

JOB APPLICATION FORM APT/14

TEACHING POSTS

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Please return this application form to:

Please read the enclosed Guidance Notes carefully before completing this form.

About the job you are applying for:

Job Title:			
Name of School / Employer:			
Job Reference No:		Closing date:	
Where did you see the job advertised or hear about it? (Please put one answer only, stating name of publication / website, or define 'other' as applicable)			
<input type="checkbox"/> Newspaper	<input type="checkbox"/> School Website	<input type="checkbox"/> Suffolk Jobs Direct	<input type="checkbox"/> Teach Suffolk
<input type="checkbox"/> Word of mouth	<input type="checkbox"/> Social Media	<input type="checkbox"/> Other	
Additional information:	<input style="width: 100%;" type="text"/>		

Section 1 – Personal information

Are you already an employee of a LA maintained, academy or free school?				Yes		No		
If yes, what is your employee payroll number?		<input style="width: 100%;" type="text"/>						
Title:	<input style="width: 80%;" type="text"/>	First name(s):	<input style="width: 100%;" type="text"/>					
		Last name:	<input style="width: 100%;" type="text"/>					
		Preferred name:	<input style="width: 100%;" type="text"/>					
Any former names used (in full):		<input style="width: 100%;" type="text"/>						
Teacher Reference no:				QTS / QTLS:	Yes		No	
N.I. No.		<input style="width: 100%;" type="text"/>						
Address:						Postcode:	<input style="width: 100%;" type="text"/>	
Contact telephone numbers:								
Daytime:	<input style="width: 80%;" type="text"/>	Evening:	<input style="width: 80%;" type="text"/>	Mobile No.:	<input style="width: 100%;" type="text"/>			
Email Address:		<input style="width: 100%;" type="text"/>						

Flexible Working

Are you applying to do this job on a part time / job share basis?				Yes		No	
If Yes , please give details of the number of hours/ days per week that you wish to apply for:		<input style="width: 100%;" type="text"/>					
If you wish your application to be considered on a joint basis with somebody else also wishing to job share, please give his / her name and contact details:		<input style="width: 100%;" type="text"/>					

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Section 2 - How you meet the Selection Criteria

Please use this section to answer the specific questions set out in the recruitment pack. If there are no specific questions provided, then you should use this section to provide evidence of how you meet each of the essential and desirable criteria set out in the person profile and to provide a supporting statement, enlarging on the information provided elsewhere in this application form. You should indicate any special areas of teaching interest and give clear examples of your previous responsibilities and achievements. Examples could come from paid or unpaid work or any other activities that you have undertaken that you feel are relevant to the job you are applying for.

You should also use this section to include other information about why you want the job and anything else you wish to say.

If you are hand writing your form, please continue on a separate sheet if necessary (clearly marking your National Insurance number and the job for which you are applying on each separate sheet).

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Section 2 - How you meet the Selection Criteria *Continued*

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Section 3 - Work and Other Relevant Experience

Please:

- List below a full and unbroken record of your employment and other activities, either paid or unpaid (e.g. voluntary work, care of children or other relatives etc, whether or not you feel these are relevant to the post you are applying for).
- Photocopy these pages if you need to, in order to provide a full and unbroken record.
- Start with your current or most recent post and work backwards.
- Detail the circumstances of your leaving each post under 'reason for leaving' and the way your employment ended e.g. to care for relatives, accepted voluntary redundancy etc)

Dates	From:		To:	
Name of school / establishment:				
Type of school / establishment:				
Address:				
Status i.e. Qualified Teacher / NQT / Instructor / Overseas Trained:				
Salary details i.e. give points awarded for: Qualifications / Experience / TLR / Recruitment / Retention / Special Needs / Total salary p.a. / salary protection				
Job Title and brief description of duties (include Key Stage, age groups taught, number on school roll for all teaching posts):				
Reason for leaving:				

Dates	From:		To:	
Name of school / establishment:				
Type of school / establishment:				
Address:				
Status i.e. Qualified Teacher / NQT / Instructor / Overseas Trained:				
Salary details i.e. give points awarded for: Qualifications / Experience / TLR / Recruitment / Retention / Special Needs / Total salary p.a. / salary protection				
Job Title and brief description of duties (include Key Stage, age groups taught, number on school roll for all teaching posts):				
Reason for leaving:				

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Reason for leaving:				

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Section 5 – Declarations

Entitlement to Work in the UK

Are you currently eligible to work in the UK?	Yes		No	
If Yes , are there conditions attached (e.g. time limits)?	Yes		No	
If Yes , please give details:				

To comply with the Asylum & Immigration Act 2006 and additional amendments, all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see and take a copy of an appropriate official document as set out in the Home Office guidelines. **Do not send anything now, further information will be sent to you should you be invited to interview.**

Canvassing of Councillors, School Governors or Senior Employees

Canvassing of Councillors, School Governors or Senior Employees of Suffolk County Council by you or on your behalf is strictly forbidden and may invalidate your application. Please indicate here if you are related to any Councillor, School Governor or Senior Employee of the Council, giving their name (and School or Directorate if known). Please state None if appropriate.

Police and Criminal Record

The job you are applying for has been identified as involving supervising, caring for or otherwise connected with children and/or young people. In view of this, you must declare all* criminal convictions, cautions, bindovers, probation orders, community rehabilitation orders, absolute or conditional discharges, reprimands and warnings even where they are “spent” as defined by the Rehabilitation of Offenders Act 1974 and subsequent regulations. You are also required to give details of any cases pending (or where you have been reported for consideration of possible prosecution). An enhanced Disclosure & Barring Service (DBS) certificate with a check of the children’s barred list will also be required.

* The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website, <https://www.gov.uk/government/publications/dbs-filtering-guidance>

Provide details or state ‘None’ if appropriate.

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Transferable Service

The transfer of continuous service from other schools and Local Authorities may be possible. If you think this applies to you please provide the date from which your continuous service commences and the name of the organisation.

Organisation:		Date:	
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Section 6 – References

Please give the names and contact details of at least two referees who have knowledge in a professional capacity. One of them must be your current / most recent employer or tutor and your references must cover all employment and/or any voluntary work in the past five year period. References should be provided by the Headteacher/establishment manager. Personal references should only be provided where no alternative employer or educational referee is appropriate.

Give details of additional referees on a separate sheet if necessary

Reference 1			
Date:			
Address:			
Postcode:			
Email:			
Tel. No:			
Employer:	<input type="checkbox"/>	Educational	<input type="checkbox"/>
		Personal	<input type="checkbox"/>
School / Organisation:			

Reference 2			
Date:			
Address:			
Postcode:			
Email:			
Tel. No:			
Employer:	<input type="checkbox"/>	Educational	<input type="checkbox"/>
		Personal	<input type="checkbox"/>
School / Organisation:			

It is normal practice to take up references before interview. Please indicate whether you give your consent for references to be requested before interview, by ticking the appropriate boxes below.

Reference 1	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Reference 2	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Suffolk County Council operates a policy of open references. This means that you may read any references received in relation to you, on written request.

Section 7 – Health

Give information relating to any medical condition or disability which may require us to make a reasonable adjustment to the recruitment process in order to facilitate your application.

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Section 8 – Declaration and Data Protection Statement

I consent to the school carrying out checks and using information provided from the checks and this application form when making a decision about my suitability to work with or be in regular contact with children.

I understand that the school will share any information they obtain about me with other organisations where the law requires them to, including where information raises concerns of a child protection nature.

I understand that it is an offence to make a statement which is false or misleading in an application for registration.

I give consent for the school to carry out checks and use the information from the declaration and consent form and third party information prescribed in regulations made under the Safeguarding Vulnerable Groups Act 2006, to make a decision about my suitability.

I consent to the school carrying out on-line status checks using the DBS Update Service as and when required.

I have read the guidance notes accompanying this form. To the best of my knowledge, the information I have supplied on this form and any attachments is correct. I understand that giving false information or omitting relevant information could disqualify my application and, if I am appointed, could lead to an offer being withdrawn or my dismissal. I consent to the information I have provided being verified, which I understand will involve providing relevant documentation for checking and contacting referees / previous and/or current employers.

In completing and returning this application you are consenting to the processing of data therein and that this will comply with the Data Protection Act 1998. Details of your application including your personal details will be stored in our archives and database for up to 12 months following successful completion of this recruitment process (longer for successful applicants).

Signed:	
Date::	

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EQUAL OPPORTUNITIES

These pages must be detached by the school before considering application against selection criteria.

We are committed to equality of opportunity and require the following questions to be completed by all applicants. If you are uncomfortable answering a question, please tick the 'prefer not to disclose' option.

The information is collected for statistical purposes only and will not be used as part of the selection process.

Ethnic Origin

Please select one description from numbers 1-18 (below) that best fits your ethnic origin. If you feel the choices do not provide a suitable option, please write how you would describe your ethnic origin in the space provided.

- | | |
|----------------------------|----------------------------|
| 1. British | 10. Bangladeshi |
| 2. Irish | 11. Any other Asian origin |
| 4. White & Black Caribbean | 12. Caribbean |
| 3. Any other White origin | 13. African |
| 5. White & Black African | 14. Any other Black origin |
| 6. White & Asian | 15. Chinese |
| 7. Any other mixed origin | 16. Gypsy / Traveller |
| 8. Indian | 17. Other – please specify |
| 9. Pakistani | 18. Prefer not to disclose |

Your Ethnic Origin Description	1 – 18	
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Nationality

Please tell us your nationality e.g. British Citizen, Portuguese Citizen	Prefer not to disclose	<input type="checkbox"/>

Religion or Belief

Please see guidance notes for more information on why we are asking for this information.

- | | |
|-------------------------|----------------------------|
| 1. Baha I | 9. Christian |
| 2. Hindu | 10. Jain |
| 3. Jewish | 11. Sikh |
| 4. Zoroastrian | 12. Humanist |
| 5. Buddhist | 13. Pagan |
| 6. Muslim | 14. Prefer not to disclose |
| 7. Rastafarian | 15. Other (please specify) |
| 8. No religion / belief | |

Your Religion or Belief Description	1 – 15	
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Gender

Male		Female
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Sexual Orientation

Please see guidance notes for more information on why we are asking for this information.

- | | |
|-----------------|---------------------------|
| 1. Heterosexual | 4. Lesbian |
| 2. Bisexual | 5. Prefer not to disclose |
| 3. Gay | |

Your Sexual Orientation Description	1 – 5	
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Disability

The Equality Act 2010 defines a person as having a disability if she/he has a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on his/her ability to do normal daily activities.

Do you have a disability as defined above?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If you have a disability, are there any arrangements which we can make for you if you are called for an interview and/or work based exercise?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, please specify (e.g. ground floor venue, sign language interpreter, audio tape etc.)