

**All kinds of Birmingham**

All kinds of schools/All kinds of futures

**TEACHING**

**APPLICATION**

Birmingham City Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

It is committed to equal opportunities in employment and positively welcomes your application.

Successful applicants will be required to undertake an enhanced DBS check.

**Please complete all sections on the form. If any section does not apply to you, enter not applicable (n/a). Please complete in black font/ink.**

**It is important that you refer to the Guidance Notes before completing this form. Electronic versions of this form are available at** [**www.birmingham.gov.uk/jobs**](http://www.birmingham.gov.uk/jobs) This form is also available in large print, Braille or on audio tape on request.

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1. **VACANCY DETAILS**

Position Applied For:           

School/Establishment:

**Please enter phase/s you wish to teach**

Nursery: Reception: KS1: KS2: KS3: KS4: Special:

**Main Subject (where appropriate):**

**Subsidiary Subject:**

**Other Subject Interests, e.g. Sport, Music, Drama, Community Language.** *(Please give details below.)*

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**2. PERSONAL DETAILS**

**First Name(s):****Last Name:**

**Any Previous Name/s:**

**Daytime Tel:****Evening Tel:**

**Mobile Tel No:****Email Address:**

**Address:****Postcode:**

**Do you have the right to work in the UK?** Yes: No:

Please note: 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:**

**National Insurance Number, if you have one:**

**Do you have QTS, including skills test if qualified post 2004?** Yes: No:

**Are you a post threshold teacher?** Yes:No: **Date of successful application September:**

**Are you related to or do you have a close relationship**

**with: A Birmingham Councillor; Birmingham School Governor;**

**an employee of the school to which you are applying,**

**or an employee of Birmingham City Council?** Yes: :No:

**If yes, please provide details:**

**Name:****Relationship:**

**Position:****Department:**

**Do you wish to job share the position you are applying for?** Yes: No:

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1. **RETIREMENT/DISMISSAL**

**Are you in receipt of a Teachers’ Pension?** Yes: No:

**If yes, state date effective from and the type of pension you are receiving?** *i.e. Actuarially Reduced Benefits, Age, Phased, Premature or Ill Health retirement***:**

**Have you ever been dismissed from a school for misconduct?** Yes: No:

**If yes, date:**

**Name of school and LA:**

Please attach full details of the reason for the dismissal in a sealed envelope marked ‘Private and Confidential’ and return with you application.

**Have you ever been dismissed for misconduct from a Birmingham City**

**Council Department?** Yes: No:

**If yes, date:**

**Name of Department:**

Please attach full details of the reason for the dismissal in a sealed envelope marked ‘Private and Confidential’ and return with you application.

*(Please be assured that providing this information will not necessarily bar you from employment)*

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**4. STATUTORY INDUCTION**

**Did you gain QTS after May 1999? If yes, where was the induction served:**

**Between what dates did you serve your induction:****to**

**Did you pass the induction?** Yes: No:

**Do you have any period left to serve on your induction?**  Yes: No:

**If yes, how much longer have you got to serve:**

*If not complete, please attach copies of your induction reports for the period served.*

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**5. EDUCATION/QUALIFICATIONS IN FURTHER/HIGHER EDUCATION (MOST RECENT FIRST)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| From | | To | | Cert, Diploma, Degree, Higher Degree, etc. | Awarding body | Grade/  class  obtained | Date gained/expected |
| Mth | Yr | Mth | Yr |
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**6. EDUCATION/QUALIFICATIONS IN SECONDARY (MOST RECENT FIRST)**

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| From | | To | | School or college | Subjects | Type of exam | Awarding body | Grade | Date gained |
| Mth | Yr | Mth | Yr |
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**7. EXPERIENCE – PREVIOUS CAREER AND OTHER (MOST RECENT FIRST)**

Please complete the following, in full chronological order, starting with your current employment and include all employment including non-teaching. For safeguarding purposes, it is essential that all gaps in your employment history are fully accounted for. Any employment with Teacher Supply Agencies must show the Agency as the employer and not the school where the work was carried out. Please also include any breaks in employment history together with the reason for the break. This information may form part of your salary assessment, so please complete the following accurately and include all experience since the age of 18, including any part time or voluntary work. Failure to provide the correct and accurate information may result in an incorrect salary assessment. If you have passed threshold you will need to supply a copy of your letter of confirmation with this form.

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| --- | --- | --- | --- | --- | --- | --- |
| From | | To | | Employer | Job Title  (Also include here your current / most recent salary) | Reason for change |
| Mth | Yr | Mth | Yr |
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**8. RELEVANT IN SERVICE TRAINING/PROFESSIONAL DEVELOPMENT**

**(MOST RECENT FIRST)**

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| --- | --- | --- | --- |
| Year | Organising body | Course title | Length of course |
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**9. WRITTEN REFERENCES**

Please give the name of two referees, one of whom should be your current or most recent employer. If this employment has been within a school, this would normally be your head teacher, unless in exceptional circumstances. If you are not currently working with children, but have previously done so, one referee must be the most recent employer who employed you to work with children.

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.

Written references will not be accepted from relatives or people writing solely in the capacity of friends. Please try and include an email address

**Name:**

**Address:****Postcode:**

**Telephone Number:**

**Email:**

**Relationship to You:**

**Name:**

**Address:****Postcode:**

**Telephone Number:**

**Email:**

**Relationship to You:**

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**10. ARRANGEMENTS FOR INTERVIEW**

If you have disability, are there any arrangements which we can make for you if you are called for an interview

and or/work based exercise? Yes:  No:

If yes, please specify, (e.g. ground floor venue, sign language, interpreter, audioloop, etc):

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**11. OTHER RELEVANT INFORMATION IN SUPPORT OF YOUR**

**APPLICATION** *(No more than 3 sides of A4 paper in total)*

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**12. CONSENT, DISCLOSURE AND CONFIRMATION**

**Consent**

The information collected on this form and other information which constitutes your personnel record will be used in compliance with the Data Protection Act 1998. The information is being collected for the purpose of administering the employment and training of employees.

The information may be disclosed, as appropriate, within the City Council, to governors of schools, to Occupational Health and to other relevant public and statutory bodies. You should also note that because we have a duty to protect the public funds we handle, we might need to use the information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations, which handle public funds.

I consent to my employer recording and processing the information detailed in this application form. I understand that this information may be used by my employer in pursuance of its business purposes and my consent is conditional upon my employer complying with their obligations under the Data Protection Act 1998.

Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job.

**Disclosure**

Under the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 you must disclose all cautions and convictions even if they are spent, unless they are protected cautions and convictions.

Protected cautions and convictions 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 – <https://www.gov.uk/government/collections/dbs-filtering-guidance>

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.**

Having a criminal conviction will not necessarily bar you from employment. 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.

Please tick one of the following statements:

I confirm that  **I have NO criminal convictions,** cautions, warnings, reprimands or bind-overs; not barred or disqualified from working with children, or subject to a prohibition order.

I confirm that **I do have criminal convictions,** cautions, warnings, reprimands or bind-overs; or are barred or disqualified from working with children, or subject to a prohibition order. I enclose full details in a sealed envelope marked ‘Private and Confidential’.

**Confirmation**

I hereby certify that all the information given on this form is correct and that all questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. I understand that should the information given in this application be incorrect it may result in my application being rejected, or if selected for the position, summary dismissal, and possible referral to the police.

If you are making your application in Braille or on audio tape you must declare that you have read and understood this section and that the information you have given is true and correct at the time of completion. You may also be required to sign a declaration to this effect at a later date.

**Signature:**

**Date:**

**Print Name:**

**13. RETURN ADDRESS**

**Please return to: Performance, Engagement & Commissioning Services, PO Box 16461, Birmingham, B2 2DB or via email to** [**CSURecruitment@birmingham.gov.uk**](mailto:CSURecruitment@birmingham.gov.uk)

**For School Use Only:**

Please ensure that completed applications for successful candidates are returned via the new starter form on the

Schools HR Portal.

**All kinds of Birmingham**

All kinds of schools/All kinds of futures

**GUIDANCE NOTES**

**TEACHING APPLICATION**

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 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**: If you are shortlisted for interview at a school, your 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 (QTS) and ensure you are not barred from teaching or subject to an interim prohibition order.

**Qualfications:** You will be required to produce original certificates with proof of QTS at interview.

**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 (NQT) 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. 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, 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 for which you are applying.

SECTION 9: Written references

**Please give the name, email and addresses 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.**

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.

**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.

**Newly Qualified Teachers:** NQTs should name a tutor 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 ‘Keeping children safe in education’ procedures, 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 10: 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 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: Consent, disclosure and confirmation

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.

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

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

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 the application form or at interview, will be entirely confidential and will be considered only in relation to this application.

A copy of the DBS Code of Practice is available at [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk) 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.

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.*