Appendix 2 (a)

CONFIDENTIAL

Application for post of – ALL TEACHING STAFF

Please return this application form to the email or postal address as requested in the advertisement /recruitment pack

POST DETAILS		
Post Title	School	
Grade	Advert Reference No.	Closing Date

PERSONAL DETAILS		
Surname/Family name	First Name(s)	
Preferred Title (Mr/Mrs/Miss/Ms/Other)	Do you have the right to work in the UK? YES ☐ NO ☐	National Ins No
Do you require a Certificate of Sponsorship? YES ☐ NO ☐ Visa Expiry Date	QTS/QTLS Certificate No	Date QTS/QTLS Awarded
Are you registered with the National College for Teaching & Learning Yes ☐ No ☐	Teacher Ref Number	
Have you successfully completed a period of induction as a qualified teacher in this country? Yes ☐ No ☐ If yes, date of completion		
Permanent Private Address		
	Postcode	
Telephone (Day)	Telephone (Evening)	
Mobile	E-Mail	
Do you speak any of other languages? - if so which?		

PRESENT EMPLOYMENT		
Present Post (Title)	Full/Part Time/Job Share	Date Appointed
Current Salary Point	Current Salary	Allowances (incl TLR)
Name and address of School		
Postcode	Telephone	
Type of School	Age Range	
No on Roll	Age Range Taught	
Name of Education Authority or Private Institution		
Reason for Leaving:		

EDUCATION			
Name of Institution	Dates		Qualifications including membership of any relevant professional association
	From	To	
Secondary School, Further Education College			
Higher Education			
Further post graduate study			
For what age range were you trained?	Main teaching subjects offered:		Additional subjects offered:

PROFESSIONAL DEVELOPMENT COURSES ATTENDED WITHIN THE LAST FIVE YEARS			
Title	Organising Body	Duration	
(e.g. NPQH)		From	To
Please provide your Professional registration number and send in a Photocopy of your certificate			

PREVIOUS EMPLOYMENT HISTORY. Please give details of all previous jobs including temporary or voluntary work in chronological order ending with your present post. Ensure that there are no gaps in the history of your education and employment. Failure to provide a full account may lead to your application being rejected. Continue on a separate sheet if necessary.

LA/Employer's name and address and school name if applicable	Job Title (and responsibility point if applicable)	**Exact** dates employed (i.e.) 01.09.03 to 30.04.06		Reason for leaving
		From	To	

SUPPORTING STATEMENT
You must use this section to tell us how your knowledge, skills and experiences match the requirements of the job set out in the person specification. ***Please provide evidence of your ability to challenge inappropriate behaviour and treat others with respect and dignity. (For Head Teacher posts – please include your professional achievements within or beyond school and your aims in leading this school).***
(Please expand this section, if necessary, by not more than 1 side of A4).

ADDITIONAL INFORMATION
Are you related to a Councillor or a Senior Officer of the London Borough of Waltham Forest? YES ☐ NO ☐
If yes state the name and relationship.
N.B. canvassing or failure to disclose relationship to a Councillor or Senior Officer of the Council will disqualify you.

DISCLOSURE OF CRIMINAL BACKGROUND

Please refer to WF Guidelines on Employing People with Criminal Records

Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) 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". 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 on the Disclosure and Barring Service website : https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/240164/Filtering_guidance_v1_5.pdf

Please complete the following questions, taking into account the DBS filtering guidance.

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)

Yes ☐ **No** ☐

If Yes, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form.

Are you included in any list of people barred from working with children by the Disclosure and Barring Service (DBS) or the NCTL (National College of Teaching and Leadership)?

Yes ☐ **No** ☐

If Yes, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form.

PLEASE NOTE;

- 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 (previously CRB). This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity.
- Although a criminal record involving offences against children is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment.
- Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.
- It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS.
- Copies of the school's policy on the employment of ex-offenders, the DBS Code of Practice and the school's policy on criminal records checks are available on request.
- With effect from 17th June 2013 criminal records certificates will only be issued directly to the applicant. The Local Authority/your employer will request that you show them your certificate and will record the Disclosure number and issue date and retain this on your personnel record and on its computerised personnel record system in accordance with the Data Protection Act 1998. The Local Authority abides by the DBS Code of Practice and Keeping Children Safe in Education (DfE, 2014) which state that a copy of the DBS Disclosure Certificate may only be retained with the permission of the applicant and shall not be retained for longer than 6 months, in order to comply with the requirements of the Data Protection Act. By signing this application form you give your consent to this.

Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the Police of a criminal offence?

Yes ☐ **No** ☐

If **YES**, please give brief details of the offence, including the date of the conviction.

Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post?

Yes ☐ **No** ☐

If your answer is yes, you should provide brief details on a separate sheet, marked confidential. The information you will provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.

Do you have any criminal charges or summonses pending against you?

Yes ☐ **No** ☐
If **Yes**, please give details.

NB*: Prior to employment Waltham Forest Council check your details provided in this application against the ISA 'Children's Barred' List (a list of individuals who are barred from working with children). Once an offer has been made we will then request an enhanced Disclosure and Barring Check.*

REFERENCES
(One of these should be your present employer)

Please note if you are currently working with children, one reference **must** be obtained from the employer relating to children. Once received, references will be reviewed. If there are any queries about the quality of the reference we will discuss with you.
NB: Please note that Waltham Forest Council requires two references prior to employment commencing.

External Applications:
If you are selected for interview we will take up references. One referee should be a senior person in your present employment (or most recent employment or training provider) who has knowledge of your work. If an employer's reference cannot be provided due to longevity with a previous employer or employment history etc, a suitable alternative shall be agreed.

Internal Applicants:
If you are selected for interview we will seek references from your current Headteacher/Line Manager.

Name	Name
Address Post Code	Address Post Code
Tel Number	Tel Number
Position in organisation	Position in organisation
Email	Email
Relationship	Relationship
How long have they known you?	How long have they known you?

We reserve the right to take up references prior to interview. Please advise if you do not want us to do so at this stage and provide reasons. If any of your referees knew you by another name, please specify that name(s) here:

DECLARATION

- I understand that if I am appointed, personal information about me will be computerised for personnel / employee administrative purposes in accordance with the Data Protection Act 1998. This may include analysis for management purposes and statutory returns.
- In signing this form I give my authority for use of my personal data for these purposes.
- I hereby confirm that the information I have given above is true.
- Where applicable, I will be subject to the regulations on political restrictions as defined in Local Government and Housing Act 1989.
- I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed

Signed	Date

(Please note if you are applying on the web you will be required to sign this declaration at interview)

DATA PROTECTION ACT 1998
In order to process your application and for no other reason, you are requested to complete and return this application form. Waltham Forest is fully committed to compliance with the Data Protection Act 1998 and the information given will not be revealed to any organisation other than those declared to the Office of the Information Commissioner.

Please return this form to the email or postal address as requested in the advertisement/recruitment pack.

Thank you for applying for this post.

MONITORING INFORMATION

In order to monitor the effectiveness of Waltham Forest Councils Equal Opportunities Policy, and to comply with the requirements of the Race Relations Amendment Act 2000 you are required to complete Section A. Completion of Section B is voluntary, however completion will ensure all staff are treated fairly and equally.

Appointment of: insert post title here

Monitoring Ethnic Origin

Please indicate your ethnic origin by ticking one of the five broad divisions shown below:

White

- ☐ White English/Welsh/Scottish/ Northern Irish/British
- ☐ Irish
- Any other White background (please specify below)

Black or Black British

- ☐ African
- ☐ Caribbean
- Any other Black background (please specify below)

Asian or Asian British

- ☐ Bangladeshi
- ☐ Indian
- ☐ Pakistani
- ☐ Chinese
- Any other Asian background (please specify below)

Dual or Multiple Heritage

- ☐ White and Asian
- ☐ White and Black African
- ☐ White and Black Caribbean
- Any other dual or multiple heritage (please specify below)

Other Ethnic Group

☐ Gypsy or Irish Traveller Any other ethnic background (please specify) Do not wish to declare ☐

Monitoring Disability

Do you consider yourself to have a disability as defined* in the Disability Discrimination Act 1995. The Act defines disability as: “a physical or mental impairment which has substantial and long-term effect on a person’s ability to carry out normal day to day activities”.

YES ☐ NO ☐ Do not wish to declare ☐

Monitoring Gender

Please tick one box

Female ☐ Male ☐ Transgender ☐ Do not wish to declare ☐

SECTION B

To which one of the following age groups do you belong? *Please tick one box only*

16-17 ☐ 18-24 ☐ 25-34 ☐ 35-44 ☐ 45-54 ☐ 55-64 ☐

65-74 ☐ 75+ ☐ Do not wish to declare ☐

What is your religion? *Please tick one box only*

None ☐ Christian ☐ Buddhist ☐ Hindu ☐ Muslim ☐

Sikh ☐ Jewish ☐ Other ☐ If “other” please specify Do not wish to declare ☐

Sexual Orientation *Please tick one box only.*

Heterosexual ☐ Gay Man ☐ Bisexual ☐ Lesbian ☐ Do not wish to declare ☐

Monitoring Media

(for response monitoring purposes only)

Name of media or how you knew about this job