

Application for Employment (Confidential)

Teachers and Support Staff

Please complete in black or dark blue ink. Typewritten applications are also acceptable

Post details

Job title:	Your application should be returned to:
Advert reference number:	
School or unit:	
Closing date:	

Personal details

Surname:	Forename(s):
Previous Surname(s):	
<input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Mr <input type="checkbox"/> Other (please state):	
Home Address:	Address to which correspondence should be sent if not home address:
Postcode:	
Daytime telephone number:	Evening telephone number:
Email address	
Do you hold a current driving licence? Yes <input type="checkbox"/> No <input type="checkbox"/>	
National Insurance Number:	
Religious Denomination/Faith* * For vacancies in schools with a religious character only. The Governing Body may take religious denomination or faith into account for this post in accordance with the School Standards and Framework Act 1998 and the Employment Equality (Religion or Belief Discrimination) Regulations 2003	
How did you learn of this vacancy?	

Policy Statement

We are committed to the rights of the child, the child's safety and emotional well being, and the protection of the child from all forms of abuse.

Language skills

Do you speak or write any languages other than English?	Speak	Write
Language:	<input type="checkbox"/>	<input type="checkbox"/>
Language:	<input type="checkbox"/>	<input type="checkbox"/>

Employment history

Current or most recent employment:	
Post title:	Employer's name and address: (Including LA, diocese, name of school, type and group number, if applicable) Telephone:
Dates from / to:	
Salary or wage:	
Allowances, or additional salary points:	
If part time please show weekly hours:	Length of notice or date able to commence:

Brief description of duties:

Reason for wishing to leave (please indicate if you do not intend to resign from your current post):

Previous employment:					
Employer's name and address (inc LA, Diocese and type of school if applicable)	Position held (if part time, show weekly hours)	Salary / wage	Dates From To		Reason for leaving

Education and qualifications

Please give details of your education and qualifications. Make sure you include professional qualifications. Please note that if you are appointed to a post where qualifications are an essential requirement you may be asked, before your appointment is confirmed, to present the original copies issued to you by the examining body (photocopies will not be acceptable).

Qualifications Examination subjects, if applicable, indicate main/subsidiary subjects	Results Grade or classification	School, College or University	How obtained (Full time, part time or correspondence)	Period of study	
				From	To

Applicants for teaching posts must provide the following information:

Newly Qualified Teachers (NQTs)

If you qualified as a teacher after 7th May 1999, please complete the following section:

Date when qualified:

Date when completed induction:

Please state class and division of your degree:

Honours: Yes ☐ No ☐

What age ranges have you been trained to teach?

Your GTC number:

Name used when registered:

Are you GTC registered? Yes: ☐ No: ☐

Have you paid this years subscription: Yes: ☐ No: ☐

For teaching posts in Catholic schools only:

Do you have the Catholic Certificate in Religious Studies ('CCRS') or equivalent? Yes ☐ No ☐

If applicable, where and when did you obtain the CCRS (formerly Catholic Teachers' Certificate and Certificate in Religious Education)?

CCRS Registration number (if known)

Please provide details of any other specialist Catholic postgraduate qualification (eg Certificate in Subject Leadership in Catholic Schools, MA in Catholic School Leadership)

Other training

List all training undertaken including in-service courses. Please include membership and grade of professional organisations.

Course and training details	Results	Where obtained	Full time, part time, residential	Dates	
				From	To

Additional information

Please ensure that you submit a separate personal statement in support of your application. This should give any additional relevant information, including details of your professional, subject and leisure interests, and any skills, knowledge and experience to demonstrate that you meet the criteria specified in the personnel specification.

References

It is our policy to take up references for shortlisted candidates. Give names and addresses of three referees, one of which should be your present or most recent employer, and if applying for a school with a religious character one of which should be from your parish priest or other religious leader. If you are known to your referee/s by a former name please supply the name by which you were known. Your referee should have direct knowledge of your professional capacities and performance.

We reserve the right to take up references with any previous employer.

If you are applying for a teaching post or working with children and are employed by another LA or an independent school your employer will be asked to provide a reference, in which the following will be required. Any reference must include any disciplinary action taken relating to any offence against children or disadvantaged adults, including any in which the penalty has expired and whether the applicant has been the subject of any child protection concerns and any outcomes. If you are not currently employed by an LA or independent school please name three referees, one of which should be your present or most recent employer. Referees should have direct knowledge of your professional capacities and performance.

Name of referee	Status or job	Address for contact
<p>1.</p> <p>Tel. No:</p>		<p>Email address:</p>
<p>2.</p> <p>Tel. No:</p>		<p>Email address:</p>
Name of referee	Status or job	Address for contact
<p>3.</p> <p>Tel No:</p>		<p>Email address:</p>
<p>May we approach your present employer before the interview? Yes <input type="checkbox"/> No <input type="checkbox"/></p>		

Important Notes

Declaration

Immigration, Asylum and Nationality Act 2006

In accordance with the Immigration, Asylum and Nationality Act 2006, the employer will require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, all candidates shortlisted for interview are required to complete a declaration and to produce acceptable specified documentary evidence at interview.

I confirm that I am legally entitled to work in the UK.

Disclosure of Criminal and Child Protection Matters

The employer is obliged by law to operate a checking procedure for employees who have substantial access to children and young people.

I confirm that I am not disqualified from working with children and/or included on the DCFS List 99.

Rehabilitation of Offenders Act (1974)

Posts which involve substantial access to children are exempt from provisions contained within this Act under which the job applicants are entitled to withhold information about any previous criminal background which would otherwise be considered 'spent' under the terms of the Act. If the job for which you have applied involves substantial access to children and you have been shortlisted for the post, you will be provided with a form on which you will be asked to disclose any previous criminal background. If you are the successful applicant you will be provided with an Enhanced Criminal Records Bureau disclosure, application and consent form. Failure to complete this form will result in your application not proceeding any further. The possession of a criminal record will not automatically debar you from consideration for the post for which you have applied. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

I agree that the appropriate enquiry may be made to the Criminal Records Bureau.

Data Protection Act (1998)

Information from this application form may be held securely by Education Bradford or the employing school. The employers are registered under the Data Protection Act (1998), individuals have the right of access to personal data concerning them.

I hereby give my consent for the information provided on this form to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the data protection act 1998.

Disclosure

A candidate for any appointment with the Council/Governing Body must state below any known relationship to a Councillor, Co-opted Member, Director or Assistant Director of the Council, any member of the Governing Body or existing employees of the Governing Body when making an application. A candidate failing to disclose such a relationship or seeking to improperly influence the recruitment and selection process shall be disqualified from appointment, or if appointed, shall be liable to dismissal without notice.

Are you related to a Councillor or Senior Officer of the Council or any member of the Governing Body or existing employees of the Governing Body? Yes ☐ No ☐

If YES, give details:

You are reminded that where the Governing Body are the employers the post will be subject to the terms and conditions of the appropriate model contract (eg CES, Church of England, Foundation Schools etc)

I DECLARE THAT ALL THE INFORMATION ON THIS FORM IS CORRECT TO THE BEST OF MY KNOWLEDGE AND I NOTE THAT THE WITHHOLDING, FALSIFICATION OR OMISSION OF RELEVANT INFORMATION BY A SUCCESSFUL CANDIDATE ARE GROUNDS FOR DISCIPLINARY ACTION WHICH MAY LEAD TO DIMISSAL.

Signed:

Date:

ALL CANDIDATES APPLYING FOR EMPLOYMENT ONLINE OR VIA EMAIL WILL BE REQUIRED TO SIGN AND DATE THIS FORM IF INVITED TO ATTEND AN INTERVIEW.

How did you learn of this vacancy?

Equal opportunity and employment

We seek a workforce which reflects the community we serve. We welcome applications from those groups which are under-represented on our staff. Applicants for jobs are judged on their skills and suitability for the vacancy.

To ensure this policy is carried out effectively, we ask all applicants to provide the information requested on this page. It will be used only for administrative and monitoring purposes and will be confidential and not used to discriminate in favour or against any individual applicant.

Ethnic classification

White	English	1	<input type="checkbox"/>
	Scottish	2	<input type="checkbox"/>
	Welsh	3	<input type="checkbox"/>
	Irish	4	<input type="checkbox"/>
	Any other white	5	<input type="checkbox"/>
Mixed	White & Black Caribbean	6	<input type="checkbox"/>
	White & Black African	7	<input type="checkbox"/>
	White & Asian	8	<input type="checkbox"/>
	Any other mixed	9	<input type="checkbox"/>
Asian or Asian British	Indian	10	<input type="checkbox"/>
	Pakistani	11	<input type="checkbox"/>
	Bangladeshi	12	<input type="checkbox"/>
	Kashmiri	13	<input type="checkbox"/>
	Any other Asian	14	<input type="checkbox"/>
Black or Black British	Caribbean	15	<input type="checkbox"/>
	African	16	<input type="checkbox"/>
	Any other black	17	<input type="checkbox"/>
Other Ethnic Groups	Chinese	18	<input type="checkbox"/>
	Any other ethnic group	19	<input type="checkbox"/>

Please Note: These categories have been recommended to the employers by the Commission for Racial Equality and are being collected to assist us to monitor the effects of its equal rights policy and to meet the requirements of the Race Relations (Amendment) Act 2000.

I am: Female ☐ Male ☐

Date of birth:

Job Sharing

If this post is full time and it has been advertised as being suitable for job sharing, please tell us whether you are applying for a full time post or willing to job share, or whether you would consider either:

Full time ☐

Job share ☐

Either ☐

If you would like to job share this post but are unsure as to whether this is possible please contact the school or department concerned.

Disability

We are committed to providing access to employment opportunities for disabled people. To assist us in carrying out this policy please provide any relevant information which has a substantial and long term adverse effect on your ability to carry out day to day activities. This information will be treated as confidential and will only be used to enable selectors to make a fair assessment of your capabilities, taking into account any adjustments that may be required.

Do you consider you have any medical condition or disability which may be covered by the provisions of the Disability Discrimination Act (1995)?

Please tick. If you answered YES, please give brief details

☐ No ☐ Yes (Details):

Do you have any specific requirements to enable you to attend an interview?

Please tick. If you answer YES, please give brief details

☐ No ☐ Yes (Details):

Health

Please indicate number of days absence from work due to illness in the last 12 months: **days**

Reasons for absence:

Please note that you may be required to complete a medical questionnaire and/or consent to a medical examination for certain posts.