|  |  |  |
| --- | --- | --- |
| **CONFIDENTIAL** SO(48) The information you provide on this form will be used for recruitment & selection and employment contract purposes | Please complete in black ink or typescript TEACHER APPLICATION |  |

|  |  |
| --- | --- |
| **Application For Appointment as:**  **Grade:**  **School/Unit:** | **Closing date:** |
| National Insurance No: |

|  |  |
| --- | --- |
| **1. PERSONAL DETAILS** |  |
| Last Name and Title:  Home Address:          Postcode:  Tel No (home):  Email: | First Name(s):  Address for Correspondence (if different):          Postcode:  Work: |

|  |
| --- |
| Should you be selected for interview, please indicate dates when it would be impossible for you to attend.    DFES Number:       If not known, please state the date and  name under which you are qualified.  If you do not have a DFES Number, have you applied for Qualified Teacher Status:  Are you in receipt of a public service pension?    If you are returning to teaching have you been granted Infirmity Retirement by the Department of Education and Skills?  (If yes please give the date)  Are you related to any Council Member, Senior Officer of Leeds City Council or any Governor  or member of staff at this school? (if YES please give details:) |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **References**  Wherever possible references should be from two separate organisations. It is expected that Teachers/Deputy Headteachers will name their present or most recent Headteacher as their first referee. Headteachers should list their LEA or Employing Body. University leavers should name their course tutor. One referee should be your current or last employer. | | | | | |
| 1.  Title: Name:  Position:  Address:  Town:  Postcode:  Phone:  Email:  Capacity in which known:  **Your referees will be contacted if you are**  **selected for interview** | | | 2.  Title: Name:  Position:  Address:  Town:  Postcode:  Phone:  Email:  Capacity in which known:  **Your referees will be contacted if you are**  **selected for interview** | | |
| **2. SECONDARY, FURTHER AND HIGHER EDUCATION** | | | | | |
| Date ( MMM/YYYY)  e.g NOV/2002 | School, College University or Establishment | Examinations taken or being taken or any other qualifications obtained | | Full or Part Time (F/P) | Exam result & grade |
| From:      To: |  |  | | F/P | Date: |
| From:      To: |  |  | | F/P | Date: |
| From:      To: |  |  | | F/P | Date: |
| From:      To: |  |  | | F/P | Date: |
| From:      To: |  |  | | F/P | Date: |
| From:      To: |  |  | | F/P | Date: |
| From:      To: |  |  | | F/P | Date: |
| From:      To: |  |  | | F/P | Date: |
| From:      To: |  |  | | F/P | Date: |
| From:      To: |  |  | | F/P | Date: |
| From:      To: |  |  | | F/P | Date: |
| From:      To: |  |  | | F/P | Date: |
| From:      To: |  |  | | F/P | Date: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **CONTINUING PROFESSIONAL DEVELOPMENT/TRAINING (appropriate to the job)** | | | | | |
| Course Title | Provider | Dates | Duration | Course Completed | Awards (if any.) |
|  |  | From    To |  |  |  |
|  |  | From    To |  |  |  |
|  |  | From    To |  |  |  |
|  |  | From    To |  |  |  |
|  |  | From    To |  |  |  |
|  |  | From    To |  |  |  |
|  |  | From    To |  |  |  |
|  |  | From    To |  |  |  |
|  |  | From    To |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **4. EXPERIENCE** | | | | | | | |
| Present Post (or most Recent)  Post Held | |  | Employing Authority    Grade/Allowances | | | | Date of Appointment  Salary £ |
| Previous Teaching Appointments listed in sequence  Please include your Teaching Practice (if this is your first appointment) | | | Period of Service | | | | |
| Name of School/Unit/College  LEA | FT/PT | Title of Post and Grade | | Age Range | NOR | From To  (mmm-yy) (mmm-yy) | |
|  |  |  | |  |  |  | |
|  |  |  | |  |  |  | |
|  |  |  | |  |  |  | |
|  |  |  | |  |  |  | |
|  |  |  | |  |  |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **5. OTHER WORK EXPERIENCE** (please start with most recent)  Please give details in chronological order of any experience/activities which you consider relevant to teaching  e.g. commercial experience, raising a family, youth work, voluntary work. | | | | |
| Details and nature of Work/Activity | Name of Employer | Period of Service From To | | FT/PT |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **6. INFORMATION IN SUPPORT OF THIS APPLICATION** |
| (You may use this space to provide any information you wish, including any interest or unpaid activity. Ensure that you provide a full description of all skills, knowledge and experience that you feel are relevant to the post for which you are applying.) |
| Criminal Offences This post is exempted from the Rehabilitation of Offenders Act (1974). You are therefore required to provide details of any spent convictions, cautions, reprimands and final warnings you may have in addition to any unspent convictions or criminal proceedings pending against you.  If you are invited for interview, a statement of these details should be sent under separate cover in an envelope marked ‘Private and Confidential – For the Addressee Only’ in the top left hand corner with ‘The Headteacher’ in the centre of the envelope and with the words ‘Conviction Information’ marked in the bottom left hand corner. |
| **Data Protection Act 1998**  The information you submit will be processed by Leeds City Council. Your data will be used for purposes of Leeds City Council’s Recruitment and Selection process. It will be used to monitor the effectiveness of the Council’s policies and practices, in particular its Equal Opportunities Policy. This monitoring is for statistical purposes only and you will not be identifiable from this process. However, your personal details, contained in the application form may be used in the prevention and detection of fraud. Where this occurs you will be identifiable.  Your information may also be disclosed to the following third parties:  Survey and research organisations(for monitoring purposes only) – Local Government Authorities – Central Government Authorities – Organisations that handle or investigate the proper use of public funds – Law Enforcement Authorities.  **Declaration**  I consent to Leeds City Council recording and processing the information detailed in this application form. I understand that this information may be used by the company in pursuance of its business purposes and my consent is conditional upon Leeds City Council complying with their obligations under the Data Protection Act 1998”.  I confirm that all information given in this application is accurate and I agree that if my application is successful my appointment will be subject to satisfactory criminal vetting under the legislation for the protection of children.  **Signed: Date:** If you are submitting this form electronically you will be required to sign a hard copy should you be selected for interview Canvassing in any form, EITHER DIRECTLY OR INDIRECTLY, will be a disqualification. |

|  |  |
| --- | --- |
| **EQUAL OPPORTUNITIES**  Applicants for jobs will not be unfairly discriminated against on the grounds  of their sex, marital status, disability, colour, race, nationality or ethnic origin,  sexuality or age. To ensure the effectiveness of the policy, and to assist in its  development, it has been decided that all applicants will be monitored for  employment and promotion. | |
| **Date of Birth:** | **Where did you see this post advertised?** |
| Male  Female | |
| **Are you Disabled? Yes**  **No** | |
| For Disabled Candidates only **To help recruiters decide whether a reasonable adjustment will be required, please**  **answer the following questions.**  **Does your impairment prevent you from carrying out any of the duties of the post?**  **If yes, you are still encouraged to apply as we may be able to make some changes to**  **accommodate a suitable disabled candidate. It would be helpful if you let us know**  **what the potential difficulties might be.** | |
| **If called for an interview, does your impairment require us to make any particular arrangements? If yes, please describe. It would be useful if you could give us any information you have about how these might be overcome.**  **If you do not let us know at this stage what your needs are, there is no guarantee that we can meet them if you**  **let us know at a later date.** | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Ethnic Origin |  |  |  |  |  |
| Asian or Asian British |  | Black or Black British |  | Chinese or other ethnic groups |  |
| Bangladeshi |  | African |  | Chinese |  |
| Indian |  | Caribbean |  | Other (Specify) |  |
| Kashmir |  | Other (Specify) |  |  |  |
| Pakistani |  |  |  |  |  |
| Other (Specify) |  |  |  |  |  |
|  |  |  |  |  |  |
| Mixed |  | White |  |  |  |
| White & Asian |  | British |  |  |  |
| White and Black African |  | Irish |  |  |  |
| White and Black  Caribbean |  | Other (Specify) |  |  |  |
| Other (Specify) |  |  |  |  |  |