

# Application Form for Teaching Appointments

Application for the post of:	<b>HEADTEACHER</b>
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					
<b>Salary/Allowance Details:</b> Current Scale (e.g. Main Scale; Threshold; Leadership) <input type="text"/> Current Point <input type="text"/> Allowances <input type="text"/>  For Leadership Scales School Group <input type="text"/> ISR <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:          
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### 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 <sup>th</sup> 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

☐

No

☐

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

☐

No

☐

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

☐

No

☐

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 ☐ No ☐

Are you currently the subject of any police investigations following allegations made against you?

Yes ☐ No ☐

**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 other 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  
leave blank*

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)*

## 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

Name:

Position in organisation  
(if applicable)

Relationship to Applicant:

Address:

Postcode:

Email:

Telephone Number:

### B REFEREE DETAILS

Name:

Position in organisation  
(if applicable)

Relationship to Applicant

Address:

Post code:

Email:

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:	<input type="text"/>	Post No:	<input type="text"/>		
First name(s):	<input type="text"/>	Surname:	<input type="text"/>		
Date of Birth:	<input type="text"/> <input type="text"/> <input type="text"/>	Male:	<input type="checkbox"/>	Female:	<input type="checkbox"/>
Nationality:	<input type="text"/>	My Ethnic Origin is: Please quote a number from the list given below	<input type="text"/>		

<b>White</b>	<b>Mixed</b>	<b>Asian</b>
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
<b>Black</b>	<b>Other</b>	
61 Caribbean	81 Chinese	99 Prefer not to say
62 African	85 Any Other	
63 Other Black or Black British		

**Sexual Orientation:**

Bisexual	<input type="checkbox"/>	Gay	<input type="checkbox"/>	Heterosexual	<input type="checkbox"/>	Lesbian	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
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**Religion** (please tick one box only; categories determined by Office of Population Census and Surveys)

Christian	<input type="checkbox"/>	Buddhist	<input type="checkbox"/>	Hindu	<input type="checkbox"/>	Jewish	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
Sikh	<input type="checkbox"/>	All other religions, beliefs or faiths	<input type="checkbox"/>	No religion	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>		

## 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.