

Application for Employment Teachers and Head Teachers

CONFIDENTIAL - The information you provide on this form will be used for recruitment, selection and for employment contract purposes.

This form should be used to apply for currently advertised vacancies only.

Please complete this application in black ink or by typing and submit it as stated in the job advertisement:

FOR TEACHERS

By Email or Post as stated in the job advertisement.

FOR HEAD TEACHERS

By Email to: recruitment@doncaster.gov.uk

Or post to: Doncaster Council, Pay and Employment, 6th Floor,
Council House, College Road, Doncaster DN1 3DA



POST APPLIED FOR (It is essential that candidates complete all details in this box so as their application can be considered.)	Job Title:	
	Reference Number:	
	Closing Date:	
	School:	

PART A – PERSONAL DETAILS

Surname/Family Name								
Forenames or Initials								
Address:								
Town / City								
Post Code								
National Insurance Number								
Contact Phone Number								
Email Address*								

* We would prefer to contact you by email throughout the recruitment process, please provide an email address if possible

Are you currently employed by Doncaster Council (inc. Schools)? If so, please provide pay number(s) in additional information box on the next page.	YES <input type="checkbox"/> NO <input type="checkbox"/>
If so, are you registered on the redeployment register?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever been dismissed from a post with Doncaster Council (inc. schools)? If so, please provide details in the additional information box on the next page.	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you seeking a guaranteed interview under the disability symbol scheme?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you supported by a disability agency? If so, please say which in the additional information box on the next page.	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you entitled to work in the United Kingdom?	YES <input type="checkbox"/> NO <input type="checkbox"/>

Additional Information:

Please use this section to expand on any of the questions in Part A above.

TEACHERS - There is a requirement for every qualified teacher to be registered with the General Teaching Council. Newly qualified teachers and qualified teachers returning to teaching following a break of at least one term are required to be registered within 4 weeks of taking up a teaching post. For further details please contact the General Teaching Council on 0870 0010308 or www.gtce.org.uk

Are you Registered with the General Teaching Council?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Please provide your DfES reference number?	
Date achieved Qualified Teacher Status (QTS)?	
Have you completed Newly Qualified Teacher (NQT) induction period?	YES <input type="checkbox"/> NO <input type="checkbox"/> n/a <input type="checkbox"/>
Date you completed NQT induction period (if applicable)	

Please confirm whether you currently contribute to the Teachers Pension Scheme	YES <input type="checkbox"/> NO <input type="checkbox"/>
Please confirm whether you have 'opted out' of the Teachers Pension Scheme	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you currently pay an Additional Voluntary Contribution to pension?	YES <input type="checkbox"/> NO <input type="checkbox"/>

References:

	Reference 1 (Current/Most Recent Employer)	Reference 2 (Employer prior to current/most recent)
Referee Name		
Job Title		
Address		
Email		
Telephone		
May we take up reference prior to an offer of employment?	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

Please note that for positions dealing with Children and / or Vulnerable Adults, Doncaster Council may need to take up references from any previous employers. We will contact you for further information if we need to do so. **Please refer to our Reference Policy in our Candidate Information Pack.**

PART B – INFORMATION IN SUPPORT OF APPLICATION

Teaching Experience / Employment - Please list in chronological order and indicate full or part-time (including gaps in employment). Applicants for first teaching post should give details of teaching practice.

School, College or Educational Establishment	Local Authority	Nos. On Roll	Dates (From & To)	Post and Age Ranges Taught / Grade	Reason for Leaving
Current Post					
Salary per annum:	£	Salary Point / UPS:	MPS	Leadership / AST Salary	£
TLR:	£	Other allowance:	£	Details	
Please provide details of any breaks in employment (exceeding 6 weeks) during the last 10 years.					

Other Employment Record – Please provide details of any non-teaching employment in past 10 years.

Name & Address of Employer	Dates (From & To)	Job Title and Brief Description of Duties	Reason for Leaving

Secondary, Further Education and Higher Education

Institution	Dates (From / To)	Full or Part-Time	Qualifications Obtained (with Grades)

For Head Teacher Posts – please confirm your National Professional Qualification for Headship (NPQH) Date completed due to complete to commence

OR if you are awaiting notification, as to whether your application for a place on the NPQH programme has been successful, please tick here.

Details of In-Service Training Courses

Training Provider	Duration	Subject	Qualifications Obtained (if applicable)

Professional Learning (CPD) – Please give details (including dates) of subsequent qualifications, training or research

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Additional Information in support of your application – Please read the job description and person specification carefully; then explain how your knowledge, skills and experience relate to the post for which you are applying. These may have been gained through paid employment, domestic responsibilities, voluntary / community work, spare time activities, education and training.

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I declare that the information that I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from the appointment OR if appointed may result in dismissal. We advise applicants that the data held by Doncaster Council in respect of employment will be used for cross-system & cross-council comparison purposes for the prevention & detection of fraud.

Signed		Date	
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PART C - RECRUITMENT & EQUAL OPPORTUNITIES MONITORING

Please note - this page will be detached and is not part of the selection process
(See candidate information pack for more details)

The information collected in this form is used for statistical purposes and will be recorded on a computer database and access to this information will be security controlled and limited to staff within Human Resources & Organisational Development.

This data helps Doncaster Council to do all it can to ensure that appointments are made on merit and to create a workforce representative of the community.

Surname/Family Name		Job Title:	
Forenames or Initials		Ref:	

Gender	
Female	<input type="checkbox"/>
Male	<input type="checkbox"/>
Trans-Gender	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Sexual Orientation	
Bisexual	<input type="checkbox"/> (E404)
Gay Man	<input type="checkbox"/> (E403)
Gay Woman / Lesbian	<input type="checkbox"/> (E405)
Heterosexual	<input type="checkbox"/> (E402)
Prefer not to say	<input type="checkbox"/> (Refu)

Age Band	
16-24 years	<input type="checkbox"/>
25-34 years	<input type="checkbox"/>
35-49 years	<input type="checkbox"/>
50-54 years	<input type="checkbox"/>
55 and over years	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Do you consider yourself to have a disability?	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Prefer not say	<input type="checkbox"/>

Where did you see post advertised?	
www.jobsdoncaster.co.uk	<input type="checkbox"/>
www.jobsgopublic.com	<input type="checkbox"/>
Doncaster Council Intranet	<input type="checkbox"/>
Other Website	<input type="checkbox"/>
Doncaster News	<input type="checkbox"/>
Doncaster Free Press	<input type="checkbox"/>
Yorkshire Post	<input type="checkbox"/>
National Newspaper	<input type="checkbox"/>
Professional Magazine	<input type="checkbox"/>
Jobcentre Plus	<input type="checkbox"/>
Doncaster Council Jobshop	<input type="checkbox"/>
Library / Customer Service Centre	<input type="checkbox"/>
Internal Council Bulletin	<input type="checkbox"/>
Any Other	<input type="checkbox"/>

Ethnic Origin	
White	
• British	<input type="checkbox"/> (E114)
• Irish	<input type="checkbox"/> (E115)
• White Other	<input type="checkbox"/> (E116)
Asian or Asian British	
• Bangladeshi	<input type="checkbox"/> (E101)
• Indian	<input type="checkbox"/> (E102)
• Pakistani	<input type="checkbox"/> (E104)
• Any Other Asian	<input type="checkbox"/> (E103)
Black and Black British	
• African	<input type="checkbox"/> (E105)
• Caribbean	<input type="checkbox"/> (E106)
• Any Other Black	<input type="checkbox"/> (E107)
Mixed	
• White & Asian	<input type="checkbox"/> (E110)
• White & Black African	<input type="checkbox"/> (E111)
• White & Black Caribbean	<input type="checkbox"/> (E112)
• Any Other Mixed	<input type="checkbox"/> (E109)
Other	
• Chinese	<input type="checkbox"/> (E108)
• Any Other	<input type="checkbox"/> (E113)
• Prefer not say	<input type="checkbox"/> (Refu)

Religion / Belief	
Buddhist	<input type="checkbox"/> (E301)
Christian	<input type="checkbox"/> (E302)
Hindu	<input type="checkbox"/> (E303)
Jewish	<input type="checkbox"/> (E304)
Muslim	<input type="checkbox"/> (E305)
Sikh	<input type="checkbox"/> (E306)
Other	<input type="checkbox"/> (E307)
None	<input type="checkbox"/> (E308)
Prefer not to say	<input type="checkbox"/> (Refu)

