

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



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

PART A – PERSONAL DETAILS

Last Name:							
First Name(s):					Title:	Dr/Miss/Mr/Mrs/Ms/Other	
Address: (Address Line 1):							
(Address Line 2):							
(Address Line 3):							
Town / City:							
Post Code:							
National Insurance Number:							
Date of Birth (dd/mm/yyyy):*							
Contact Phone Number:							
Email Address:**							

* Required to meet DfE Safeguarding Children and Safe Recruitment in Education Guidelines.

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

Are you currently employed by Doncaster Council (inc. Schools)? If so, please provide payroll number(s) in the additional information box on the next page.	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you on Doncaster Council's 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 there any dates when you would not be available for interview? 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 organisation? 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"/>
Have you ever been barred from working with children and/or vulnerable adults?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you related to a Councillor or an employee of the Council? If so, please provide the names and relationship details in the additional information box below.	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you or a close relative have any financial interest which may conflict with the interests of the Council? If so, please provide details in the additional information box below.	YES <input type="checkbox"/> NO <input type="checkbox"/>

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 Teacher 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 your pension?	YES <input type="checkbox"/> NO <input type="checkbox"/>
For Head Teacher Posts – please confirm the date that you completed the National professional Qualification for Headship (NPQH) <i>NB</i> - This is a <i>mandatory</i> qualification for Headship.	

**The GTC is expected to close on 31st March 2012, but whilst registration remains a legal requirement, the future of the GTC's functions has yet to be determined by the Government (Dec 2011)*

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

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. By submitting this application you are agreeing to this practice.

Please refer to the Reference Policy in the Candidate Information Pack.

PART B – INFORMATION IN SUPPORT OF APPLICATION

Secondary, Further Education and Higher Education			
Please provide details (including dates) of qualifications achieved:			
Institution/ Awarding Body	Dates (dd/mm/yyyy)	Qualification/ Training	Grade

Details of In-Service Training Courses			
Please include short courses, apprenticeships and any other training that supports your application and demonstrates your continuous professional development:			
Training Provider	Dates from/to (dd/mm/yyyy)	Subject	Qualifications Obtained (if applicable)

Professional Learning (CPD)

Please give details (including dates) of subsequent qualifications, training or research:

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Current Post

Please provide details of your current or most recent post (if not currently employed):

School, College or Educational Establishment:	Local Authority:	No. On Roll:	Dates (From & To) (dd/mm/yyyy)	Post and Age Ranges Taught / Grade:	Reason for Leaving:
Salary per annum:	£	Salary Point MPS / UPS:		Leadership / AST Salary:	£
TLR:	£	Other allowance:	£	Details:	
Please provide details of any breaks in employment:					

Teaching Experience / Employment

Excluding your current post (above), 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:	No. On Roll	Dates (From & To) (dd/mm/yyyy)	Post and Age Ranges Taught / Grade:	Reason for Leaving:

Other Employment Record

Please provide details of any non-teaching employment, please list in chronological order and indicate full or part-time (including gaps in employment):

Name & Address of Employer:	Dates (From & To) (dd/mm/yyyy)	Job Title and Brief Description of Duties, Salary and Grade:	Reason for Leaving:

Additional Information in Support of your Application

Using the Job Description and Person Specification please explain how your knowledge, skills and experience relates 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. If necessary you may provide further required information on a separate sheet:

[Empty space for providing additional information]

We advise applicants that the data held by Doncaster Council in respect of employment will be used for cross-system and cross-council comparison purposes for the prevention and detection of fraud.

**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 and/or may result in dismissal**

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 monitoring purposes and will be recorded on a computer database. Access to this information will be security controlled.

Last Name:		First Name(s):	
Job Title:		Ref Number:	
Nationality (please state)			

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 to say	<input type="checkbox"/>

Where did you see the vacancy 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 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"/>
Council Vacancy Bulletin	<input type="checkbox"/>
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 to 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)

