

Application Form for Teaching Appointments

Application for the post of:	HEADTEACHER
School Name:	

Please ensure that you read the guidance notes enclosed with this form. *Curriculum Vitae will not be accepted. You must complete all sections of the Application Form unless otherwise indicated.*

1 PERSONAL DETAILS

Surname		First Name(s)	
Title (Mr, Mrs, Miss, Ms)		Preferred Name	
Any other former Surnames		Any other former Forenames	
Address		Home Telephone	
		Work Telephone	
		Mobile Telephone	
Post Code		Email address	
National Insurance Number		DfE Number	

2 CURRENT OR MOST RECENT EMPLOYMENT

Name of Local Authority or Employer			
Name and address of School or Establishment:			
Post Code:		Telephone Number	
Position Held			
State if Permanent/Temporary/Acting/Supply			
Date appointed to School		Date appointed to Position	
Date free to take up appointment		Age range of School	
Second Subject Offered			
Salary/Allowance Details:			
Current Scale (e.g. Main Scale; Threshold; Leadership)	<input type="text"/>	Current Point	<input type="text"/>
Allowances	<input type="text"/>		<input type="text"/>
For Leadership Scales		School Group	<input type="text"/>
ISR	<input type="text"/>		<input type="text"/>
Teachers' Pensions: Please give details of Election to Opt Out where applicable			

Please give a brief description of the main duties of this post:

3 PREVIOUS EMPLOYMENT

Starting with your most recent employment, list all paid employment, voluntary work, periods of unemployment and time spent out of employment whilst undertaking caring responsibilities since leaving school, college or university. You must provide explanations for any gaps or periods not in employment; training or education since leaving secondary education. Teaching practise should only be included where this application is for your first teaching job.

Name of school, employer or voluntary agency (including name of LA)	FT / PT / Supply	School Type: Primary Secondary Special Other)	Age Range Of School	Number On Roll	Position Held and Salary Point	From Month/ Year	To Month/ Year	Reason for Leaving

We reserve the right to approach any of the previous employers/organisations listed in this section to confirm the details you have supplied - please attach a separate sheet if necessary

4 GAPS IN EMPLOYMENT

Please indicate and explain any gaps in employment since first leaving secondary education. Include specific dates and be sure to account for all gaps, whatever their length.

Dates From:	Dates To:	Reason

5 EDUCATION AND QUALIFICATIONS

Please give details of your education and any qualifications obtained with most recent first. This should include any qualifications which you are currently studying for. You will be required to produce original documents, a certified copy, or letter of confirmation from the awarding authority at your interview. Qualifications obtained overseas must be supported by NARIC accreditation.

Institute/University/College/Secondary School	Qualifications and Grades Achieved	Date Awarded

6 TEACHER TRAINING, OTHER PROFESSIONAL QUALIFICATIONS AND MEMBERSHIP

You will be required to produce original documents, a certified copy, or letter of confirmation from the awarding authority for all your qualifications and accreditations at your interview. Qualifications obtained overseas must be supported by NARIC accreditation. Please list most recent award first.

College or Department of Education Attended (with dates)	FT / PT	Qualifications and Grades Achieved	Date Awarded
Do you have Qualified Teacher Status (QTS)?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date QTS attained:	
If you qualified as a teacher after 7 th May 1999, have you successfully completed NQT Induction?	Yes <input type="checkbox"/> No <input type="checkbox"/>		

7 IN-SERVICE COURSES AND ADDITIONAL ACHIEVEMENTS

(i.e. Swimming awards, music certificates, coaching awards etc.). You will be required to produce original documents, a certified copy, or letter of confirmation from the awarding authority for all your qualifications and accreditations at your interview. Qualifications obtained overseas must be supported by NARIC accreditation.

Title of Training Programme/Course	Date	Awarding Body

8 RIGHT TO WORK IN THE UK

All applicants will be asked at interview to provide documentary evidence of their right to work in the UK

Do you have any restrictions that apply to you? Yes No

*If yes – please give details of any restrictions:

9 ADDITIONAL INFORMATION

Have you previously received a redundancy payment or a pensions from a Local Authority or Teachers' Pensions?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please state employer's name and the month/year that the payment or pension started:	
Have you ever been dismissed or resigned from any previous employment as a result of capability, safeguarding, child protection or other issues?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you been the subject of a formal disciplinary sanction or are you in the process of on-going disciplinary proceedings in your current employment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please indicate which employment and specify the reasons for your dismissal (use a separate sheet if necessary).	

10 RESTRICTIONS

Canvassing Councillors/Governors and/or employees of the Council directly or indirectly will disqualify the candidate for any appointment. Any applicant who is found on appointment to have made a false declaration will, if appointed, be liable to dismissal without notice

Are you related to any Councillor/Governor/employee of the Council? Yes No

If you have answered yes, please give full details below:

11 DECLARATION OF INTEREST / CODE OF CONDUCT

Employees must not allow personal and/or private interests to influence their conduct as employees.

In particular, all applicants (and existing employees) are required to inform the Council/Governing Body if they have any other current employment and also if they, their partner or close relatives have an interest in a private enterprise that may represent a conflict of interest. If the Council/Governing Body considers that there is a conflict of interest (as a result of information disclosed) you will not be considered for employment. Non disclosure of a possible conflict of interest could also result in any employment being terminated.

Important: Even if you have nothing to declare, please indicate this by writing "None" in the space below.
(Should you require more space to write, please continue on a separate sheet of paper)

Signed

Date

12 CRIMINAL CONVICTIONS AND SAFEGUARDING DECLARATION

Enhanced Disclosure and Barring Service Check:

This appointment is exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Disclosure Certificate in accordance with the requirements of the Disclosure and Barring Service and the Police Act 1997. You must declare all convictions (including convictions with Absolute Discharge), cautions or bind-overs you may have, even if they would otherwise be regarded as "Spent" under this Act. In the event of employment, failure to disclose a conviction, caution or bind-over could result in dismissal or disciplinary action by the Authority and possible referral to the Police.

Have you ever been convicted of a criminal offence (including Absolute Discharge) or been given a caution; Reprimand; warning or bind-over?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you currently the subject of any police investigations following allegations made against you?	Yes <input type="checkbox"/> No <input type="checkbox"/>

If yes, please attach details in a sealed envelope marked confidential with your name and post applied for on the front of the sealed envelope and hand this in with your application form or bring this with you to interview.

Signed:

Date

Safeguarding Declaration:

I declare that:

- I am not barred or disqualified from working with vulnerable groups, children or young people
- I am not subject to any sanctions or conditions on my employment imposed by the Independent Safeguarding Authority, Secretary of State or the regulatory body.

Signed:

Date

13 SUPPORTING STATEMENT

Your application form is the only means we have to judge your capability and potential and the information in it will be assessed against the criteria listed on the person specification to draw up a shortlist for the next stage of selection. No assumptions will be made about your experience.

Please describe below how your experience, skills and knowledge, meet the criteria for the post as described in the person specification. Make sure you address all the criteria on the person specification. (Please continue on next page if necessary)

Please leave blank

14 REFERENCES

References will only be required for candidates shortlisted for interview. Candidates must give names and addresses of two referees (not relatives, friends or people with whom you live). If you have been in employment, one referee must be your present or most recent employer. If the employment was within a school, the reference must be written by the Head Teacher. We reserve the right to ask you for further referees or contact previous employers if necessary.

A REFEREE DETAILS	B REFEREE DETAILS
Name:	Name:
Position in organisation (if applicable)	Position in organisation (if applicable)
Relationship to Applicant:	Relationship to Applicant
Address:	Address:
Postcode:	Post code:
Email:	Email:
Telephone Number:	Telephone Number:

Name by which you were known to your referee(s) if different from now

Safer Recruitment in Education Guidance advises it is best practice to obtain references for shortlisted candidates prior to interview.

May we contact your present employer if you are shortlisted?

Yes No

If you have indicated NO above, please note that satisfactory references will be required if you are the preferred candidate after interview and before starting employment.

15 DECLARATION

I declare that the information I have provided in this Application Form is a complete and true statement.

I understand that any offer of appointment and subsequent employment is conditional on this declaration and if my application is incomplete, untrue or inaccurate, then the Council/Governing Body shall be entitled to withdraw any offer of appointment or terminate any contract of employment.

I understand that the information provided on this application form will be used to form the basis of a personnel file and a computerised personnel record should an offer of appointment be made. Further details about data protection will follow with any contract of employment.

Signature:

Date:

Print Name:

WHERE AN APPLICATION HAS BEEN SUBMITTED ELECTRONICALLY THE SUCCESSFUL APPLICANT WILL BE ASKED TO SIGN AND DATE ANY DECLARATION MADE

EQUAL OPPORTUNITIES MONITORING FORM - IS SECTION TO BE COMPLETED BY ALL APPLICANTS (this form will not be used as part of any selection process)

Please help Bath and North East Somerset Council monitor its equalities policies and prevent unfair discrimination by answering ALL of the following questions and ticking the appropriate box. This information will be treated in the strictest confidence and only used to enable us to monitor our performance as an equal opportunities employer. It will not be seen or used by anyone involved in selecting candidates for interview.

Personal Details:

Post Title:

Post No:

First name(s):

Surname:

Date of Birth:

Male:

Female

Nationality:

My Ethnic Origin is:
Please quote a number
from the list given below

White		Mixed		Asian	
01	British	21	Black and White Caribbean	41	Indian or British Indian
02	Irish	22	Black and White African	42	Pakistani, British Pakistani
19	Other white	27	Chinese and White	43	Bangladeshi, British Bangladeshi
		28	Any other mixed background	44	Other Asian, British Asian
Black		Other			
61	Caribbean	81	Chinese	99	Prefer not to say
62	African	85	Any Other		
63	Other Black or Black British				

Sexual Orientation:

Bisexual

Gay

Heterosexual

Lesbian

Prefer not to
say

Religion (please tick one box only; categories determined by Office of Population Census and Surveys)

Christian

Buddhist

Hindu

Jewish

Muslim

Sikh

All other religions, beliefs or
faiths

No religion

Prefer not
to say

Disability:

The Disability Discrimination Act defines disability as a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

Do you consider yourself to be disabled?

Yes No

If Yes what is the nature of your disability?

If you are disabled, are there any arrangements we can make for you at interview (e.g. ground floor venue, hearing loop, sign language interpreter, audio tape or other adjustments). Please detail requirements below:

The Council will interview all disabled applicants who meet the minimum (i.e. essential) criteria for a job vacancy and consider them on their skills and experience. Please sign here if you are happy for your details to be passed to the interviewing manager so that you can be considered under the Two Ticks Scheme.

Signature

Print Name in full

It would also help us to know any barriers you have faced when dealing with us and we would be grateful if you would also use this space to make suggestions on how we can improve.