



GUIDANCE NOTES TEACHING APPLICATION FORM

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 Vita with your application, but try to include all relevant information on the form itself using additional sheets if necessary. If you are unable to complete the form, you may ask someone to do it on your behalf. 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.

Your completed application form should be emailed to the school recruit@moseley.bham.sch.uk by the deadline date advertised.

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: 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 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.

National Insurance number: If you do not currently have a National Insurance number, please leave this blank.

If you are related to a School Governor or an employee of the School we ask you to tell us so that we can make sure all applications are treated fairly. Canvassing any Governor or employee of the School (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. 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 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 first. 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 first, 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 or a copy of your most recent salary statement from your school. Starting salaries for teachers are detailed in our Pay Policy.

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 you are applying for.

SECTION 9: Professional Feedback

We are committed to providing continuous professional development for all our staff at Moseley School. For teaching staff we work closely with our colleagues to constantly improve the quality of teaching and learning in the classroom.

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: Written 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 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.

Please note that referees will only be contacted once you have been shortlisted for interview. References must be received prior to interview, which will enable any relevant questions to be raised with the candidate. References are used to gain information and verify details in the application form (e.g. dates of employment etc.). Referees are also asked detailed questions about the candidate's suitability 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.

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.

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.

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: Statutory guidance for schools and colleges July 2015', 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 12: Suitability for the role

This is a vital part 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



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 2 sides of A4 in total.

SECTION 13 & 14: Data Protection Act 1998 / Confirmation of details

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.

Refer to the closing date and ensure your application is sent to the return address on the form in plenty of time. Your application will need to be received by the specified closing date. It is advisable to keep a copy of your application form. All applications are treated confidentially.

If you can sign the form, scan and email to recruit@moseley.bham.sch.uk then this would be appreciated. However, If you cannot scan a signed copy, then please add an electronic signature and you will be asked to sign a printed copy if you are selected for interview.

SECTION 15: Disclosure

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, warnings, reprimands and bind-overs, including those regarded as 'spent' must be declared. Please note that a conviction will include circumstances where the offender has been put on probation, has been discharged either conditionally or absolutely, or has been bound over to keep the peace or for good behaviour. All members of staff at Moseley School are currently considered to participate in "regulated" activity and therefore an enhanced DBS check with barred list information is required for all staff.

It is essential that you declare details of any offences with your application, indicate this in section 15 and provide details in a sealed envelope marked 'Private and Confidential'.

Please be assured that any declaration will be treated in the strictest confidence and full consideration will be given to:

- Whether the information is relevant to this position;
- The seriousness of the offence/s;
- Length of time since the offence/s;
- Whether this was part of a pattern of offending or one off incident;
- The age of the applicant at the time and circumstances of the offence and explanation of the applicant.

A copy of the DBS's Code of Practice is available at www.dbs.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. To do this we need to know:

- your ethnic origin
- whether you are male or female
- your age

- whether you have a disability
- your employment status

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.

