

TEACHERS

Completing the application form is the first stage of the selection process. The information you provide will be used to decide whether or not you will be shortlisted for further stages/an interview. It is therefore very important that you complete your application form accurately and as fully as possible, including all the information you think is relevant.

The following notes are designed to help you to complete the form. As the application form may be photocopied, please type or write clearly using black ink. If you are disabled and your disability means you cannot complete the application form easily, we are prepared to accept your details in some other suitable medium. Please note that applications received after the published closing date will not be considered.

Before you start, you are advised to read the job description, candidate specification and any other information about the post and school which may have been sent to you with the application form. The job description should list the main duties and responsibilities of the job and the candidate specification the criteria - i.e. skills, knowledge, experience and qualifications - that are needed to do the job.

COMPLETING THE APPLICATION FORM

You may find it useful to complete a draft in pencil or to make some notes first. Fill in all sections of the form - you do not have to fill up all the space given. However, if you need more space, continue on a separate sheet. Put your name on each sheet and indicate on the application form how many sheets are attached. Read your completed form through carefully to check for any mistakes. Make sure that your form is legible and can be read by the selection panel. Return the completed form to the address shown at the top of the application form.

SECTION 1 - Personal Details

Please complete this section in full using capital letters and type/black ink ensuring the form is legible.

If you require a work permit and are offered a job, you will need to provide evidence that you have a current permit or were given permission to work in the UK. If you have a working holidaymaker visa, you may be permitted to undertake supply teaching for up to 4 months at a time over a maximum period of two years from your date of entry to the UK.

SECTION 2 - Present or most recent Employment (if any)

Please give full details of your current or most recent job including the type of school and a brief outline of your key responsibilities. Please include your salary and/or spine point, the date you were appointed to the post with that employer and indicate if you are part-time, giving the fraction of full time employment.

SECTION 3 - Previous Teaching Experience

It is essential that you include full details - with exact dates (day/month/year) of all your teaching experience. If you worked part time, you need to state the number of hours or fraction of full time working to enable your salary assessment to be accurately calculated if you are appointed. You should ensure that the name of the school (and if possible the LEA) is clear and that you indicate the key responsibilities attached to any post, together with details of any responsibility points etc you were awarded.

SECTION 4 - Employment other than teaching

This section should be used to add any non-teaching work experience you have had, including any part-time or temporary jobs or work undertaken on a voluntary basis. This information will be used in assessing your starting salary so it would be helpful if you gave full details with exact dates (day/month/year) and job title/duties of other work experience. Any gaps in your employment history should be explained and you should state the reason for leaving each employment.

SECTION 5 – Education Qualifications and in-service training

Please give full details of your qualifications including the award/certificate obtained, subjects studied, date awarded and grade/level attained. If appointed, you will be required to submit original certificates as evidence of your qualified teacher status or eligibility to teach in the UK. You may also wish to include details of your training or staff development programmes or courses you have participated in which you consider to be especially relevant to the post for which you are applying.

SECTION 6 - Additional Information

This section of the application form is very important. It is where you make your case for why you should be offered the job. The decision on whether to shortlist you or not will be based on the information you provide and how you meet the requirements of the advertised post.

You should ensure that the information you provide is well-organised, relevant and that you have addressed all the requirements of the post.

You should show how and to what extent you have gained the skills and experience which are required for the post. Give specific examples of the work you have been involved in and write in a positive way, (e.g. *I was responsible for ... I organised ...*). Remember to give details of **your** responsibilities rather than those of your school or department. You can continue on separate sheets of paper if necessary.

SECTION 7 - References

You should provide the names and addresses of two people and who know you and are able to comment on your suitability for the post. One of these must be your current or most recent employer. If you are newly qualified, give your college tutor's name and/or details of any teaching practice. It is always advisable to make sure that your referees know you have used their names before we contact them. The appropriateness and accuracy of references will be checked. You are also advised that any previous employer may be contacted to verify the details you provide.

Rehabilitation of Offenders Act/Disclosure of Criminal Convictions

You must declare any pending prosecutions, cautions or convictions even if they would otherwise be regarded as spent under the Rehabilitation of Offenders Act 1974 (amended 1986). It does not matter how long ago or what type of sentence you received. We are also entitled, under arrangements introduced for the protection of children, to check with the police for the existence and content of any criminal record of the successful applicant for a job involving substantial unsupervised access to children. Information received from the police will be kept in strict confidence and will be destroyed immediately the selection process is completed.

The disclosure of a criminal record will not debar you from appointment unless the school/selection panel considers that it renders you unsuitable for appointment. They will take into account the nature of the offence. How long ago and what age you were when it was committed, and any other factors which may be relevant. Failure to declare pending prosecution, caution or conviction may disqualify you from appointment or result in a summary dismissal if the discrepancy comes to light at a later date.

Equal Opportunities

Haringey Council has an equal opportunities policy and all successful applicants should be aware of and support the objectives of this and any school equal opportunities policy. All applicants should complete the equal opportunities monitoring section. This information will be used only for the production of statistical reports for monitoring the effectiveness of the policy and is not used as part of the selection process.

Finally, when you have completed your application, read through your form carefully, checking for errors or omissions. You may find it useful to keep a copy for yourself. Make sure you send your application form well before the closing date.

If you have a complaint regarding your application, this should be directed to the Headteacher at the school or to the Head of Education Personnel at Haringey Council, Education Offices, 48 Station Road, London N22 7TY.