please use a continuation sheet if necessary |

1. Details of courses towards which you have contributed

|  |
| --- |
|       |

1. **Education**
2. **Secondary**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School/College (please give address):       | *From:* Click here to enter a date. | *To:*Click here to enter a date. | F/t:[ ]  | P/t:[ ]  |
| School/College (please give address):       | *From:*Click here to enter a date. | *To:*Click here to enter a date. | F/t:[ ]  | P/t:[ ]  |

|  |  |  |
| --- | --- | --- |
| **Examinations Passed** | **Date** | **Subjects and Grades** |
| G.C.E “O” levelo/GCSE level or equivalent | Click here to enter a date. |  |
| G.C.E. “A” level or equivalent | Click here to enter a date. |  |
| Other (please specify examinations passed post qualifications) | Click here to enter a date. |  |

1. **University/College qualifications**

### Including professional qualifications and in-service courses leading to recognised qualifications

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From** | To | FT/PT | School/College/University | Qualifications obtained, with class and dates |
| Click here to enter a date. | Click here to enter a date. | Click here to enter text. |       |  |

1. **Membership of Professional Institutions**

|  |  |  |
| --- | --- | --- |
| **Institutions** | **Class of membership** | **Year of election** |
|       |       |       |
|       |       |       |
| Please use a continuation sheet if necessary |

1. **Other relevant experience, interests and abilities**

|  |
| --- |
| Click here to enter text. |
| Please use continuation sheet if necessary |

|  |
| --- |
| We will aim to cater for individual circumstances, but cannot guarantee that we will always be able to do so |
| **7. Selection Arrangement:** In finalising our selection arrangements, are there any issues that you would like us to consider? Eg dates and times that you are unavailable. Large print or braille test material. Sign language interpreter, fully accessible venue etc. |
|  |

|  |
| --- |
| **8. Referees –** one of whom should be your present (or last) employer. References will only be taken up for applicants selected for interview, and you should ensure your referees are in a position to respond promptly. References will only be considered from referees who can provide a professional reference on your suitability for the post of working in an educational setting. We will not consider personal references from relatives or friends. |
| **Name:**  | **Name:**  |
| **Position held by Referee:**  | **Position held by Referee:**  |
| **Organisation:**  | **Organisation:**  |
| **Address:**  | **Address:**  |
| **Postcode:**  | **Postcode:**  |
| **Telephone:**  | **Telephone:**  |
| **Email:**  | **Email:**  |
| **Can we contact referee before interview?****Yes** **[ ]  No** **[ ]**  | **Can we contact referee before interview?****Yes** **[ ]  No** **[ ]**  |

**9. Declaration**

I declare that all information submitted in this application form is true, that I have not canvassed any Governor, Trustee or member of the college either directly or indirectly in connection with this application, and will not do so. I understand that such canvassing will disqualify me as a candidate. I further understand that failure to disclose my relationship with a Governor, Trustee or member of the college may also disqualify me and that if such failure is discovered after appointment I will be liable to dismissal without notice, and confirm that I have read the notes relating to convictions and spend convictions of a criminal nature. I attach a letter of application in support of this form along the format prescribed in the job Details supplied to me.

Date: Click here to enter a date. Signed:

10. NOTES

(a) When completed, this form should be addressed to the Principal to the college, to be received by the closing date expressed in the job details.

(b) If you receive no communication by the proposed interview date, your application will have been unsuccessful.

(c) Canvassing, directly or indirectly, will disqualify.

(d) Teachers aged 50 and over are advised that, if they have previously accepted early retirement from a teaching post and, if appointed to a new post, they should advise the Paymaster General, the Department of Education and Employment and their previous employer of their change of circumstances.

(e) Candidates recommended for appointment will be required to complete a medical questionnaire, which will be supplied after the interview, for submission to the Occupational Health Unit and may then be required to undergo a medical examination.

**11.** Because of the nature of the work for which you are applying this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders 1974 (Exceptions) Order 1975. Applicants are therefore, not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act, and, in the event of employment being taken up, any failure to disclose such convictions could result in dismissal or disciplinary action by the College. The fact that a conviction has been recorded against you will not necessarily debar you from the consideration for this appointment.

The object of this Notice is not, in any way, to reflect upon applicants’ integrity, but is necessary to protect the

young persons, vulnerable adults, public, LA and the Trust - (See separate sheet attached).

**DATA PROTECTION**

New College Leicester will be in control of the data provided on this form. Please contact the College for access to the Data Protection Officer for the organisation. The information which you provide in this application form and any other information obtained or provided during the course of your application (“the information”) is a contractual requirement to assess your application in the process of a new appointment to the College and failure to provide all of the information requested will impact on the likelihood of you being offered the role. Your information will be used solely for the purpose of assessing your application. If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will be retained for a further 6 months in the event of a new job opportunity, after which time it will be destroyed. You have the right to data portability, request access to, rectification or erasure of your data collected as part of this process. If your application is successful, the information will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment. So that we may use the information for the above purposes and on the above terms, we are required to obtain your explicit consent. Accordingly, please sign the consent section below. You have the right to withdraw your consent at any time and the right to lodge a complaint with the Information Commissioner.

I CONSENT TO MY PERSONAL INFORMATION BEING USED FOR THE PURPOSES AND ON THE TERMS SET OUT ABOVE.

Signed:………Click here to enter text.…………………………………………………………

Print:……Click here to enter text.………………………………………………………………

Date:………Click here to enter a date.………………………………………………………

**EQUAL OPPORTUNITIES IN EMPLOYMENT** - **IMPORTANT**

1. **Policy**

New College Leicester Trust is an Equal Opportunities Employer. It is the policy of the Trust that no job applicant or employee shall receive less favourable treatment because of his or her sex, marital status, ethnic, cultural or national origins, disability, age or any other condition which cannot be shown to be justifiable.

Reference should be made where necessary to the Sex Discrimination Act, 1975, The Race Relations

Act, 1976, the Disabled Persons Acts, 1944 and 1958 and the Disability Discrimination Act 1996.

1. **Monitoring**

For the policy of equal opportunities to be effective it must be certain that unfair or illegal discrimination is not taking place. The Trust, supported by its Trades Unions, considers that in order to achieve this and to ensure the continued development of its policies, it must keep up-to-­date information about job applicants. All applicants for employment are, therefore asked to complete Equality Monitoring Section of this form.

The information which you give WILL NOT be used by those involved in the selection procedure; it is for STATISTICAL PURPOSES ONLY.

*Completion of this section is voluntary and in confidence*

1. **Media Source**

Where did you see/hear about this vacancy?

**b) Equal Opportunities Monitoring**

Date of birth……Click here to enter a date.………………… Gender: [ ]  Male [ ]  Female

**c) Disability**

Please tick the box that describes your disability status The Disability Discrimination Act (DDA) 1995 defines a person with a disability as someone who has ‘a physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day-to-day activities’. Under this definition, do you consider yourself to be disabled?

[ ] Yes [ ]  No

**d) Religion**

[ ] Buddhist [ ] Christian [ ] Hindu [ ] Jewish

[ ] Muslim [ ] Sikh [ ] None [ ] Other (please state)

**e) Ethnic Origin**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| WHITE |  |  | ASIAN, *including* |  |  |
| British |[ ]   | Asian English, Asian Scottish, Asian Welsh, Asian British |
| Irish |[ ]   | Indian |[ ]   |
| Other British |[ ]   | Pakistani |[ ]   |
| Any other White background |[ ]   | Bangladeshi |[ ]   |
| *(Please specify)* |       |  |  | Any other Asian background |[ ]   |
|  |  |  | *(Please specify)* |       |  |  |
|  |  |  | BLACK, *including* |  |[ ]   |
| MIXED |  |  |  | **Black English, Black Scottish, Black Welsh, Black British** |
| White and Black Caribbean | [ ]  |  | Caribbean |[ ]   |
| White and Black African |[ ]   | African |[ ]   |
| White and Asian |[ ]   | Any other Black background |[ ]   |
| White and Chinese |[ ]   | *(Please specify)* |       |  |  |
| Any other Mixed background |[ ]   | **CHINESE,** *including* |  |[ ]   |
| *(Please specify)* |  | Chinese English, Chinese Scottish, Chinese Welsh, Chinese British |
| OTHER ETHNIC GROUP |  |  | Chinese |[ ]   |
| Any other Ethnic group not above |[ ]  Any other Chinese background |[ ]   |
| *(PLEASE SPECIFY)* |       | *(Please specify)* |       |  |  |

e) Ethnic Origin

[ ]  Please tick this box if you **do not** give consent to the Equal Opportunities information given in this application form being used for the purposes of promoting & monitoring Equal Opportunities.

*Please insert covering letter:*

Click here to enter text.