**Teaching Staff Application Form**

Sandwell Metropolitan Borough Council

**CONFIDENTIAL**

**APPLICATION NUMBER**

Rev. 04/11

**Please note that CV’s cannot be accepted**

Please complete **All Sections** of this form as appropriate, and for ease of photocopying, complete in **Type** or **Black Ink** and use **BLOCK CAPITALS**. Please note sections 1, 2 & 3 of this application form will be removed prior to shortlisting.

Post Applied For

School / Unit

**SECTION 1. PERSONAL DETAILS**

|  |  |
| --- | --- |
| Title: | Last name: |
| First name(s): | Former name(s): |
| Home address:Post Code: | Term address: (if different)Post Code: |
| Day/Work Telephone: | Mobile Telephone: |
| E-mail address: | Home Telephone: |
| GTC Registration Date: | DfE number: |
| Date of birth: | NI number: |

# For Official Use Only

Shortlisting Codes

A

B

C

D

E

F

G

H

I

J

K

L

**SECTION 2. EQUAL OPPORTUNITIES**

As part of our equal opportunities policy we request that you complete the following information. This information is used for monitoring purposes only. All information will be treated as confidential and will not be used when shortlisting or deciding whether an applicant is successful in obtaining employment. The information you provide will help us to ensure that our recruitment procedures are fair by allowing us to identify and eliminate potential areas of discrimination.

Ethnicity

Prefer not to say

Asian or Asian British - Bangladeshi Asian or Asian British - Indian

Asian or Asian British - Pakistani Black or Black British - Caribbean Mixed Ethnic - White & Asian

Mixed Ethnic - White & Black Caribbean Other Ethnic Group - Arab

White - Irish

White - Welsh/English/Scottish/N.Ireland

Any other ethnic group (not listed) Asian or Asian British - Chinese Asian or Asian British - Other Black or Black British - African Black or Black British - Other

Mixed Ethnic - White & Black African Mixed Ethnic Group - Other

White - Gypsy or Irish Traveller White - Other

Other Ethnic Group/comments

Religion/Belief

Buddhist

Christian

Hindu

Jewish

Muslim

None

Other

Prefer not to say

Sikh

Disability

The Equality Act (2010) defines a disabled person as someone with a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.

Do you consider yourself to have such a disability? Yes No

Special requirements:

Disability Category

Hearing Impairment

Learning difficulties

Learning Disability

Mental Health Condition

Neurological condition

Mobility impairment

Physical co-ordination difficulties

Other

Reduced physical capacity

Physical impairment

Speech impairment

Sensory impairment

Prefer not to say

None

Visual impairment (not corrected by spectacles or contact lenses)

Long-standing illness or health condition

Gender:

Male

Female

Prefer not to say

|  |  |  |
| --- | --- | --- |
| Age Range: | 16 - 17 | 18 - 24 |
|  | 25 - 29 | 30 - 39 |
|  | 40 - 49 | 50 - 59 |
|  | 60 - 64 | 65+ |

Sexual Orientation:

Bisexual

Gay man

Hetrosexual/straight

Prefer not to say

Lesbian/Gay woman

Do you have a legal right to live and work in the UK?

YES

NO

How did you learn about the vacancy, please state

**SECTION 3. CERTIFICATION**

I certify that, to the best of my knowledge and belief, the information I have provided is true. I understand that any false information or failure to disclose any criminal convictions will result, in the event of employment, in a disciplinary investigation, and may result in dismissal.

Signed ............................................................................ Date ...................................................................

If I am appointed, I give my permission for my name and contact details to be provided to the recognised Trade Unions in Sandwell (please tick as applicable)

YES

NO

If I am appointed, I give my permission for my service and salary details to be accessed by other local authorities (please tick as applicable)

YES

NO

# N.B. Canvassing for this appointment will disqualify.

**APPLICATION NUMBER**

**SECTION 4. TEACHING QUALIFICATIONS**

|  |  |
| --- | --- |
| I.T.T. Provider (University, School, etc) |  |
| Course undertaken to obtain QTS |  |
| Age group specialism (tick as appropriate) | Nursery |
|  | Reception |
| Key Stage 1 |
| Key Stage 2 |
| Key Stage 3 |
| Key Stage 4 |
| Special |
| Subject Specialisms |  |
| Year Group(s) Preferred |  |

**SECTION 5. EDUCATIONAL DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School/College/University (name & address) | Subjects | Level (i.e. A-level Degree etc) | Grade | Date Gained |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**SECTION 6. DETAILS OF FURTHER EDUCATION**

**(Please list any training you have received)**

**SECTION 7. EXPERIENCE**

Please complete the following, starting with your current employment and include all employment, including non-teaching experience. Any employment with Teacher Supply Agencies must show the Agency as the employer and not the school where the work was carried out. Please also include any breaks in employment history together with the reason for the break. This information may form part of your salary assessment, so please complete the following accurately and include all experience since the age of 18. Failure to provide the correct and accurate information may result in an incorrect salary assessment. If you have passed threshold you will need to supply a copy of your letter of confirmation with this form.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Employers Name & Address | School Type | Position Held | Salary | F/t P/t | Prop. of Hours | Responsibilities | Reasons for Leaving/break in employment |
| From Mth/Yr | To Mth/Yr |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |

**SECTION 8. OTHER INFORMATION IN SUPPORT OF YOUR APPLICATION**

Please continue on blank pages at the end of this application form if necessary

**SECTION 9. CONVICTIONS**

**Rehabilitation of Offenders Act 1974 (exceptions) Order 1975**

**IMPORTANT NOTE FOR ALL PERSONS APPLYING FOR POSITIONS IN SCHOOLS AND COLLEGES, AND OTHERS WHO WILL WORK WITH YOUNG PERSONS UNDER AGE 18.**

The Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 does not allow employees with access to children and young persons under the age of 18 years the right to withhold information regarding previous criminal convictions, including cautions,reprimands and formal warnings, for any offence (not just those involving children) which for other purposes are ‘spent’ under the provisions of the Act. You must disclose in this section any previous convictions, cautions, reprimands and formal warnings.

Failure to disclose any previous convictions (including cautions, reprimands and formal warnings) could result in dismissal should it be subsequently discovered. Any information given, either when returning this application form or at interview, will be entirely confidential and will be considered only in relation to this application.

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Type of Offence | Sentence / Fine Imposed | Comments |
|  |  |  |  |
|  |  |  |  |

**SECTION 10. REFERENCES**

Please provide the names, addresses and occupations of two referees (one of whom must be your present or most recent employer) who are willing to support your application:

|  |  |
| --- | --- |
| Name |  |
| AddressPostcode |  |
| Telephone No. |  |
| E-mail Address |  |
| Occupation |  |

|  |  |
| --- | --- |
| Name |  |
| AddressPostcode |  |
| Telephone No. |  |
| E-mail Address |  |
| Occupation |  |

The information collected in the form will be used in compliance with the provisions of the Data Protection Act 1998. The information is being collected by the Recruitment Team for the purpose of administering the employment and training of employees of the Learning and Culture Service. The information may be disclosed, as appropriate, within the Learning and Culture Service, to School Governors, to Occupational Health, to the General Teaching Council, to the Teachers Pensions Agency, to the Department for Education, pension providers and relevant statutory bodies. You may also note that because we have a duty to protect public funds we handle, we might need to use the information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations, which handle public funds.