

APPLICATION FOR A TEACHING POST

DBS Enhanced Disclosure Required

Thank you for your interest in working with us. With this form are the Job Description, Person Specification, the Fair Deal for Job Applicants and the Equality and Diversity Policy Statement. Please complete this form and return it to the address on the back of the application form. A large print application form is available upon request and if you cannot do so because of disability you may apply on audio cassette or contact us. Please note that CV's cannot be accepted.

VACANCY DETAILS – Please write or type in black ink

Job Title of Post Applied For:

At School/Service:

Job Reference Number:

YOUR DETAILS

Surname

Title:

Previous Surname:

Forenames

Preferred Name

Have you ever been known by any other name? If yes please give details:

Home Address

Town

County

Country

Postcode

Telephone number

Mobile Number

e-mail address

Please indicate if you are happy to receive correspondence via your email address e.g. invite to interview letter?

Yes

No

Date of Birth:

National Insurance No:

Are you currently an employee of DMBC?

Yes

No

If yes, please state your employee reference number:

Have you previously worked for Dudley MBC?

Yes

No

If yes, what was your reason for leaving?

Are you applying for this job as a job sharer?

Yes

No

PRESENT/MOST RECENT EMPLOYMENT DETAILS

Name of Employer and LA:

Address:

Tel No.

Job Title:

Date Employment Began:

Ended:

Post Held:

Name of School/College/Service:

Age range taught:

Nos on Roll:

Notice Period / available to start:

CURRENT SALARY DETAILS

Present Salary:

Scale MPS/UPS:

Point:

Leadership / AST Range:

TLR Value:

Other Allowances (Please specify):

Threshold Awarded: yes / no

Date:

PLEASE GIVE DETAILS OF DUTIES AND RESPONSIBILITIES OF YOUR PRESENT OR MOST RECENT POST

Your reason for leaving?

TEACHING QUALIFICATIONS		
Are you a qualified teacher?		Yes No
If yes please complete the following:		
I.T.T Provider (University, School etc)		
Qualifying Examination (course undertaken to obtain QTS:		
Date of recognition:		Date to be Completed:
DFES / DCFS / Teacher Reference Number:		
Have you gained NPQH? Yes No		Date NPQH Gained:
		Date to be Completed:
Are you subject to any conditions or prohibitions placed on you by the GTC (or other) in the UK? Yes No		
If yes, please give details:		
Have you passed your Induction Period? Yes No If yes, please state date and place:		
Age Group specialism (tick as appropriate):	Nursery	
	Reception	
	Key Stage 1	
	Key Stage 2	
	Key Stage 3	
	Key Stage 4	
		Special
Subject Specialisms:		
Year Group(s) Preferred:		

MEMBERSHIP OF REGULATORY BODIES* (Please complete as relevant)	
Independent Safeguarding Authority (ISA) registration number:	
Other (Please state) Renewal Date:	
Are you subject to any conditions or prohibitions placed on you by any of the above regulatory bodies? Yes / No	
If yes, please give details:	

PENSION SCHEME		
Please confirm whether you currently contribute to the Teachers' Pension Scheme	Yes	No
Are you in receipt of any pension following previous service as a teacher?	Yes	No
If no, from what date have you opted out of the Teachers' Pension Scheme?		

DETAILS OF EDUCATION AND TRAINING

Successful applicants will be required to provide proof of qualification

School/College/University Attended since 11 (earliest first)	Dates Attended	Examinations Taken Including Date and Awarding Body	Pass or Fail Inc grade	Part-time / Full-time

OTHER RELEVANT TRAINING (including In-Service Training) please use separate sheet if necessary

Course Title and Brief Description	Dates

EMPLOYMENT EXPERIENCE (most recent first)

Please provide information of any gaps during employment, such as unemployment, travel etc. (Verification of employment gaps will be required at interview). Any employment with supply agencies must be stated below under the agency name and not the school where worked. Additional sheets may be added.

Date		Name and Type of school (include Nos. on roll and age range of school) or other employment	Name of LA	Post held State whether Full/part- time Or supply	Ages Taught	Scale Held	Reason for Leaving
From D M Y	To D M Y						

EXPERIENCE & ACTIVITIES WHICH REFLECT PERSONAL QUALITIES

Please give details of any relevant experience. Include voluntary work, community work and leisure pursuits which support your application. (Continue on a separate page if necessary).

LETTER OF APPLICATION

You are invited to submit a letter of application to accompany this form, listing all information relevant to this appointment, and any other information you may wish to provide. It will be in your interests to provide as full a statement as possible at this stage. The letter of application should not replace the relevant sections of this application form. The letter and application form should be returned to the school/service unless stated otherwise in the advertisement.

Please tick this box if there are any attachments to this form ☐

INTERVIEW ARRANGEMENTS

If called for Interview, do you have any particular needs (such as a BSL Signer) that need to be taken into account?

Please indicate any periods when you may NOT be available to attend for interview within 8 weeks of the closing date? We cannot guarantee to accommodate alternative dates.

CURRENT MEMBERSHIP OF OTHER PROFESSIONAL BODIES

(Please state grade of membership and date attained.)

Association

Membership Type

Expiry Date

Membership Number

DRIVING (Only complete this section if driving is referred to in the Job Description or Person Specification.)

Have you a current driving licence? YES/NO Type/Classification

Do you have any current endorsements? YES/NO If YES, give details

Do you have regular use of a car or motorcycle?

ELIGIBILITY TO WORK IN THE UK (this will be verified if successfully appointed).

Are you legally eligible to live and work in the UK? YES/NO If NO, give details

Do you require/hold a work permit to work in the UK? YES/NO

If yes, please give details of type of permit.....

If yes, what is the expiry date?

Permit Number:

REFERENCES

Prior to completion of this Section, it is essential that you refer to the Guidance Notes.

References must be provided for the whole period of three years preceding application for this post. If you are currently in employment, you must give details of your present employer. At least one acceptable reference will be required from the last post in which you worked with children. If you are not currently working with children or young people (0-19) but have done so in the past, it is a requirement that you provide the reference details of the last employer where you worked with children, even if it is more than 3 years ago.

If you are unable to provide references for a complete 3 year period please give the employer who employed you the longest during that time. Students should give senior tutors, school supervisors or other. If unemployed, please give the most recent employer. References are not accepted from relatives or from people writing solely in the capacity of a friend. Testimonials are also not accepted.

Please note that **references will be sought prior to interview unless there are exceptional circumstances as deemed acceptable by the Recruiting Manager.** We will ask your referees for comments on your suitability for the post and for employment referees, request details on attendance, sickness levels and salary.

We reserve the right to request alternative references during the processing of your application.

Title
Forename
Surname
Job Title
Address
Town
County
Postcode

Title
Forename
Surname
Job Title
Address
Town
County
Postcode

Referee's relationship to you

Telephone No

Fax No

e-mail address:

Please tick the box if you wish to be contacted before references are sought.

Please use a continuation sheet if appropriate.

☐

Referee's relationship to you

Telephone No

Fax No

e-mail address:

☐

DECLARATION

Please state if to your knowledge you are related to any employee or Councillor of Dudley Council or members of the school's Governing Body. Canvassing or failure to make proper disclosure shall disqualify you for the appointment and if appointed, shall render you liable to dismissal without notice.

State YES or NO

If YES, give name, relationship and department/school

SELF-DECLARATION OF SUITABILITY TO WORK IN POSTS REQUIRING A CRIMINAL RECORDS CHECK

This post involves working with children, other vulnerable groups or is a position of trust and is, therefore, exempt from the provisions of the Rehabilitation of Offenders Act 1974. You **must** therefore **disclose** details of reprimands, formal warnings, cautions and convictions, including '**spent convictions**'* and any formal warnings and suspensions relating to employment. Any failure to disclose such information could result in dismissal or disciplinary action by the School/Council. Any information given will be treated as confidential and will be considered only in relation to posts to which the order applies.

If you answer yes to any of the following questions, please give details

	YES	NO	DETAILS
Have you at any time received or do you have pending, a reprimand, caution, formal warning or conviction?			
Are you a person known to any social care department as being an actual or potential risk to children, young people or vulnerable adults?			
Are you subject to any current, pending or expired disciplinary action or legal proceedings in relation to the safeguarding and protection of children, young people and vulnerable adults?			
Are you aware of any police enquiries that may have a bearing on your suitability for the post?			

I understand that School/Dudley MBC will register an employer's interest with ISA should my application be furthered following interview, as part of pre-employment checks.

I confirm that my name is not on either of the Independent Safeguarding Authority (ISA) Barred Lists and that I am not disqualified from working with children, young people or vulnerable adults or subject to sanctions imposed by any regulatory body*. I am not aware of any activity that would render me unsuitable to work with children, young people and/or vulnerable adults.

Signature

Date

I confirm that the information I have given is correct and complete and that any false statements or omissions may result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment.

I understand and agree that information regarding my attendance and sickness absence levels will be sought from my referees, and where appropriate my suitability to work with vulnerable groups.

I understand and agree that data contained in the application form will be used and processed for recruitment purposes. I understand and agree that should I become an employee the information will also be used for employment related purposes. I agree to Dudley MBC holding and processing this information in accordance with the Data Protection Act 1998.

Signature

Date

Please return this form to:

Insert appropriate return address

No later than

Where marked with an * please refer to the guidance notes prior to completion.

EQUALITY MONITORING FORM

Equal Opportunities Employer

The information you give on this form will only be used, in confidence, to enable Dudley Council to monitor that its workforce better reflects the community it serves.

The overall aim of the Council's Equality and Diversity Policy is to ensure that no job applicants, employees, residents or service users receive less favourable treatment on any grounds, which cannot be shown to be justified. These include race, colour, nationality, ethnic or national origin, religious beliefs, gender, marital status, responsibility for children or other dependants, disability, sexual orientation, transsexuality, age, trade union or political activities, social class, where the person lives or spent convictions.

All stages of recruitment are monitored to check that unfair discrimination is not taking place. It is very important that you complete this form in full to help us check that our recruitment and selection processes are fair.

1. I would describe my race or ethnic group as:

ASIAN OR ASIAN BRITISH

☐
☐

Bangladeshi

☐

Indian

☐

Pakistani

Any Other Asian Background

BLACK OR BLACK BRITISH

☐

African

☐

Caribbean

☐

Any Other Black Background

CHINESE OR OTHER

☐

Chinese

☐

Other

MIXED

☐

Asian & White

☐

Black African & White

☐

Black Caribbean & White

Any Other Mixed Background

WHITE

☐

British

☐

Irish

☐

Any Other White Background

☐

Prefer Not to Say

2. I would describe my religion or belief as:

<input type="checkbox"/>	Buddhist	<input type="checkbox"/>	No Religion
<input type="checkbox"/>	Christian	<input type="checkbox"/>	Sikh
<input type="checkbox"/>	Hindu	<input type="checkbox"/>	Other
<input type="checkbox"/>	Jewish	<input type="checkbox"/>	Prefer Not to Say
<input type="checkbox"/>	Muslim		

3. My gender is:

<input type="checkbox"/>	Female	<input type="checkbox"/>	Male
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4. Date of Birth and Age:

Date of Birth	<input type="text"/>
Age	<input type="text"/>

5. Married Status

<input type="checkbox"/>	Civil Partner	<input type="checkbox"/>	Civil Widow(er)
<input type="checkbox"/>	Married	<input type="checkbox"/>	Separated
<input type="checkbox"/>	Single	<input type="checkbox"/>	Dissolved
<input type="checkbox"/>	Divorced	<input type="checkbox"/>	Prefer Not to Say

6. Disability: I consider myself to be (see note below):

<input type="checkbox"/>	Disabled	<input type="checkbox"/>	Not disabled	<input type="checkbox"/>	Prefer Not to Say
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7. Sexual Orientation: I would consider myself to be:

☐

Heterosexual/Straight

☐

Gay/Lesbian

☐

Bisexual

☐

Other

☐

Prefer Not to Say

8. My nationality is:

9. How I found out about this vacancy:

☐

JobCentre Plus

☐

Internet

☐

Evening paper

☐

Trade/Professional press (e.g. T.E.S.)

☐

National paper

☐

Local weekly
paper

☐

BME paper

☐

Intranet

☐

Other, e.g. friend

Note:

The Disability Discrimination Act, 1995 defines a “disabled person” as having “a physical or mental impairment which has a substantial or long term adverse effect on their ability to carry out normal day to day activities”. It is very important that you declare your disability if you wish to have the protection of the law.