

Application for Teaching Appointment

(including Vice-Principal/Deputy Head Teacher)



SCHOOL/COLLEGE:

POST:

Please read notes at the end of this application before completing and complete in black ink.

1 Personal Information

Surname:

Home Telephone No:

Initials:

Business Tel No:

Postal Address (for correspondence):

Mobile Tel No:

National Insurance No:

DfES Reference No:

Email Address:

GTC Membership No:

Post Code:

Are you entitled to work in the UK **YES / NO**

2 Present Appointment

If teaching:

Name and Address of School/College:
(if currently in the maintained sector):

Name and Address of Local Authority

Age range: Number on Roll: Date appointment commenced:

Please give details of current salary and any additional points (please indicate in the appropriate fields below)

Main Pay Scale 1 2 3 4 5 6 or Upper Spine 1 2 3 or

Leadership Pay Spine (please state range)

or AST/Excellent Teacher any Allowances (Please State):

If other than teaching: Current position:

Name and Address of Employer:

Date Appointed:

Salary:



COMMITTED TO EQUALITY OF OPPORTUNITY IN EMPLOYMENT AND SERVICES

3 Education

(a) Secondary/Further

Examinations Passed (if known)	Dates (if known)	Subjects	Grades (if known)
GCE 'O' Level, GCSE or Equivalent (i.e. NVQ Level 2)			
GCE 'A' Level or Equivalent (i.e. NVQ Level 3)			
Other (please specify examinations passed)			

(b) University/College Qualifications

including professional qualifications and in-service courses leading to recognised qualifications
(eg. NPQH etc)

From	To	School/College/University	Qualifications obtained, with classification and dates

4 Membership of Professional Bodies

(e.g. National Association of English Teachers etc)

Institution	Dates of Membership	
	From	To

5 Previous Employment and Relevant Experience

(Sections 5a, 5b and 5d will be used in the assessment of your salary, if appointed)

(a) Previous Employment in Education

Please start with the most recent employment date

Name of employer	Name and type of School/College	NOR	Post Title Identify any additional responsibilities	Dates (month and year)	
				From	To

(b) Other Relevant Experience (*Paid or unpaid employment and voluntary experience*)

Please give as full an account as possible, including details of career breaks etc

Name of Employer or Voluntary Organisation or nature of work undertaken	Details of Post or Voluntary Experience (Full or Part Time)	Dates (month and year)	
		From	To

(c) Personal Interests

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(d) Continual Professional Development (CPD)

Please limit your CPD record to the last five years

CPD Activity (please indicate duration if over one day)	Organising Body	Role (eg. participant, course leader, etc.)

7 Supplementary

- (a) The Governing Body and the County Council are seeking to promote the employment of people with disabilities and will make any adjustments considered reasonable to the duties of the post applied for under the terms of the Disability Discrimination Act 1995 to accommodate a candidate with a disability.

The Disability Discrimination Act 1995 defines disability as “a physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day activities”.

- (b) Are you, to your knowledge, related to any Member or Officer of the County Council? **YES/NO**
If so, give details.

8 References

(Give here details of two persons to whom reference may be made, one of whom should be your present or last employer and should be able to comment on you as a professional. Open testimonials and character references will not be accepted).

Name:

Position:

Address:

Post Code:

Tel No:

Fax:

Email:

Name:

Position:

Address:

Post Code:

Tel No:

Fax:

Email:

9 Letter of Application

You are requested to submit a letter in support of your application, addressing issues you regard as relevant to the post as prescribed in the Job Details supplied and to present any factual information which may not have been included in this application form.

10 Declaration

I declare that all information submitted in this application form is true, that I have not canvassed any Member, Employee or Committee of the County Council or Governor of the school/college either directly or indirectly, in connection with this application, and will not do so. I understand that such canvassing will disqualify me as a candidate. I further understand that failure to disclose my relationship with a Member or Employee of the County Council or Governor of the school/college or failure to disclose any conviction of a criminal nature may disqualify me and that if such failure is discovered after appointment I will be liable to dismissal without notice. I confirm that I have read the notes relating to convictions and spent convictions of criminal nature.

I attach a letter of application in support of this form along the format prescribed in the Job Details supplied to me.

Date:

Signed:

11 Information for Candidates with a Disability

Leicestershire County Council welcomes applications from all sectors of the community, including candidates with a disability.

Definition

The Disability Discrimination Act 1995 defines disability as: ‘a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities’.

Arrangements if selected for interview

You are asked to indicate whether you would need any of the following arrangements to be made if you were invited to interview.

- | | |
|---|--|
| <input type="checkbox"/> Interview information on audio tape | <input type="checkbox"/> Wheelchair - accessible location for interview |
| <input type="checkbox"/> Interview information in large print format | <input type="checkbox"/> Car parking space for interview |
| <input type="checkbox"/> Sign language interpretation or other assistance with communication in interview | <input type="checkbox"/> Facility for personal carer, assistant or other person to accompany you at interview. |
| <input type="checkbox"/> Induction loop in interview room | |

Please specify any other facilities which you would like to be made available on the day:

Arrangements if appointed

Please give below details of any adjustments which may need to be able to carry out the duties of the job if appointed. If you prefer, we should be very happy to discuss this at interview.

12 Convictions and ‘Spent’ Convictions of a Criminal Nature

You will appreciate that the Local Authority must be particularly careful to inquire into character and background of applicants for appointment to posts involving contact with children under the age of 18. It is therefore essential that, in making your application, you disclose whether you have ever been convicted of a criminal offence and, if so, for what offence(s). Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exemptions) (Amendments) Order 1986. The fact that conviction(s) have been reported against you will not necessarily debar you for consideration for this appointment.

You must, therefore, answer the question at the foot of this notice “**have you ever been convicted of a criminal offence?**” (Please answer “yes” or “no”). If the answer is “yes”, you must give details which may, if you wish, be enclosed in a separate, sealed envelope marked “confidential” and attached to the application. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies. The object of this notice, will not in any way, reflect upon applicants’ integrity but it is necessary to protect the public and the Council.

In accordance with the recommendations of the Home Office, successful candidates for all posts where there is to be contact with children, will be the subject to a criminal records bureau clearance, regardless of the answer given the question concerning previous convictions. Acceptance of an offer of appointment will be deemed to be acceptance that such an investigation may take place. Applicants are informed that providing false information is a disciplinary matter and may result in summary dismissal.

QUESTION: Have you ever been convicted of a criminal offence? **YES/NO**

Date:

Signed:

13 Notes

- (a) When completed, this form should be addressed to the person and address identified in the job details/ advertisement, to be received by the closing date expressed in the job details.
- (b) Canvassing, directly or indirectly will lead to disqualification.
- (c) Teachers aged 50 and over are advised that, if they have previously accepted early retirement from a teaching post and, if appointed to a new post, they should advise the Paymaster General, and the Department of Education and Skills and their previous employer of their change in circumstances.
- (d) Candidates recommended for appointment will be required to complete a medical questionnaire, which will be supplied after the interview, for submission to the Occupational Health Service, and may then be required to undergo a medical examination.
- (e) Because of the nature of the work which you are applying this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders 1974 (Exceptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act, and, in the event of employment being taken up, any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. The fact that a conviction has been recorded against you will not necessarily debar you from the consideration for this appointment.

The object of this Notice is not, in any way, to reflect upon applicants' integrity, but is necessary to protect the public and the Council.

14 Equal Opportunities Policy

Comprehensive monitoring of the workforce and job applicants is carried out by reference to the information you choose to disclose about your ethnic origin, gender and any disability. The purpose of monitoring, which is fully supported by the County Council's Trades Unions, is to evaluate the effectiveness of the Equal Opportunities Policy and related personnel policies and practices. It is therefore important that you complete this form.

The County Council is firmly committed to the principle of equal opportunities in both the delivery of services and employment. Equality of opportunity means that service users, job seekers and employees will be treated equally and fairly regardless of their colour, race, nationality, ethnic or national origin, religion, gender, marital status, sexuality, disability, age or any other unjustifiable criterion. The County Council seeks to create an environment in which services and employment are provided without fear of discrimination.

The Equal Opportunities Policy takes account of the Sex Discrimination Act, 1975, The Race Relations Act, 1976, the Disability Discrimination Act, 1995, the Race Relations Act, 2000, the Employment Equality (Sexual Orientation) Regulations, 2003, the Employment Equality (Religion or Belief) Regulations, 2003 and the Employment Equality (Age) Regulations, 2006.

The information, which you provide, on the attached form WILL NOT BE USED BY THOSE INVOLVED IN THE SELECTION PROCEDURE: IT IS FOR STATISTICAL PURPOSES ONLY and will be separated from the main application form upon receipt and before consideration of candidates takes place. This information will remain confidential but, should you be appointed, may become part of your personal record.

This application form is available in an electronic format at www.leics.gov.uk/education/teaching. If you require this application form in an alternative format, e.g. large print, braille, tape or an alternative language, please call 0116 265 8057, or e-mail: teaching@leics.gov.uk

Please complete this form and leave it attached to your application form
(the form will be detached before your application is sent to the people involved in the selection process)

Department:

Post Reference numbers:

Based at:

Application for post of:

1) What is your ethnic group?

- | | | |
|---|--|---|
| <input type="checkbox"/> (a) White | <input type="checkbox"/> (b) Mixed | <input type="checkbox"/> (c) Asian |
| <input type="checkbox"/> British | <input type="checkbox"/> White and Black | <input type="checkbox"/> Indian |
| <input type="checkbox"/> Irish | <input type="checkbox"/> Caribbean White and Black African | <input type="checkbox"/> Pakistani |
| <input type="checkbox"/> Any Other White background | <input type="checkbox"/> White and Asian | <input type="checkbox"/> Bangladeshi other Asian background |
| <input type="checkbox"/> Any other mixed background | | |

(Please write below)

(Please write below)

(Please write below)

- | | |
|---|--|
| <input type="checkbox"/> (d) Black or Black British | <input type="checkbox"/> (e) Chinese or other ethnic group |
| <input type="checkbox"/> Caribbean | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> African | <input type="checkbox"/> Any Other |
| <input type="checkbox"/> Any other Black background | |

(Please write below)

(Please write below)

2) My sex is Male Female

3) My date of Birth is (DD//MM/YYYY)

4) The Disability Discrimination Act 1995 defines disability as:

‘a physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities.’

I consider myself Disabled Non Disabled

5) If you have ticked the box for disabled people do you envisage adjustments, special equipment or adaptations would be needed in order for you to carry out your duties?

6) Where did you see this vacancy advertised?

7) Do you work for Leicestershire County Council now? Yes No

Do you consider this job to be a promotion? Yes No

Surname: Forename:

Signed: Date:

Overleaf we explain why we are asking for this information.

THANK YOU FOR YOUR ASSISTANCE

E.2654 Rev. 10/05

FOR OFFICE USE ONLY - (To be completed after the appointment is made)

This candidate was **SHORTLISTED** **INTERVIEWED** **APPOINTED**
(Please place X in appropriate box)