

# JOB APPLICATION FORM

An Equal Opportunities Employer

## TEACHER APPLICATION FORM

Please note – this post involves working with children so the appointment will be subject to a Disclosure and Barring Service check. See supporting information for further details.

Please complete in BLACK ink or TYPE. Please complete every section.

YOU CAN ALSO APPLY ONLINE AT [www.derbyshire.gov.uk](http://www.derbyshire.gov.uk)

### JOB DETAILS

Job title			
Vacancy number		e.g. DCC/09/1234	Closing date

### PERSONAL DETAILS

Title		Surname		First names	
Previous names (if any)				Preferred first name	
Address				Daytime telephone	
				Mobile telephone	
Postcode				Do you have a disability? *	Yes <input type="checkbox"/> No <input type="checkbox"/>
Email address	If an email address is provided this will be used for any communication with you				

\* The Disability Discrimination Act defines disability as 'a physical or mental impairment which has a substantial and long-term effect on your ability to carry out normal day-to-day activities'

### TEACHING INFORMATION

DfE reference number	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Date qualified as a teacher	<input type="text"/>
Type of teacher training undertaken	Secondary		<input type="checkbox"/>	Primary (nursery, infant, junior)		<input type="checkbox"/>			
Subjects qualified to teach	<input type="text"/>								
Do you have Qualified Teacher Status?	Yes <input type="checkbox"/> No <input type="checkbox"/>								
Have you successfully completed:									
Your probationary/induction year?	Yes <input type="checkbox"/> No <input type="checkbox"/>								
Skill tests in literacy, numeracy and ICT?	Yes <input type="checkbox"/> No <input type="checkbox"/>								
Are you registered with the General Teaching Council?	Yes <input type="checkbox"/> No <input type="checkbox"/>								

## POST 18 EDUCATION AND TRAINING

Please give details about all the education and qualifications you have including degrees with class and division and teaching certificates. If you are shortlisted, evidence of all qualifications should be brought to interview. Please continue on a separate sheet if necessary.

### UNIVERSITY DEGREE

Establishment	Full-time or part-time	Qualifications (indicate class and division)	Dates attended from to		Date of final exam

### TEACHING QUALIFICATION

Establishment	Full-time or part-time	Qualifications (indicate class and division)	Dates attended from to		Date of final exam

### OTHER QUALIFICATIONS, FULL OR PART-TIME STUDY *(include NPQH for Headships)*

Establishment	Full-time or part-time	Qualifications (indicate class and division)	Dates attended from to		Date of final exam

OTHER COURSES AND INSET IN WHICH YOU HAVE BEEN INVOLVED DURING THE PAST THREE YEARS AND WHICH YOU CONSIDER RELEVANT TO THIS POST. PLEASE INDICATE WHO PROVIDED IT AND START/FINISH DATES.

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## EMPLOYMENT RECORD

Please give details of **all** previous jobs including temporary or voluntary work in chronological order ending with your present post. This section is split into teaching and non-teaching. Please include periods when you were not working under the non-teaching section as **all time must be accounted for and may be checked**. Continue on separate sheet if necessary.

### TEACHING

Local authority or employer	Name and type of school or establishment	Pupil age range	Approx number on roll	Post held and salary grade	Full-time or part-time	Dates from to		Reason for leaving

### NON-TEACHING

*Please give details of all paid and non paid time outside teaching including family responsibilities since leaving full-time education*

Employer (if appropriate)	Post title (if appropriate)	Brief description of activity/responsibility or duties	Full-time or part-time	Dates from to		Reason for leaving

SUITABILITY FOR JOB

This section is for other relevant information to support your application. Please give examples where appropriate.

## REFERENCES

Please give the details of two people we may contact for references and note that references will be taken up prior to interview for posts based in schools and if you do not give your permission for this to be done you should contact the head of the establishment to discuss. You must give your current employer or most recent employer and, where possible, another professional referee. Referees cannot be family or people writing solely in the capacity of a friend. Written references will be needed for any candidate who is successful at interview. Please ensure your referees are aware of this, and are happy to provide this information. Referees will be asked for detailed information including disciplinary issues and sickness absence where appropriate.

Name of your first referee

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Their job title

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Their relationship to you e.g. headteacher

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## Organisation and address

Postcode

Postcode

Email \_\_\_\_\_

Telephone

--

Name of your second referee

\_\_\_\_\_

Their job title

\_\_\_\_\_

Their relationship to you e.g. headteacher

\_\_\_\_\_

## Organisation and address

Postcode

Postcode

Email
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Telephone

\_\_\_\_\_

Please note – Derbyshire County Council and where appropriate the school's governing body reserve the right to contact previous employers to verify experience or qualifications.

## ASSOCIATION WITH A COUNTY COUNCILLOR OR EMPLOYEE OF DERBYSHIRE COUNTY COUNCIL

Do you have a close association with a county councillor or employee of the county council, or any school governor?

Yes ☐ No ☐

*If yes, please give details*

Their name	Their job	Department/school	Your relationship

**Please note** - Any applicant who directly or indirectly seeks the support of any councillor, council officer or school governor for any appointment with the council will be disqualified.

## DISCLOSURE OF CRIMINAL RECORDS/SANCTIONS

For teaching and lecturing posts you have to disclose any conviction, warning, reprimand, caution or other order including "spent convictions", that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. Details of any such disclosure should be placed in a sealed envelope marked "Confidential" and brought to interview. Any information disclosed will be treated in the strictest confidence. Any offer of appointment will be subject to satisfactory Disclosure & Barring Service clearance.

You must disclose details of any current sanctions imposed by a regulatory body e.g. the General Teaching Council. If you have any such sanctions, please tick here. ☐

Have you lived or worked abroad in any one country for 6 months or longer at any time since the age of 18?

Yes ☐ No ☐

If Yes, please give dates and countries

## DECLARATION

I declare that the information on this form is true and accurate. I understand that providing misleading or false information will disqualify me from the appointment or may lead to me being dismissed if appointed to the post.

### Privacy Notice

The information contained in this form, and any other information received on or on behalf of the council relating to your application will be processed by the council as part of its legitimate interest in administering the recruitment process. Your personal details will be held only for this purpose and will be shared with our third party recruitment system provider, Giant Precision. Your data will only be accessed by employees in the legitimate performance of their duties and will be held in accordance with the HR retention schedule and in accordance with the Data Protection Act [2018] and the General Data Protection Regulation.

For details of the Council's recruitment system Privacy Notice please see our website.

Signature

Date

Please advise us of any other information relevant to the recruitment process so we can ensure every attempt is made to meet your needs. This could include dates when you are not available for interview or any special requirements you may have such as necessary equipment and/or resources to enable you to attend an interview.

## EQUAL OPPORTUNITIES MONITORING FORM

The council is committed to its equality and diversity policy. We want to do all we can to prevent discrimination in any form and you can help us in this by completing the information below. The information given on this sheet will **not** be used to make decisions about who is recruited. The form will **not** be seen by the shortlisting/interview panel (but if you are disabled this fact will be passed on to the recruiting manager so that we can meet our obligations as a Disability Confident Employer). The form will be used to improve equality in recruitment and overall service delivery. Your help filling in this form is greatly appreciated. Thank you.

JOB REFERENCE No.	DCC /     /
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DATE OF BIRTH	DD		MM		YYYY	
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### RACIAL OR ETHNIC ORIGINS

- |                         |                                    |                        |                                    |                          |                                    |
|-------------------------|------------------------------------|------------------------|------------------------------------|--------------------------|------------------------------------|
| White British           | <input type="checkbox"/> <i>WB</i> | Other mixed background | <input type="checkbox"/> <i>MO</i> | Black Caribbean          | <input type="checkbox"/> <i>BC</i> |
| White Irish             | <input type="checkbox"/> <i>WI</i> | Indian                 | <input type="checkbox"/> <i>AI</i> | Black African            | <input type="checkbox"/> <i>BA</i> |
| White other             | <input type="checkbox"/> <i>WO</i> | Pakistani              | <input type="checkbox"/> <i>AP</i> | Other black background   | <input type="checkbox"/> <i>BO</i> |
| White & Black Caribbean | <input type="checkbox"/> <i>MC</i> | Bangladeshi            | <input type="checkbox"/> <i>AB</i> | Chinese                  | <input type="checkbox"/> <i>OC</i> |
| White & Black African   | <input type="checkbox"/> <i>MB</i> | Other Asian background | <input type="checkbox"/> <i>OA</i> | Gypsy or Irish Traveller | <input type="checkbox"/> <i>OG</i> |
| White & Asian           | <input type="checkbox"/> <i>MA</i> | Arab                   | <input type="checkbox"/> <i>AR</i> | Any other                | <input type="checkbox"/> <i>OT</i> |

### DISABILITY

Are you disabled? Yes ☐ No ☐

Derbyshire County Council welcomes applications from disabled people and undertakes to offer every appropriate support to enable them to gain and retain employment.

### GENDER

Male ☐ Female ☐

### RELIGION / BELIEF – please tick only one box

- |                               |                          |        |                          |                          |                          |
|-------------------------------|--------------------------|--------|--------------------------|--------------------------|--------------------------|
| Buddhist                      | <input type="checkbox"/> | Jewish | <input type="checkbox"/> | None                     | <input type="checkbox"/> |
| Christian (all denominations) | <input type="checkbox"/> | Muslim | <input type="checkbox"/> | Other religion or belief | <input type="checkbox"/> |
| Hindu                         | <input type="checkbox"/> | Sikh   | <input type="checkbox"/> | Prefer not to say        | <input type="checkbox"/> |

### SEXUAL ORIENTATION – please tick only one box

- |              |                          |                      |                          |                   |                          |
|--------------|--------------------------|----------------------|--------------------------|-------------------|--------------------------|
| Bisexual     | <input type="checkbox"/> | Lesbian or gay woman | <input type="checkbox"/> | Gay man           | <input type="checkbox"/> |
| Heterosexual | <input type="checkbox"/> | Other                | <input type="checkbox"/> | Prefer not to say | <input type="checkbox"/> |

### HOW DID YOU FIND OUT ABOUT THIS JOB?

e.g. council website, newspaper (please tell us which), Job Centre etc.

### EMPLOYMENT

Do you work for the Derbyshire County Council at the moment? Yes ☐ No ☐