Teaching Post Application Form Guidance Notes

If you need any help to complete this form, please contact the HR Operations & Data Team (24 hour answerphone) Tel: 03000 267247 and you will receive a call back to assist with your enquiries. You can also request information and application forms in other formats using the same telephone number.

Please read this information before completing the enclosed Application Form

These notes are intended to help you complete the enclosed application form section by section. The person specification provided with the details of the post, lists the criteria against which each candidate will be assessed. Invitation for interview is based on the information contained in the Application Form – complete it in a well-planned and positive way, use words such as 'I plan', 'I am responsible for'. Applicants with disabilities will be invited for interview if the essential qualification, experience and skills criteria are met.

General Points

- Please complete the form using type or black ink so that it can be photocopied.
- Please check that the form is for the correct post and take note of the closing date. If you are unable to complete the application form before the closing date, for example, due to requiring the form in a large print, then at the Lead Officer's discretion, written information detailing how you meet the essential criteria may be accepted until the standard application form can be completed.
- Please ensure that you include as much relevant information as possible on the application form. Any information provided on CVs will not be considered for shortlisting purposes. If little or no information is provided on the application form it will be impossible to assess your suitability and therefore progression to the shortlist for interview will be unlikely.
- If you do not have enough space on the form at any point you may continue on a separate sheet of paper, however, personal details, e.g. name, should not be included on any supplementary sheets.
- If you have not heard from the school within 30 days regarding your application, please presume you have been unsuccessful for the post.

Equal Opportunities Monitoring Form

- Please complete this section (1 to 7) to enable us to monitor our recruitment process in relation to our Equal Opportunities Policy. The information you provide will be treated with the utmost confidence and will be used only for statistical purposes to ensure that all candidates are treated fairly. This part of the application form will be detached before the selection process begins.

First Section

- This first section of the application form will be detached before the selection process begins. It asks for some basic details about you and the post that you are applying for, especially with regards to the post reference number, the post title, the school and the location and the closing date for the post. Full completion of this information by you helps to ensure that your application is not unduly delayed in transit to the relevant Recruitment Officer.

- Details of your Surname, Title, Previous Surname(s), Date of Birth, Forename(s), National Insurance Number, Address and Telephone Numbers (Mobile and Work if convenient) are required together with an email address (if convenient).

- Indicate (by ticking) whether the post is open to job share and if so if you wish to apply in a job share capacity.

- Please state where you saw the job advertised.

- Indicate whether you consider yourself to be a person with a disability. This may include a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities**.** Long standing means that is has lasted, or is likely to last, for over a year. If you answer yes, please detail any specific requirements to assist us with an interview so that the necessary arrangements can be made.

When completing the Important Information Box about Criminal Convictions:

Please note, the disclosure of convictions/cautions should only be made where the job you are applying for requires a DBS check as stated in the job advert and job description.

Following the amendments to the Exceptions Order 1975 (2013), certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and therefore cannot be taken into account. Please read further guidance on the criteria on the 'filtering' of these cautions and convictions on the Disclosure and Barring Service website – www.gov.uk/dbs before completing this section of the application form.

If the post requires a DBS check and after reading the guidance you need to disclose a caution/conviction please add the details to the application form, or alternatively send the details in a sealed envelope to **the Head Teacher / Lead Officer at the school** marked **'Strictly Confidential – For the attention of the Head Teacher / Lead Officer – only to be opened by the addressee'.**

Please ensure you state the job title and vacancy ID number for the post you are applying for.

- **When completing the Declaration box**: under the Council's Constitution you are required to state in writing whether to the best of your belief you are the parent, grandparent, partner, child, step child, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing Councillor or Officer (any employee) of the Council or a partner of such persons. Canvassing of Members of the Council or any Committee of the Council or any appointing officer directly or indirectly for any appointment with the Council is prohibited and shall, if deemed appropriate, disqualify you for that appointment.

- After reading the guidance notes including the information regarding Criminal Convictions you need to sign and date the Declaration to declare that the information you have given on the Application Form is true in all respects. If you choose to send the application form electronically you will be asked by the Lead Officer (or the relevant Recruitment Officer) to sign and date the Declaration when you attend for interview.

  Right to Work in the UK. The Asylum and Immigration Act of 1996 requires employers to ensure that anyone who is taken on as an employee has the right to work in the UK. The successful candidate will be asked to provide documentary proof of their right to work in the UK**.**

Section A

Education

- Please provide full and accurate details about your education and training, paying particular attention to the grade achieved in each examination. All qualifications must be supported by relevant certificates, but please do not attach certificates. If successful these will be requested at a later date.

Section B

Employment Details

- Please provide details of your present and previous appointments (permanent or temporary) as requested.

- Additional Employment:

  If you are successful in gaining an appointment and already have additional ongoing employment, it may be necessary to ask you to sign a waiver clause, signifying your consent to work an average of no more than 48 hours per week in your combined employment. This agreement is sought in compliance with the Working Time Regulations 1998. More guidance can be found on www.direct.gov.uk . Young Workers (those over the minimum school leaving age but under 18) are:

  - entitled to 12 consecutive hours rest between each working day;
  - two days' weekly rest;
  - a 30 minute in-work rest break when working longer than four and a half hours;
  - limited to working 8 hours per day/40 hours per week;
  - Prohibited from night work between 10 p.m. and 6 a.m. or between 11 p.m. and 7 a.m.

The next section asks you to demonstrate that you have the essential and where possible desirable experience, skills and knowledge as stated on the Person Specification of the post that you are applying for. Candidates who do not evidence that they meet the essential criteria listed on the person specification will not be shortlisted. You can use continuation sheets if necessary.

Section C

Full Employment History

Please provide **full** details of all previous posts you have held, including those with Durham County Council (if applicable) starting with the most recent first. You will also need to include any dates (if applicable) when you have not been in employment. Please use continuation sheets if necessary.

Section D

Additional Information

Please provide details of

- Subject(s) Secondary School only
- Department of Education Reference number
- Teacher Reference Number (TRN);

To be completed in case of General Application only

- In which area(s) of the County do you wish to teach?
- Do you want full time, part time, permanent or temporary work?
- Have you already given notice to your present employer?
- If Yes, when will you be able to commence?
- If No, how much notice are you required to give?

Overleaf on page 8, if you have any additional information please complete this section to provide any additional skills information about yourself not already detailed in Section B which you feel is relevant to this teaching post. This may include any particular skills and qualities which will help the Governors/Appointment Panel to assess your suitability. The skills and qualities you include may be from work, on work experience or in a voluntary or other setting. Please use continuation sheets if necessary.

Section E

Referees

Every effort will be made to obtain all necessary references from any or previous employers prior to interview on all short-listed candidates, including internal ones, before interview, so that any issues of concern they raise can be explored further with the referee and taken up at interview. The job advert and the application form will state that the school reserves the right to seek references prior to interview and this may include references from your current or most recent employing local authority. All references will be verified by the school with the referee to ensure authenticity.

Give name, job title, and relationship to referee and address of two people, who must know you well to whom a reference may be made. Referee 1 should be your present (or most recent) employer, or if you are a recent school leaver, should be the Head Teacher of your last school. Next of kin or immediate relatives should not be named as referees.

Please note appointment will only be confirmed subject to satisfactory references.

Finally, please check that you have completed your post reference number, post title, school/location and closing date and all personal details on the first section of the application form and that you have signed and dated the declaration. When submitting an electronic application form you will be asked to sign and date the declaration if invited to the interview stage.

Complaints

The aim of the recruitment and selection procedure is to afford every candidate a fair and appropriate process which accommodates individual needs and ensures that every appointment is made on merit in an effective and consistent way. The school welcomes any feedback on the procedure.

If you feel you were not afforded this provision, then you should contact the Head Teacher or alternatively, if the post is for Head Teacher contact the Chair of Governors. This must be done within 5 working days of the end of the time that you were told of the decision.

Should you require advice with regard to making a complaint, please contact the HR Schools Team, Tel: 03000 267807.

Thank you for your interest shown in the school.