

## **GUIDANCE NOTES**

### **TEACHING APPLICATION FORM**

#### **THE APPLICATION FORM**

Completing the application form is the first step in the recruitment process which may lead to an interview and the possible offer of a job. It is, therefore, most important that you complete **ALL** sections of the application form which are relevant to you as clearly and fully as possible. Please do not include a Curriculum Vitae with your application, but try to include all relevant information on the form itself using additional sheets if necessary. If you are unable to complete the form, you may ask someone to do it on your behalf. If you have a disability and would prefer to submit your application on tape – you may do so. Your recording should follow the format of the application form. The following notes will explain the application form and give some useful advice on how to complete it. Please use black ink or type since it will be necessary to photocopy your form.

#### **SECTION 1: Vacancy details**

This section may have already been completed, but please check that all the details are complete and correct. If they are not included please refer to the job advertisement to fill in this section.

#### **SECTION 2: Personal details**

Please enter your personal details fully and clearly so that we may contact you about your application.

**Right to work in the UK:** Original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment, the copy of your identification documents will be retained on file under regulations governed by the Immigration, Asylum and Nationality Act.

**Teacher reference number:** This should be completed as it will be used to verify Qualified Teacher Status and ensure you are not barred from teaching or subject to an interim prohibition order. If you are a NQT we recognise that you may not have received your teacher reference number at the time of application.

**National Insurance number:** If you do not currently have a National Insurance number, please leave this blank.

If you are related to a Birmingham Councillor, Birmingham School Governor or an employee of the City Council we ask you to tell us so that we can make sure all applications are treated fairly. Canvassing any Councillor, Governor or employee of the City Council (i.e. seeking to gain an unfair advantage through personal contacts) will disqualify your application.

#### **SECTION 3: Retirement / Dismissal**

You should refer to the Teachers' Pensions website to find out about returning to work after receiving pension benefits. Please go to

[www.teacherspensions.co.uk](http://www.teacherspensions.co.uk). This will guide you in relation to any action you need to take following a new period of teaching employment. You should also advise your former employer of your re-employment if you are in receipt of compensation following premature retirement. You will also re-enter the pension scheme unless you choose to opt out of scheme membership. Opt out election is available from the Teachers' Pensions website.

#### SECTION 4: Statutory Induction

If you are a Newly Qualified Teacher and you have served a period of induction you need to confirm where the inductions was served and when. If you have not completed the full period of induction you are asked to provide copies of your induction report/s for the period of induction served and these should be included with your application.

#### SECTION 5 & 6: Education/qualifications

Please enter details starting with the most recent first. We are interested in **ANY** form of education you have followed, including any courses which did not lead to an examination or qualification. We will take full note of any education or qualifications gained overseas or as part of an employment training scheme. Successful candidates will be required to provide proof of qualifications.

#### SECTIONS 7: Previous career and other

**It is ESSENTIAL that you give full details in chronological order, starting with the most recent first, of all employment and other experience since leaving secondary education. This should include any breaks or unpaid activities such as voluntary work, child rearing, travel abroad, etc. Please ensure there are no gaps in your completed service history before returning your form as this could result in your form being rejected.**

We require information on all past or present employment. If you have recently left university, college, or a training programme and have not yet had a full-time or permanent job, please give details of any other employment that you may have had such as work experience, part-time, holiday work or voluntary work. Please include your current job title and where applicable school and Local Authority. If you have passed through threshold and you are successful in your application you will be required to produce a copy of your letter of confirmation to Schools HR Services.

#### SECTION 8: Training

Starting with most recent first, please include any training gained through work or other activities, which you feel is relevant to the job you are applying for.

#### SECTION 9: Arrangements for interview

If you have a disability, please complete this section so that suitable arrangements can be made if you are called for an interview and/or a work based exercise.

#### SECTION 10: Written references

**Please give the names and addresses, both postal (and e-mail if available) of two referees. If you have been or are employed, the first referee should be your current or most recent employer. If this employment has been within a school, this will be your head teacher. If you do not name your current/most recent head teacher as a referee please expect to be questioned about the reason for this prior to interview.**

**Head Teacher Positions:** Head teacher applicants from maintained schools should provide the name of a senior officer designated to respond on behalf of the maintaining authority of their current or most recent school. Head teacher applicants from academies or other independent schools should provide the name of an appropriate person responding on behalf of the Academy Trust or other employer. The second referee would normally be the Chair of Governors at that school.

If you are not currently working with children, but have done so previously, one of your referees should be from your most recent employer, where you were employed to work with children.

**Newly Qualified Teachers:** NQTs should name a college principal as their first referee and an appropriate representative at the school where they undertook their final or most recent teaching practice as their second referee.

Please be aware that if you are currently or have previously worked with children, on either a paid or voluntary basis, the employer will be asked if there are any disciplinary offences relating to children, including any in which the penalty is 'time expired'. They will also be asked if they have any child protection concerns and the outcome of any enquiries or disciplinary procedures.

If you have been unemployed for some time, you should instead, name somebody who knows you well and wherever possible someone able to comment on you in relation to the job for which you have applied. References will not be accepted from relatives or from people writing solely in the capacity of friends.

In line with 'Safeguarding Children and Safer Recruitment in Education', written references will be required for all shortlisted candidates in order that any relevant issues can be taken up at interview. Previous employers may also be approached to verify particular relevant experience or qualifications prior to interview.

#### SECTION 11: Other relevant information in support of your application

Pick out those aspects of your experience or skills that are **RELEVANT** to this post. Explain how your experience, abilities, skills and knowledge match those required for the vacancy as set out in the person specification (where provided). Remember to consider experience in previous employment and relevant experience from voluntary/leisure/college activities. Other

information should include relevant information particularly related the school e.g. the curriculum on offer, ethos of the school, etc. Give clear examples where you can in support of your application. Please provide no more than 3 sides of A4 in total.

#### SECTION 12 & 13: Data Protection Act 1998 / Confirmation of details

When completed, read through your application form carefully, checking for errors and omissions. Ensure that you have signed and dated the relevant areas of your application form to confirm that your details are correct and complete. Providing false information is an offence and could result in the application being rejected, or summary dismissal if appointed, and possible referral to the police.

Refer to the closing date and ensure your application is sent to the return address on the form in plenty of time. Your application will need to be received by the specified closing date. It is advisable to keep a copy of your application form. All applications are treated confidentially.

#### SECTION 14: Disclosure

Rehabilitation of Offenders Act 1974 (exceptions) Order 1975

IMPORTANT NOTE FOR ALL PERSONS APPLYING FOR POSITIONS IN SCHOOLS AND COLLEGES, AND OTHERS WHO WILL WORK WITH YOUNG PERSONS UNDER AGE 18

From 29 May 2013, certain old and minor offences are being filtered from DBS Certificates.

The filtering rules (which will remove certain old and minor convictions and cautions from a DBS Certificate) were developed by the Home Office and Ministry of Justice and introduced with new legislation.

**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 cautions and convictions can be found at the Disclosure and Barring Service Website – [www.gov.uk](http://www.gov.uk)**

**If you do have any convictions, cautions, reprimands or warnings; before signing this section of the application form, you must check the filtering rules to determine if you should declare them or if they are now 'protected' and no longer require disclosure.**

Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs that are not protected could result in dismissal should it be subsequently discovered. Any information given, either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application.

It is essential that you declare details of any relevant offences with your application, indicate this in section 14 and provide details in a sealed envelope marked 'Private and Confidential'.

Please be assured that any declaration will be treated in the strictest confidence and full consideration will be given to:

- Whether the information is relevant to this position;
- The seriousness of the offence/s;
- Length of time since the offence/s;
- Whether this was part of a pattern of offending or one off incident;
- The age of the applicant at the time and circumstances of the offence and explanation of the applicant.

A copy of the DBS's Code of Practice is available at [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs) or NACRO can offer advice on disclosing convictions and can be contacted on 020 7582 6500.

#### Recruitment monitoring

You are asked to complete this section to enable us to monitor the effectiveness of our Equal Opportunities in Employment Policy. To do this we need to know:

- your ethnic origin
- whether you are male or female
- your age
- whether you have a disability
- your employment status

Please help us by ticking or completing the appropriate boxes in this section. Any information gathered will not identify individuals, but will only be used to measure how we are progressing. This information will not be used by those in the selection process and is for statistical purposes only.

*We look forward to receiving your application.*