**Westminster City Council**

**Application form for teaching staff**

Elizabeth Hillyard

Tachbrook Nursery School

Cockburn House

Aylesford Street

London SW1V 3RT

Thank you for your interest in working for

Westminster City Council.

The information given will be treated as confidential.

Please complete the form in black ink.

Position applied for: School (if applicable):

Class Teacher

Tachbrook Nursery School

Where did you see the vacancy advertised?

Please post your completed application form to:

Closing Date:

Thursday 29th June (Midday)

**Section 1:** Personal details

(Internal candidates should give their work address only)

Surname: Forenames:

Preferred title (e.g. Mr, Mrs, Miss, Ms):

Home address:





Home telephone: Mobile:

Home email:

Correspondence address (if different from home address):

Telephone:

Email:

Do you require a certificate of sponsorship that would enable you to take up employment in the UK. If yes, please provide details below or on a separate sheet.

 No Yes Work address (present or most recent):

Work telephone: Work email:

Please specify any dates you are not available for an interview:

May we contact you at work? Yes / No

National Insurance Number:

**Section 2:** References

Reference 1: (from present or most recent employer)

Name of referee: Position:

Name and address of organisation:

Reference 2: (preferably another employer)

Name of referee: Position:

Name and address of organisation:

|  |  |
| --- | --- |
| Work e-mail:  | Work e-mail: |
| Telephone: | Telephone: |
| If you are called for interview, may we contact your referee? | Yes | No | If you are called for interview, may we contact your referee? | Yes | No |

All Candidates **–** Please complete details for both referees, who should not be related to you and include your most recent employer(s). If school/college leaver, please give name and address of head teacher/tutor and also manager of most recent work experience placement – if applicable.

*Please note – we reserve the right to contact any previous employer(s)*

*you have listed for reference purposes where relevant.*

Internal Candidates **–** Please note your Line Manager must be one of your referees.

**Section 3:** Employment details

Please record all previous employment below, starting with your present or most recent employer.

1. Name and address of current or most recent employer:

Position held and salary:

Spinal point, teaching and learning responsibility:

Who reports to you (if applicable)? Please include number of positions and position titles:

Key duties and responsibilities (in bullet points):

|  |
| --- |
|  |
| Date appointed: |  | Date left or notice required: |  |

School type:

Age range: Roll: Reason for leaving (if applicable):

All previous employment (including voluntary or community work if relevant)

2. Name and address of employer: Position held and salary:

Main duties and responsibilities (in bullet points): Date appointed:

Date left or notice required:

Reason for leaving (if applicable):

3. Name and address of employer: Position held and salary:

Main duties and responsibilities (in bullet points): Date appointed:

Date left or notice required:

Reason for leaving (if applicable):

Please continue employment history on a separate sheet if necessary.

You may be asked to explain any gaps in employment under the child protection policy.

**Section 4:** Additional Information

Westminster City Council wishes to encourage disabled people to apply for jobs – all information will

be treated in confidence. The council operates a guaranteed interview scheme for disabled people who demonstrate on their job application form that they meet the specified selection criteria for the job. (Indicate by marking ‘x’ in the relevant box).

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Do you have a disability as outlined in the Equality Act (2010)? (See Equal Opportunities Monitoring section for detailed definition)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

  | In relation to any disability, do you have any particular requirements in order to attend an interview? If **yes**, please give details on a separate sheet.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

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**Section 5:** Education, qualifications and membership of professional associations

1. Please list all training and qualifications which are relevant to this post including GCE O/A Level or equivalent, degree and teacher qualifications. You may be required to produce original certificates.

Name of School Qualification/grade achieved Date awarded

College/University Qualification/grade achieved

Professional association/qualification Qualification/grade achieved/training

2. Right to work

Available from:

Are you an overseas qualified teacher and have yet to achieve QTS in the Yes No

UK?

Nationality Do you hold or are you working towards QTS Yes No

If yes, please give date of award:

DfES Number: QTS Certificate number:

3. Are you registered with GTC? Yes No

**Section 6:** Relevant skills and competencies

Please review the person specification found within the job description. Record below details of any relevant skills, experience, training or qualifications which make you particularly suited for this position.

If the person specification contains competencies, please provide a brief example of how you have demonstrated each competency in the past. Use the behavioural indicators listed under each competency heading as a guide in preparing your response. Please note that you are not required to provide a separate response for each behavioural indicator.

Please continue overleaf and/or on a separate sheet and attach to application form.

**Section 6:** Relevant skills and competencies (continued)

Please continue on a separate sheet and attach to application form.

1.
2. **Section 7:** Criminal records disclosure

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| --- | --- | --- | --- | --- | --- |
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 | No **unspent** convictions, cautions, reprimands, final warnings or pendingcharges. |

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 | One or more **unspent** convictions, cautions, reprimands, final warnings or pending charges. Please follow the instructions in section 7 (3) |

 To be completed by all applicants. I confirm that I have

**To be completed only** when applying for posts that are **exempt from the provisions of the Rehabilitation of Offenders Act 1974** (Exceptions) Order 1975 (as amended). Applicants applying for the above posts cannot consider any convictions as “spent” for the purposes of this application -except those which, under the DBS filtering rules, should no longer be disclosed, **see DBS Guidance** at:

<https://www.gov.uk/government/news/dbs-filter-certain-old-and-minor-cautions-and-convictions-reprimands-and-warnings-from-criminal-record-certificates>

I confirm that I have…

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
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No **spent** convictions, cautions, reprimands, or final warnings. |

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 | One or more **spent** convictions, cautions, reprimands or final warnings. Please follow the instructions in section 7 (3) |

*Please note. Any offer of appointment to the above post(s) will be subject to a satisfactory disclosure**from the Disclosure and Barring Service.*

7 (3) If you have answered **yes** to either of the questions above, please follow the instructions below:

* + On a separate sheet of paper record brief details of the offence(s)
	+ Record the date and place of judgement and sentence(s) given
	+ Place the sheet of paper into a sealed envelope and attach to your application form.

**The council has a positive policy on the recruitment of ex-offenders, and will not unnecessarily discriminate against those who disclose a criminal record unless it is considered that this makes you unsuitable for employment. In making this decision the council will consider the nature and relevance of the offence, how old you were when it was committed and any other factors which may be relevant.**

*This information will be treated in strictest confidence and only those directly involved in the recruitment process will have access to the information provided.*

1.

**Section 8:** Prevention and detection of fraud

The council is committed to the highest ethical standards and expects its employees to act with integrity, to be honest and trustworthy and to comply with all laws and regulations which apply to council business.

The council collects information for a variety of local authority purposes including Housing Benefit. The information collected about you may be used for any local authority purpose.

Information on you provided by you or by a third party may be checked with other information held by the council. This information may also be used by the council or supplied to other bodies to prevent or detect crime or protect public funds. Use of information about you and disclosures to anyone outside the council will only be carried out where law permits.

If you have any queries about information held about you, all of which is held under the provisions of the Data Protection Act 1998, please contact the Director of Finance at Westminster City Hall, Victoria Street, London SW1E 6QP.

**Section 9:** Relatives/other interests

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  Are you related to any Councillor/Governor or senior officer of the council/school?  If **yes**, please give details on a separate sheet. |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

No |

*Warning – canvassing of or failing to disclose a relationship to a councillor, may disqualify you.*

**Section 10:** Applicant’s declaration

I declare that the information that I have provided is true and accurate and in particular that I have not omitted any material facts which may have a bearing on my application. I understand that any subsequent contract of employment with the council will be made on the basis of the information I have provided.

I understand that a false declaration which results in my appointment to the council’s service will render me liable to dismissal without notice. I give explicit consent that the information which I give on this form may be processed in accordance with the council’s registration under the Data Protection Act 1998.

Signed Date

**Equal Opportunity Monitoring Form**

The council is committed to Equality in Employment and aims to employ a workforce which reflects the diverse community we serve. The policy of the council is to appoint the best candidates for any position irrespective of gender, sexual orientation, age, marital status, disability, race, colour, ethnic or national origin, religion or belief.

**The information that you provide is completely confidential and will be separated from your application prior to the short-listing stage of the recruitment process. You must complete this section for your application to the considered.**

**Personal details**

|  |  |  |  |
| --- | --- | --- | --- |
| Position reference number:

|  |
| --- |
|  |

 | Date of birth:

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| Last name:

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| --- |
|  |

 | Sex:

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**Male**  |

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**Female** |
| Forenames:

|  |
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Please mark each applicable box with a tick, **‘x’** or write in the space if appropriate.

**Ethnic groups**

To which of these groups do you consider you belong?

|  |  |
| --- | --- |
| **Asian or Asian British** | **Black or Black British** |
|

|  |
| --- |
|  |

Indian |

|  |
| --- |
|  |

Pakistani1 |

|  |
| --- |
|  |

Caribbean |

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|  |

Black British |
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| --- |
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Bangladeshi  |  |

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| --- |
|  |

African3 |  |
|  |
| Any other Asian background2  | Any other Black background4  |
|  |  |
| **Mixed** | **White** |
|

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| --- |
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White and Asian5 |

|  |
| --- |
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Black and Asian  |

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English |

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|  |

Welsh |
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White and Black Caribbean |

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White and Black African |

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|  |

Scottish |

|  |
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|  |

Irish |
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Black and Chinese |

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|  |

Chinese and White |

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|  |

Northern Irish |

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| --- |
|  |

Eastern European7 |
| Any other Mixed background6 |

|  |
| --- |
|  |

Western European8 |  |
|  | Any other White background9 |
|  |  |
| **Other ethnic group** | **Chinese10** |
|

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|  |

Arab |

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|  |

 |
| Any other background11 |  |
|

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**Prefer Not to Say** |  |

**Disability12**

The council’s Disability Equality Scheme states ‘the problems experienced by many disabled people are not because of their impairments or medical conditions, but are due to attitudinal and environmental barriers. This is known as ‘the social model of disability’.

Do you consider yourself to be disabled as defined by the above ‘social model’?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
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Yes |

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No |

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Prefer Not to Say  |

The definition of disability, as outlined in the Disability Discrimination Act 1995 & 2005 (DDA) is as follows: “**A physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day-to-day activities”.**

Do you consider yourself to be disabled as defined by the DDA?

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| --- | --- | --- | --- | --- | --- |
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Yes |

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No |

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Prefer Not to Say |

**Sexual Orientation**

# To which of these groups do you consider you belong?

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Bisexual |

|  |
| --- |
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Heterosexual/Straight |
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|  |
| --- |
|  |

Gay man |

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| --- |
|  |

Other  |
|

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Gay woman/Lesbian |

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| --- |
|  |

Prefer not to say |

**Religion or Belief**

To which of these groups do you consider you belong?

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Bahai |

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Islam |

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Zoroastrianism |
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|  |

Buddhism |

|  |
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|  |

Janinism |

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| --- |
|  |

No religion or belief |
|

|  |
| --- |
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Christianity |

|  |
| --- |
|  |

Judaism |

|  |
| --- |
|  |

Other religion or belief |
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Hinduism |

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Secularism |

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Prefer not to say |
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|  |

Humanism |

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Sikhism |  |

**Data Protection Act**

The council will process all data in compliance with the provisions of the Data Protection Act 1998. Please sign below to give your explicit consent that the information which you give on this form may be processed in accordance with the council’s registration under the Data Protection Act 1998.

|  |  |  |
| --- | --- | --- |
| Please mark the box with an **‘x’** to confirm you have read and understood the above. |

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| --- | --- | --- | --- |
| Signed (Please write or type in your full name)

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|   |

 | Date

|  |
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