

Application Form

Head of Department - Teaching



It is important that you type or write legibly using black ink when completing the form as it will be photocopied. You may supply additional material if relevant but unfortunately it is not sufficient to only send a copy of your Curriculum Vitae.

Position applying for:

Part 1. Personal Details

Surname:	Preferred Title:
First Name:	Previous Surname(s):
If you prefer to be called by a name other than the one listed above, please specify:	
Home address:	
Postcode:	
Email:	
Telephone number:	Mobile number:
Period of notice in present post:	
Do you require permission to work in the UK?:	Yes No
National Insurance number:	
Continuous Service Date:	
I would describe myself as having a disability:	Yes No
This question is asked to ensure that individuals with disabilities or impairments receive equal opportunities and treatment. If you have answered yes to the above question, and would like us to make adjustments to assist you if you are shortlisted for interview, please state the arrangements you require:	

Part 2. Current and Previous Employment

Current Post

Name of Establishment:

Address:

Title of Post:

Date of Appointment:

Spine Point:

Full time/Part time:

If part time, state number of hours per week:

Subjects Taught:

Responsibilities:

Actual Salary:

Notice Required:

Part 3. Education and Qualifications

Secondary School/College of F.E.	Date Entered	Date Left

Qualifications Gained, Intermediate/GCSE or equivalent							
Level	Subject	Grade Awarded	Date	Level	Subject	Grade Awarded	Date

Advanced/A Level or equivalent							
Level	Subject	Grade Awarded	Date	Level	Subject	Grade Awarded	Date

Higher, Professional Education and Training including Teacher Training and Membership of Professional Bodies					
Name of University or College	Period of Attendance		Subjects Studied (State if full or part time)	Title of qualifications (class of degree/ honours) and date gained	Special Features of Course
	From	To			

Part 4. Training & Professional Development

Please provide details of additional qualifications, relevant training, membership of professional bodies and current course of study.

Area of this experience	Name of organisation providing this experience	Duration	Dates	What qualifications (if any) did this experience lead to?

Part 5. Teacher Status

Teacher Reference Number:	
Do you have QTS?: Yes No	QTS certificate Number & Date:
Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the secretary of state, as a result of misconduct? If Yes, please provide details below.	
Are you subject to a general teaching council sanction or restriction? If Yes, please provide details below.	
All teachers are expected to play a full part in the life of the College, both curricular and extra curricular. Please indicate your particular interests and qualifications.	

Part 8. Statement in Support of Application

Please answer the following questions, with each answer being no more than 200 words

What is your why?

(Guidance – We would like to find out about your why? Why did you decide to become a teacher? Why this college? Why this role?).

Describe two teaching strategies that you use that you feel have had a major impact on student progress and achievement.

Outline a situation where you were responsible for implementing a new initiative or change within your previous roles.

(Guidance – include what went well but also what you learnt from the experience, including anything you would do differently in future).

Please provide a summary of your students' examination results for the last 3 years.

(Guidance – include proportion of high grades, pass rate, value added and please feel free to also provide any context to your results that you deem important).

Part 11. Criminal Convictions

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check. It is an offence to seek employment in regulated activity if you are on a barred list. You must give information concerning any previous convictions whether or not they are "spent" within the meaning of the Act. Failure to disclose any conviction could lead to an application being rejected or may later lead to the dismissal of a successful applicant.

Please complete the questions below. Any information disclosed will be kept in strict confidence and used only in consideration of your application.

Have you any previous convictions?

Yes No

If YES, please supply details of the offence(s)

Confirm by ticking this box that we have your consent to check these details with the police.

Yes No

Part 12. Relationship to the College

Please list any personal relationships that exist between you and any staff, students or governors at the College.

Name	Relationship	Role at College

Part 13. Declaration

I certify that the information that I have given in this application is correct and has not been generated by AI.

Yes No

I understand that providing false information is an offence and could result in my application being rejected and if appointed, dismissal without notice and possible referral to the police.

Yes No

Part 14. Data Protection and Privacy

Throughout this form we have asked for personal data about you. We will only use this data in line with data protection legislation and to process your data for one or more of the following reasons permitted in law:

- You have given us your consent.
- We must process it to comply with our legal obligations.

We are aware of our obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. You will find more information on how we use your personal data here:

www.bsfc.ac.uk/college-information/policies

Part 15. Equalities Monitoring Information

This sheet is confidential.

Birkenhead Sixth Form College is an Equal Opportunities employer and aims to promote equal opportunities in all aspects of College life. The College aims to provide equality of opportunity for everyone regardless of race, age, disability, gender, nationality, marital status, ethnic origin, sexual orientation or religious belief. All reasonable adjustments will be made to ensure that disabled applicants are not substantially disadvantaged.

This sheet will be detached from your application form before the selection process and any information that you give on this form will not be used in any way as part of the selection process.

This data will be kept solely for the operation of the Equal Opportunities Policy and will be used only for general statistical purposes.

Post applied for:

1. What is your sex:

What is your sex?	Male Female
What gender are you?	Male Female Other Prefer not to say
Do you identify as the gender you were assigned at birth?	Yes No Prefer not to say

2. I would describe my Ethnic Origin as: (choose only one)

White British Irish Gypsy or Irish Traveller Any other White background	Black or Black British African Caribbean Any other Black background	Other Ethnic groups Arab Any other ethnic group
Asian or British Asian Bangladeshi Indian Pakistani Chinese	Mixed White and Asian White and Black African White and Black Caribbean Any other mixed background	Prefer not to say

3. I would describe my Sexual Orientation as: (choose only one)

Bisexual Hetrosexual/straight Homosexual	Other Prefer not to say
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5. Pregnancy and maternity

Have you given birth within the last 12 months?	Yes No Prefer not to say
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6. Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?

Yes No Prefer not to say

6a. If you answered 'Yes' to the above question, please state the type of impairment. Please select all that apply.

Physical impairment Sensory impairment Learning disability/difficulty Long-standing illness Mental health condition Developmental condition Other

7. My date of birth is:

8. I saw this post advertised in: