WREXHAM COUNTY BOROUGH COUNCIL / CYNGOR WRECSAM

Application for Employment - Teaching Staff

Please complete in black ink

VACANCY DETAILS

Job Title: _____

School: _____ Closing Date: _____

PERSONAL DETAILS

Surname: _____ Forenames: _____

Other names by which you have been known: _____

Title: _____ Maiden Name: _____

D.F.E.S Ref. No: _____ Date of Birth: _____

N.I. Number: ☐☐☐☐☐☐☐☐☐

Address: _____

_____

Postcode / Côd post: _____ E-mail: _____

Telephone (please include STD code)

Home _____ Work/Office _____ Mobile _____

If necessary, may we contact you at work? Yes ☐ No ☐

Welsh Speaker: Yes ☐ No ☐

Details of Academic & Professional Qualifications

Title of Award	Class of Qualification	Main Subject	Subsidiary Subjects	College(s) Attended	F/T P/T

Wrexham Council welcomes applications from suitably qualified candidates regardless of race, gender, disability, sexuality, religious belief or age.

IMMIGRATION

Under the Immigration Asylum and Nationality Act 2006, the council has a responsibility to ensure that only those legally entitled to live and work in the United Kingdom are offered employment.

Do you need permission to work in the UK? Yes ☐ No ☐

If yes, is this time limited? Yes ☐ No ☐

If yes, date expires: _____

DRIVING LICENCE INFORMATION

Do you have a valid driving Licence? YES ☐ NO ☐

Only complete the following questions if the job description or person specification includes driving as a requirement.

Please state type of licence: Full, Provisional, HGV _____

Do you have any endorsements or penalty points? YES ☐ NO ☐

If yes, please give details: _____

PRESENT POST

Designation		Present Salary Details £ 2) _____ Unqualified MPR 1, 2, 3, 4, 5, or 6 UPR 1, 2 or 3 (please circle as appropriate)/ Leadership Point
Date Appointed to Present Post		
Name and Type of School		Allowances Please give full details (special needs allowance/TLR) and responsibility

PREVIOUS TEACHING EXPERIENCE

Dates	School / College	Job Title and Responsibility	Salary

EMPLOYMENT OUTSIDE THE TEACHING PROFESSION

Dates	Employer	Job Title

BREAKS IN EMPLOYMENT (most recent first)

Date from	Date to	Reason

REFERENCES

At least one of which must be your present employer, (or last employer if not currently working). Members and officials of Wrexham County Borough Council or any member of the School Governing Body **TO WHICH YOU ARE APPLYING MUST NOT** be nominated. To do so will disqualify the candidate for the appointment.

Reference 1

Name: _____

Job title: _____

Organisation: _____

Address: _____

_____ Post Code CH65 6EA

Telephone No: _____

Email: _____

Relationship to you. (e.g. manager, friend)

_____

References may be sought prior to interview. If you do not wish references being taken up prior to interview please tick the box below.

Please do not contact prior to interview ☐

Reference 2

Name: _____

Job title: _____

Organisation: _____

Address: _____

_____ Post Code SW20 9AD

Telephone No: _____

Email: k _____

Relationship to you. (e.g. manager, friend)

_____

References may be sought prior to interview. If you do not wish references being taken up prior to interview please tick the box below.

Please do not contact prior to interview ☐

CRIMINAL RECORDS & EMPLOYMENT

The Rehabilitation of Offenders Act 1974 makes it illegal for employers to discriminate against ex-offenders if they take into account a conviction or caution that would not have been disclosed under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended 2013). 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 when making employment decisions. Where a Standard or Enhanced certificate can legally be requested, this is where the position is one that is listed in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975; you must not withhold information that would be disclosed on your DBS certificate. Where the job you are applying for requires a standard or enhanced disclosure, this will be highlighted in your job pack. You will be required to provide further details and any offer of employment will be subject to a Disclosure from the Disclosure and Barring Service.

Do you have any unspent convictions, cautions, reprimands or warnings? YES ☐ NO ☐

If yes, please give details: _____

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: _____

If you fail to give us relevant information or give false information, this may result in an offer of employment being withdrawn, or if you are appointed, disciplinary action and dismissal. Your suitability for appointment will be considered on the basis of all information and any criminal convictions, cautions, reprimands and final warnings will not necessarily be a bar to obtaining employment. Please view the DBS website www.gov.uk/dbs for further information.

RELATIONSHIP TO ELECTED MEMBERS OR EMPLOYEES OF THE COUNCIL

In order to ensure that all persons involved in selecting staff are objective, we need to know if you are related to or have a close personal relationship, e.g. share a home with an Elected Member or employee of Wrexham County Borough Council. **PLEASE NOTE:** If you contact any Member/Officer of the Council with a view to gaining their support for your appointment, this will automatically disqualify you.

NAME: _____ POSITION HELD: _____

PLACE OF WORK: _____ RELATIONSHIP: _____

EDUCATION WORKFORCE COUNCIL

Are you currently registered with the EWC? Yes ☐ No ☑

N.B. It is a statutory requirement for teachers working in qualified positions in the maintained schools sector in Wales to be registered with the Council.

AVAILABILITY

Please detail any dates over the next four weeks when you will be unavailable for interview. Please note if interview dates are already arranged, they cannot always be moved.

DATA PROTECTION

All information that you provide on this form will be used and processed for recruitment and selection purposes only. Information will be retained for 6 months then destroyed. If successful, some information may be shared with the Payroll Section.

NOTE / NODYN

A) Please note that any offer of employment is subject to both satisfactory references and medical clearance by the Occupational Physician together with clearance from the Criminal Records Bureau.

B) When completed, this form should be returned in accordance with the instructions given in the advertisement.

C) In the interests of economy this form will not be acknowledged.

DECLARATION

I declare that, to the best of my knowledge, the information I have given on this application form is correct. I understand that my application may be rejected, (or if in employment I may be dismissed without notice), for withholding relevant details or giving false information.

Signed: _____ Date: _____

If you are successful for an interview and assessment, please state if you wish to use the Welsh Language. YES ☐ NO ☐

Please state your language preference for any documentation that you receive e.g. contract of employment. ENGLISH ☐ WELSH ☐

LETTER IN SUPPORT OF APPLICATION

PLEASE OUTLINE THE SKILLS AND EXPERIENCE YOU HAVE GAINED THROUGH PAID AND/OR VOLUNTARY EMPLOYMENT AND OTHER WORK ACTIVITIES AND INTERESTS WHICH ARE RELEVANT TO YOUR APPLICATION FOR THIS VACANCY. (ADDITIONAL SHEETS MAY BE ADDED IF NECESSARY).

ADDITIONAL INFORMATION

Please return completed application form to (or return to relevant school if this is stated in the job advert):

Wrexham County Borough Council, Human Resources Service Centre, Guildhall, Wrexham. LL11 1AY.
Telephone: 01978 297403. Fax: 01978 292132.
E-mail: schoolshrservicecentre@wrexham.gov.uk

THIS FORM IS AVAILABLE IN LARGE PRINT.

PLEASE CONTACT THE HUMAN RESOURCES TEAM ON 01978 297403.