

TEACHING

**SOUTH GLOUCESTERSHIRE COUNCIL
DEPARTMENT FOR CHILDREN, ADULTS AND HEALTH**

APPLICATION FOR TEACHING POST (including Head, Deputy & Assistant Headteacher Posts) - CONFIDENTIAL

Please complete in black ink or typescript as this form may be photocopied. A Curriculum Vitae will not be accepted. You must complete all sections of the application form.

APPLICANTS FOR HEADTEACHER POSTS: RETURN IN ACCORDANCE WITH INSTRUCTIONS IN APPLICATION PACK

OTHER APPLICANTS RETURN FORM TO HEADTEACHER OF SCHOOL

Position applied for:

Vacancy Reference Number (e.g. PP100):

School:

Where did you first learn of this vacancy?

Personal Details

Title: Surname: Forenames (in full):

Home Address:

Mobile:

National Insurance Number:

DfE Reference Number:

Former Name(s) if applicable:

City/Town:

Postcode:

Do you hold Qualified Teacher Status? Yes No

Email:

Do you require a work permit? Yes No

Daytime Tel:

Do you have a full driving licence? Yes No

Evening Tel:

Do you have regular use of a vehicle? Yes No

Education/Qualifications

Please state in chronological order. Applicants offered an appointment will be asked to verify their qualifications.

Name of School/College/University	Level	Awarding Body	Subjects	Grade/Result	Year Obtained

Current Employment

Full details required if your present post is within teaching. Please note relevant contact details must be included.

Date Commenced			Name of School and Local Authority, including relevant contact details (please indicate if Foundation or Independent). If your present post is not within teaching please provide a brief outline of duties	Type and Age Range of School	Age of Children Taught by Applicant	Number on Roll	Allowances or TLRs held (if Head or Deputy, state School Group)	Subject/Special Responsibility/ Senior Post held	Full-Time (F) Part-Time (P) (Please state % of week worked) Supply (S)	Reason for leaving
D	M	Y								

Previous Teaching Experience

Please put most recent job first. Any dismissal or redundancy must be clearly stated. Please note relevant contact details must be included. Continue on a separate sheet where necessary.

Dates of commencement and termination for each post			Name of School and Local Authority, including relevant contact details (please indicate if Foundation or Independent)	Type and Age Range of School	Age of Children Taught by Applicant	Number on Roll	Allowances or TLRs held (if Head or Deputy, state School Group)	Subject/Special Responsibility/ Senior Post held	Full-Time (F) Part-Time (P) (Please state % of week worked) Supply (S)	Reason for leaving
D	M	Y								

Particulars of School Experience During Training

To be completed only by newly qualified teachers or those with less than three years teaching experience.

Name of School and Local Authority	Type and Age Range of School	Age of Children Taught by Applicant	Number on Roll	Did you have responsibility for a class or tutor group? If so, please describe

Gap in Employment Details

Please indicate and explain any gaps in employment, including specific dates since first leaving secondary education, using a separate sheet where necessary.

Date from	Date to	Reason for gap

Other Experience

Please state other experience, voluntary or paid/full-time or part-time (if part-time please state percentage of the week). All experience is valued and should be fully recorded. It may also affect your salary position.

Dates						Position Held (if any)	Employer or Organisation	Nature and brief summary of experience/explanation of gaps in employment
From			To					
D	M	Y	D	M	Y			

In-Service Studies/Other Training

Please highlight training that you have undertaken which is relevant to the post for which you are applying.

Course Name	Course Provider	Duration	Date(s)

Membership of Professional Associations (if applicable to the post for which you are applying)

Organisation Name	Level of Membership/Role/Registration No. (if applicable)

References

Please state below, details of two people to whom reference may be made (family members, ex/current partners, close friends are generally not acceptable referees).

Reference 1 - Your first referee must be your present or last Headteacher/ Employer, if currently or previously employed.

Reference 2 - Your second referee would normally be another previous employer (ideally where you worked with children and young people) or a University or College Tutor (if no previous employment or as an NQT) or a voluntary organisation.

If you were known to your referee under another name, please state name:

Reference 1 Name:		Reference 2 Name:	
Address: (Incl. Post Code)		Address: (Incl. Post Code)	
Email:		Email:	
Tel:		Tel:	
Position:		Position:	
Organisation:		Organisation:	

Please note that, in addition to your two nominated referees, any number of previous employers may be contacted without seeking further permission from you in relation to your employment history as part of the vetting process.

Due to safeguarding requirements, references should be obtained prior to interviews for shortlisted candidates, to assist with assessing candidates' suitability to work with children. Can you please confirm below whether or not referees may be contacted prior to interview should you be shortlisted. Please note referees for all Headteacher posts will be contacted prior to the interview by the Local Authority.

Referee 1 may be contacted prior to interview.

Yes No

Referee 2 may be contacted prior to interview.

Yes No

Are you related to any employee or Governor at the school for which you are applying or to a Councillor of South Gloucestershire Council?

Yes No

If YES, give their name, position and relationship.

Are you a current employee of South Gloucestershire Council?

Yes No

If YES, please state your pay reference number.

Skills, Abilities, Knowledge and Experience

Please say how your skills, knowledge and previous experience, whether paid or unpaid, are relevant to this post and how they meet the criteria listed on the person specification. You should refer to these and any other details provided when completing this section. You should also outline personal achievements, whether in paid employment or

The Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975

This post is covered by the **Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975** because it is a post which involves working directly with children or young people. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are “spent”.

Please note: 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. Further information is contained in the accompanying document to this application form 'Declaration of Criminal Convictions – Additional Guidance'.

If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Disclosure and Barring Service (DBS, previously CRB)**. This will require you to complete a separate DBS application form and to provide documentary evidence of your identity.

Do you have any criminal convictions to declare? (including cautions, bindovers or no case to answer).

Yes No

Have you ever been subject to any employment restrictions or sanctions imposed by a regulatory body (e.g. DfE, List 99, GTC)?

Yes No

If YES, please state details below or return with your application in a sealed envelope marked private and confidential, for the attention of the Headteacher.

Availability

Please state any dates and/or times when you are not available for interview:

How much notice are you required to give?

When are you available to start work?

Date of Birth

To assist with identity and vetting requirements, please provide your date of birth.

Data Protection Act 1998

Under the terms of the Data Protection Act 1998 the information provided on this form will be held in confidence and used for the purpose of Recruitment and Selection and Personnel Administration and no other purpose.

General Notes

1. Any form of canvassing will disqualify the candidate.
2. False or misleading information will disqualify an application or, if appointed, render an applicant liable to dismissal without notice.
3. Please return this form by the closing date to ensure consideration.

Declaration

I declare that to the best of my knowledge the information on this application is true. I understand that if the information I have supplied is false or misleading in any way, I will automatically be disqualified from appointment or dismissed without notice. Sign below to confirm that you agree to the above statement (for applicants applying by email, please enter a \checkmark or X in the box below).

Signature: _____

Date: _____

Committed to Equalities - Confidential

The Council is committed to equality of opportunity and as part of this commitment monitors its recruitment and selection process to determine that it is fair to all. Please help South Gloucestershire Council monitor its equalities policies and prevent unfair discrimination by answering ALL of the following questions, ticking the appropriate box.

Name:

School:

Previous Surname:

Vacancy Applied For:

Vacancy Reference No:

Equalities Information

1. Ethnic group

White

White – British

White – Irish

White – Other

Mixed

Mixed – White and Black Caribbean

Mixed – White and Black African

Mixed – White and Asian

Mixed – Other

Chinese

Asian

Asian or Asian British – Indian

Asian or Asian British – Pakistani

Asian or Asian British – Bangladeshi

Asian or Asian British – Other

Black

Black or Black British – Caribbean

Black or Black British – African

Black – Other

Other ethnic group

If other, please specify below:

2. Gender/Age

Gender

I am: Male Female

Age

I am: Up to 19 years 20-29 years 30-39 years 40-49 years
50-59 years 60+ years

3. Disability

Do you consider yourself to be a disabled person? Yes No

Please note: This information will be used to enable us to monitor our performance as an equalities employer effectively, and for that purpose only. This information will be treated in the strictest confidence, and will not be seen at any time by the selection panel.