

Application form for a teaching post

The County Council is committed to being an equal opportunities employer. The aim of our policy is to ensure that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, disability, gender, religion, age, marital status, sexual orientation, medical condition (including people living with HIV or AIDS) or is disadvantaged by any conditions or requirements which cannot be shown to be justified. East Sussex County Council is committed to the safeguarding and promotion of welfare of all children and young people.

The information requested in this form is important in assessing your application. Please complete this form in full. **Unless stated otherwise, CVs are not acceptable. Please write/type in black ink.**

Please ensure that you save this document before sending, otherwise all data will be lost

Job details	
Post applied for:	
School / Establishment:	
Subjects (if to specialise):	
If the post is full-time, would you be prepared to consider working on a job-share basis?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If appointed when can you start:	

Personal details	
Family Name /Surname:	
First name:	
Title:	
Maiden name or previous names:	
Address:	
Post code:	
Email address:	
Correspondence address (if different from above):	
National Insurance Number:	
Daytime telephone number:	
Home telephone number:	
Mobile telephone number:	
Fax number:	

Additional Education & Qualifications – Initial Teacher Training

University / College / Designated Recommending Body (DRB):

	Date:	
Qualification gained:		Date:
Age range for which trained:		
Principal Subject:		
Subsidiary subject:		

Further Qualifications & Further Training

(Including one year and one term courses and any recent short courses (e.g. NPQH))

University, College or Organising Body	Subjects & Course Title	Any Qualification Obtained	Length of courses & Dates

If awarded QTS since May 2001 – Qualified Teacher Skills Tests	(Please select as appropriate)
Have you passed the QTS skills tests for:	Numeracy <input type="checkbox"/> Yes <input type="checkbox"/> No
	Literacy <input type="checkbox"/> Yes <input type="checkbox"/> No
	ICT <input type="checkbox"/> Yes <input type="checkbox"/> No

Current or most recent teaching post

(Please give the fraction of full-time where the post is / was part-time)

Name & Address of employer:			
Name of Local Authority:			
Name & Address of School/Establishment:			
Type of school:	<input type="checkbox"/> Boys	<input type="checkbox"/> Girls	<input type="checkbox"/> Mixed (Please select as appropriate)
Number on roll:			
Telephone no:			
Position title:			
Subjects taken:			
Date appointed:			
Current Spinal Column Point on Main Scale:			
Or Spinal Column Point on Upper Pay Range:			

Additional allowances (Please specify)	
Are you still employed by this establishment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date and reason for leaving (if applicable)	

Previous Teaching Experience

(Please give the fraction of full-time where the post is / was part-time)

Name of School & Authority	Type of School & Number on Roll	Post held	Period of service From To (exact dates)	Reason for leaving

Other employment

Employer	Position	From / To	Reason for leaving

Other History

(Please ensure that you provide a complete chronological history by listing below any periods not covered above in your employment history, e.g. travel, unemployment, sabbatical, carer responsibilities etc.)

From	To	Reason

Declaration by Applicant

The Working Time Regulations 1998

The working time Regulations were introduced on 01 October 1998 and working hours in the UK are now governed by statute. Employment which you intend to continue if successfully appointed to the post applied for please details below or state none:

Pension

Have you opted out of the Teacher Pension scheme? Yes No

If 'YES', please state your opting-out date:

Are you in receipt of a pension awarded through the teachers' ill health retirement arrangement? Yes No

If 'YES', give details below: (including the date pension arrangements took effect)

(Please note that if you were awarded an ill-health pension on or after 01 April 1997, you are not eligible for future employment as a teacher)

Safety and Welfare of children

Have you ever been the subject of any allegations in relation to the safety and welfare of children, either substantiated or unsubstantiated? Yes No

If you have answered 'YES' to the above question, you must supply details on a separate sheet of paper, place it in a sealed envelope marked confidential and attach it to your application form.

I have attached details as requested. Yes No

Disciplinary Record

Are you (or have you ever been) dismissed from a teaching post for alleged misconduct or incompetence or resigned in the face of such allegations? Yes No

If 'YES', please give details:

Have you ever received a final warning for misconduct or incompetence or have you received a lesser warning which has not time expired at the point of making this applications? Yes No

If 'YES', please give details:

Rehabilitation of Offenders Act 1974 and Safeguarding Vulnerable Groups Act 2006

*Under the Rehabilitation of Offenders Act (ROA) job applicants are only required to declare criminal convictions which are not considered "spent" under the Act. Please note that in accordance with the Safeguarding Vulnerable Groups Act 2006, all roles in schools are now classified as "regulated". This means that they are all exceptions to the ROA and therefore **you are required to declare any convictions (including bind over and cautions)** regardless of whether or not they would be considered spent in other circumstances. **Please read the guidance notes before completing this section.***

Have you ever been convicted of a criminal offence? Yes No

Are there any alleged offences outstanding against you? Yes No

If 'YES' to any of the above, please give details below or, if you prefer, attach details in a sealed envelope marked 'strictly confidential'. Failure to disclose, in accordance with the guidance, any information relating to criminal convictions may disqualify your application or result in dismissal without notice.

Criminal Records Bureau (CRB)

Do you hold an Enhanced CRB Certificate of Clearance? Yes No

If 'YES', please state the date of your certificate:

List 99/PoCA

I can confirm that my name is not on List 99 and that I have not been banned from working with children:

Signature: _____ Date: _____

Print name: _____

I can confirm that my name is not on PoCA and that I have not been banned from working with children:

Signature: _____ Date: _____

Print name: _____

Asylum and Immigration Act 1996

It is a criminal offence to employ persons whose immigration status prevents them from working in this country. The Act does not affect citizens of the UK, Ireland, European Economic Area and the Commonwealth, provided they have a right of abode in the UK. You will be required to provide evidence prior to appointment of a National Insurance Number, passport or other document on the approved list to satisfy the County Council that the asylum and Immigration Act 1996 is being complied with.

Do you require a work permit? Yes No

Relevant Experience & Other Information

The information you provide in this section is important in assessing your application. Please use the space (and/or additional A4 sheets, if necessary) to state your reasons for applying for the post, relating your skills, experience and personal qualities to the requirements of the job (please refer to the person specification for the post).

You should include details of the following, where they are relevant to the requirements of the post: present and previous teaching posts or teaching practices if you are newly qualified, other paid or unpaid employment or any other activities outside the workplace.

Leisure Interests

Referees

Name, address (inc Post Code if known) and Status/Position of two persons to whom reference may be made who can comment on your teaching and/or organisational ability. One **MUST** be your present or most recent employer. The other must be a previous employer unless you have had no previous employment, in which case, a character reference will be needed or a reference from a School, Higher Educational Establishment or an Initial Teacher Training provider at which you most recently carried out teaching experience. If you are not currently working with children, you should provide details of the employer where you last worked with children.

If you are a trainee teacher, please provide the name and address of your course tutor from your teacher training college. References will not be accepted from relatives or from people writing solely in the capacity of friends.

Headteacher Application Process:

In the case of applications from serving Headteachers, please give the name and address of your current school Chair of Governors and Director of Children's Services.

In the case of applications from serving Deputy Headteachers, please give the name and address of your current Headteacher and Director of Children's Services.

1) Present/Most recent employer/Chair of Governors

Name:			
Address:			
Occupation:			
Telephone no.		Fax no.	
Email address:			

2) Previous employer/Director of Children's Services

Name:			
Address:			
Occupation:			
Telephone no.		Fax no.	
Email address:			


3) Course Tutor (trainee teachers only)

Name:			
Address:			
Occupation:			
Telephone no.		Fax no.	

Email address:	
<p>NOTE: References will be taken up if you are called for interview. In view of the nature of the job no offer of employment can be made without these. We also reserve the right to take up employment references from previous employers listed in "Previous Employment" on page 2 of this form. If, for any reason, you feel unable to give your present or most recent employer as a referee, please send a covering letter explaining why.</p>	

Canvassing	
<p>You are required to declare any relationships with Senior Officers or Members of the County Council as canvassing, whether direct or indirect, will invalidate your application. (Please note Senior Officers are defined as Chief Officers or Deputy Chief Officers).</p>	
<p>Are you related to any County Councillors, existing employees or Senior Officers of the Council?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If 'YES', please give details (stating department and job title)</p>	

Declaration	
<p>I declare that the information given is true and understand that (a) canvassing of Members or Officers directly or indirectly will invalidate this application, and (b) the Authority reserves the right to seek verification from me of the factual basis for any information provided.</p> <p>I suffer no legal impediment to taking up employment with the Authority if so appointed and I accept that the discovery of any legal impediment after an appointment has been made will lead to my immediate dismissal.</p>	
Signature:	Date:
Print name:	

<p> Data Protection Act 1998</p> <p>East Sussex County Council will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment. Your details will be kept both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud.</p> <p>For further information, see www.eastsussex.gov.uk/dataprotection</p>

Note to Candidates:

If you have not heard from the school/establishment within 4 weeks of the closing date, you should normally assume that on this occasion you have not been selected for interview.

CONFIDENTIAL: Equal Opportunities in Employment – Monitoring Form

This section will be removed for monitoring purposes before the selection process begins and will not affect the consideration of your application.

Data Protection Act 1998			
I consent to the data on this form being used for statistical purposes to assist East Sussex County Council in the monitoring of equal opportunities.			
Signature:		Date:	
Print name:			

Everyone is unique owing to differences in age, gender, ethnic origin, religion, sexual orientation, ability etc. The County Council aims to treat these differences positively, recognising that diversity creates a strong, flexible and creative workforce.

The County Council's Equality of Opportunity in Employment Policy states that all applicants are to be treated fairly, and selection for appointment is to be based solely on a person's ability to do the job.

The County Council has a statutory duty to collect the information you provide on this form and it will assist us in ensuring fairness of treatment in appointment decisions, as statistical monitoring will show whether minority groups are being treated equitably.

This information will not affect the consideration of your application.

Job applied for:			
Job reference no. (if applicable):			
Location:			
Surname and Initials:			
Date of birth:		Age	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female (Please select as appropriate)		
Signature:			
How did you learn of this vacancy?			

Ethnic Origin

This is the origin of your family rather than your nationality. For example, you could be British and your ethnic (family) origins could be any of the ones listed opposite, or a combination of them, or something more specific.

Please identify your ethnic origin either by putting an 'x' in ONE of the boxes below or by giving your own description in the space provided.

A: White	
British	<input type="checkbox"/>
Irish	<input type="checkbox"/>
Gypsy/Roma	<input type="checkbox"/>
Traveller of Irish Heritage	<input type="checkbox"/>
Any other white background	<input type="checkbox"/>

B: Mixed	
White and Black Caribbean	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>
Any other mixed background	<input type="checkbox"/>

C: Black or black British	
Caribbean	<input type="checkbox"/>
African	<input type="checkbox"/>
Any other Black background	<input type="checkbox"/>

D: Asian or Asian British	
Indian	<input type="checkbox"/>
Pakistan	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>
Any other Asian background	<input type="checkbox"/>

E: Other ethnic groups	
Chinese	<input type="checkbox"/>
Any other ethnic background	<input type="checkbox"/>

F: If other, please specify:

Disability Guidance

Where an applicant has a disability and they meet the essential criteria of the post they are automatically shortlisted for interview. This positive action helps ensure people with disabilities get their fair share of jobs.

The Equality Act 2010 says that a person is disabled if they have a mental or physical impairment or long term health condition which has a substantial adverse effect on their ability to carry out normal day-to-day activities.

If you consider yourself to be disabled please let us know. We would appreciate advice on any assistance you may require or reasonable adjustments we might arrange to enable you to attend or participate in the interview, in compliance with the Equality Act 2010.

Do you consider yourself to be disabled as set out in the Equality Act? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES, please describe your disability.	
If you need any assistance to attend or participate in the interview, please give details.	

Religion

Please identify your religion by putting an 'x' in ONE of the boxes below.

Christian	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>
Hindu	<input type="checkbox"/>
Jewish	<input type="checkbox"/>
Muslim	<input type="checkbox"/>

Sikh	<input type="checkbox"/>
Other religion	<input type="checkbox"/>
No religion	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Sexual Orientation

Please identify your sexual orientation by putting an 'x' in ONE of the boxes below.

Bisexual	<input type="checkbox"/>
Gay man	<input type="checkbox"/>
Gay woman / lesbian	<input type="checkbox"/>

Heterosexual / Straight	<input type="checkbox"/>
Other	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Military Status

Please identify your military status by putting an 'x' in ONE of the boxes below.

Territorial Army	<input type="checkbox"/>
Army Reservist	<input type="checkbox"/>