

The Application Form - Guidance Notes – Teaching Staff

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.

Please note that CV's submitted without a completed application form will not be accepted.

Section 1: Vacancy Details

Please refer to the job advertisement to complete this section.

Section 2: Personal Details

Please enter your personal details fully and accurately so that we may contact you about your application, if necessary. If you do not currently have a National Insurance number, please leave this blank. You must indicate whether you have the right to work in the UK.

Your Teacher Reference Number (TRN) must 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.

You will be required to provide original certificates with proof of QTS at interview.

Section 3: General Information

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

Section 4: Retirement and 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. 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. Membership of the scheme is automatic from the date of you starting employment, subject to satisfying certain eligibility criteria and subject to the rules of the scheme as amended from time to time. You may opt-out of the scheme, after your first month of employment, should you wish to do so.

Section 5: Induction

If you are a Newly Qualified Teacher and you have served a period of induction you need to confirm where the induction 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 enclosed with your application.

Sections 6 & 7: Education Details (Secondary/Further/Higher Education)

We are interested in any form of education you are involved with or have followed, including any courses which did not lead to an examination or qualification.

Successful candidates will be required to provide proof of their qualifications.

Section 8: Experience – Previous Career and Other

It is ESSENTIAL that you give full details in chronological order of all employment and other experience since leaving secondary education. For safeguarding purposes 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.

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.

If you are currently employed, please include your current job title and, where applicable, the 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.

Section 9: In Service Training/Professional Development

Please include any training you have undertaken which you feel is relevant to the job for which you are applying.

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: 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 must be the Headteacher.

If you are not currently working with children, but have done so previously, one of your referees must 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.

References will not be accepted from relatives or from people writing solely in the capacity of friends.

Please be aware that employers will be asked if there are any disciplinary offences, including any relating to safeguarding children, in which the penalty is 'time expired'. They will also be asked if they have any safeguarding concerns and the outcome of any enquiries or disciplinary procedures.

In line with current safeguarding procedures, written references will be required for all shortlisted candidates so 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 12: Other 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**. Remember to consider experience in previous employment and relevant experience from voluntary/leisure/college activities. Other information should include important issues particularly related to the school, e.g. the curriculum on offer, the 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 13: Data, Disclosure and Confirmation

Please make sure that you read this section carefully and ensure you sign and date the application form. The falsification of information on the form will result in the application not being pursued or if selected for the position, summary dismissal and possible referral to the police.

If you have any convictions, cautions, reprimands or warnings; before signing this section 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 only considered in relation to this application.

NACRO can offer advice on disclosing convictions and can be contacted on 0300 123 1999.

Recruitment Monitoring

All applicants are asked to complete this section because it enables us to monitor the effectiveness of our recruitment processes in terms of Equality. 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

Accessibility

If you require these guidance notes, or an application form, in an alternative format, please contact the school on 0121 476 9246.