## Part one



### Application form (teaching)

**Please refer to the guidance when completing this form. If not completing on line, use BLACK INK or type as it will be copied.**

|  |  |
| --- | --- |
| **Position applied for:** |  |
| **Name of School/Centre** |  |

**PERSONAL INFORMATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  | Title: Miss/Mr/Mrs/Ms/Other (please state) | | |  |
| Address: |  | | | | |
|  | | | | | |
|  | | | Post Code: |  | |

**Contact Details - please give details of how you would like us to contact you**

|  |  |  |
| --- | --- | --- |
| **Telephone** | Home: |  |
|  | Work: |  |
| Mobile: |  |
| **Email** | Home: |  |
|  | Work: |  |

|  |  |
| --- | --- |
| **National Insurance Number** |  |

**References**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Please give contact details of two people who can provide references – one of whom should be your present or most recent employer or ITT employer | | | | | | | | |
| Name: |  | | |  | Name: |  | | |
| Title: Miss/Mr/Mrs/Ms/Other: | | |  | Title: Miss/Mr/Mrs/Ms/Other: | | |  |
| Job Title: |  | | | Job Title: |  | | |
| Address: |  | | | Address: |  | | |
|  | | | |  | | | |
|  | | | |  | | | |
|  | | | |  | | | |
| Post Code: |  | | | Post Code: |  | | |
| Telephone: |  | | | Telephone: |  | | |
| Email: |  | | | Email: |  | | |
| Occupation: |  | | | Occupation: |  | | |
| Relationship to you: | |  | | Relationship to you: | |  | |
| I \*give/do not give permission for you to contact the above prior to an offer being made \*(delete clearly as appropriate) | | | | I \*give/do not give permission for you to contact the above prior to an offer being made \*(delete clearly as appropriate) | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| EDUCATION, TRAINING AND QUALIFICATIONS Application for employment Please give brief details of all training and other courses you have undertaken whether or not they are relevant to this post. | | | | | |
| Name of school **University / Training Institution**  Secondary schools | From-to(mth/year) | | **Qualifications Inc grades** | | **Date**  **obtained** |
|  | | | | | |
| Further or Higher Education (full and part time) | | | | | |
|  | | | | | |
| Teaching qualifications Age range | | | | | |
|  | | DfES reference no.  GTC Membership | | Yes  No | |
| NPQH (date achieved / registration accepted) | |  | | | |
| Professional development (relevant courses and other, including dates) | | | | | |
|  | | | | | |
| Membership of professional bodies (excluding Teachers’ Professional associations) | | | | | |
|  | | | | | |

**Applicants invited for interview will be required to produce documentary evidence of their qualifications**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Provide details here of your employment history starting with your current or most recent employer. You can include any voluntary or unpaid work that you may have done, that is relevant to the role. | | | | | | | | | | |
| Current/most recent school or other employer (with address) | | **Post held** | | **Point on pay spine (indicate responsibility points)** | | **Date Started** | | **Full or part time** | **Reason for leaving** | |
|  | |  | |  | |  | |  |  | |
|  | | | | | | | | | | |
| Duties and responsibilities | | |  | | | | | | | |
| Employing Authority | | |  | | | | | | | |
| Age range |  | | Boys/girls/mixed | |  | | Approximate no. on roll | | |  |

**Continue on another sheet if needed**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Previous schools or other employers and employing authority** | **Age range & boys / girls / mixed** | **Approx number on roll** | **Position held and responsibilities (and full or part time)** | **Dates from / to month / year** | **Reason for leaving** Application for employment |
|  |  |  |  |  |  |
| Continue on another sheet if needed | | | | | |

|  |
| --- |
| SUPPORTING STATEMENT  Please use this space to give information in support of your application for this post. You may wish to include details of any interests, experience, responsibilities or educational philosophy, which you may consider relevant. |
|  |
| (You may continue on additional sheets, subject to an absolute maximum of 4 sides of A4) |

|  |
| --- |
| AVAILABILITY  If you are shortlisted for interview, may we contact you at work?  Yes  No |

|  |
| --- |
| JOB SHARING Jobs which are currently full-time posts may be considered appropriate for candidates to apply for on a job-share basis. Are you applying as a job sharer?  Yes  No |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| CANVASSING  Are you related to a \*Councillor or \* employee of Herefordshire Council? | | | | | | | |
|  | | | | | Yes  No | |  |
| If yes please state relationship: | | | | | | | |
| Name: |  | Position: |  | Relationship: | |  | |
| **\*Please note that canvassing of Councillors or employees of Herefordshire Council in relation to this application will disqualify any applicant. If evidence is discovered after your appointment, you may be dismissed without notice.** | | | | | | | |

|  |  |
| --- | --- |
| **PENSION**  Are you in receipt of a Teacher’s Pension?  Yes  No | |
| If yes, please specify reason and start date: |  |

|  |  |
| --- | --- |
| **REDUNDANCY – (ASSIST IN DETERMINING CONTINUOUS SERVICE DATE)**  Have you ever received a redundancy payment?  Yes  No | |
| Date of redundancy? |  |

|  |
| --- |
| HEALTH If you are offered a post within Herefordshire Council it will be subject to a medical check |

|  |
| --- |
| CRIMINAL RECORDS BUREAU DISCLOSURES If you have been convicted of any offence, you must disclose it, unless it is ‘spent’ under the Rehabilitation of Offenders Act 1974. However, having a criminal record will not necessarily bar you from employment with the Council (see guidance note 6). Any information revealed here or as a result of a Disclosure will be considered in light of the  responsibilities of the post. If the post you are applying for is in a school, or has substantial access to children, the vulnerable, elderly, or is within Social Care working directly with clients then you MUST state any convictions, bind over orders or cautions whether current or spent. In the event of employment, any failure to disclose these and/or pending investigations could result in disciplinary action and/or dismissal. All posts with access to children, the vulnerable or elderly, will be subject to a Criminal Records Bureau Disclosure. Please give details of: |
| a) any convictions (including driving offences) |
|  |
| b) disqualifications from driving, or performance of professional duties |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| DECLARATION  I declare that the information I am giving in this application is accurate and true. I understand that providing misleading or false information may disqualify me from appointment or may result in my dismissal. | | | |
| Name: |  | | |
| Signature: |  | Date: |  |

|  |
| --- |
| DATA PROTECTION  All information given on this form will be treated in strict confidence. If you are appointed, this application will form the basis of your personal file and information on this form may be held on computer. We will observe strict confidentiality and disclosures will only be made for payroll, employment administration and statistical purposes. If your application for this post is unsuccessful your details will be kept for a period of 7 months and will then be destroyed. |



## Part two

### diversity monitoring form

|  |
| --- |
| Your Name |
|  |
| Job Applied For: |
|  |

**Please return this form in a sealed envelope with your application form**

The following information is needed to help us ensure that our services are accessible to all. Your answers will be treated in the strictest confidence and will not be used to identify you.

The Diversity Monitoring form will not be seen by the selection panel. It will be detached and the information used for monitoring purposes only.

# Data Protection Act 1998

The data collected in this form will only be used for the purpose of statistical monitoring. This information will only be retained for as long as is considered necessary for monitoring purposes and then it will be destroyed. At all times it will be kept in accordance with the Act.

**Your gender:**

|  |  |  |
| --- | --- | --- |
| **Male** | **Female** | **Other, please specify:** |

|  |  |
| --- | --- |
| Your date of birth |  |

**Your age category:**

|  |  |  |
| --- | --- | --- |
| **0-15 years** | **25-44 years** | **65-74 years** |
| **16-24 years** | **45-64 years** | **75+ years** |

Do you have a disability, long-term illness or health problem (12 months or more) which limits daily activities or the work you can do or you have been diagnosed with a condition such as HIV, cancer, multiple sclerosis which is deemed to be covered from point of diagnosis rather than from when the condition may affect ability to carry out normal day to day activities.

|  |  |  |
| --- | --- | --- |
| Yes – please specify below (tick all that apply): | | No |
|  | | |
| Deaf/hard of hearing/acute hearing | | |
| Blind/partially sighted/sensitive to light | | |
| Learning disability or difficulty | | |
| Mental Health | | |
| Progressive/chronic illness (e.g. MS, cancer) | | |
| Mobility difficulties | | |
| Other (please specify): |  | |

**Your sexual orientation (please tick one only):**

|  |  |
| --- | --- |
| Heterosexual | Gay |
| Bisexual | Lesbian |
| Prefer not to say | |

\_ \_

**Your religion/belief (please tick one box only):**

|  |  |  |
| --- | --- | --- |
| Christian | Muslim | Jewish |
| Hindu | Sikh | Buddhist |
| None | Other (please specify): | |

**Your ethnicity (please tick one box only):**

|  |  |  |
| --- | --- | --- |
| **WHITE** | British | Irish Traveller |
|  | Romany/Gypsy | |
| Other White background (please specify): | | |

|  |  |  |
| --- | --- | --- |
| **BLACK** | African | Caribbean |
| Other Black background (please specify): | | |

|  |  |  |
| --- | --- | --- |
| **ASIAN** | Indian | Pakistani |
|  | Bangladeshi | |
| Other Asian background (please specify): | | |

|  |  |
| --- | --- |
| **CHINESE** | Chinese |
| Other Chinese background (please specify): | |

|  |  |  |
| --- | --- | --- |
| **MIXED** | White & Black African | |
|  | White & Black Caribbean | |
|  | White & Asian | White & Chinese |
| Other Mixed background (please specify): | | |

|  |  |
| --- | --- |
| **OTHER** | Any other background (please specify): |

**Your national identity (please tick one box only):**

|  |  |  |
| --- | --- | --- |
| English \_ | Scottish | British |
| \_Welsh \_ | Irish | Other (please specify): |
|  | | |

Disability

We guarantee to interview any applicant with a disability, who meets the requirements of the post. Do you consider yourself to have a disability? (Please refer to the Application Guidance)

|  |  |
| --- | --- |
| Yes | No |

Where did you see this role advertised? (Please tick one box only):

|  |  |
| --- | --- |
| Journal\_ | Herefordshire Council website |
| Job Centre \_ | Other newspaper/journal – please state: |
|  | |

**New Deal and other opportunities**

Are you applying as a New Deal applicant? (please tick):

|  |  |
| --- | --- |
| Yes | No |