

TEACHING APPLICATION FORM



**CROYDON
COUNCIL**

FOR OFFICIAL USE

Candidate No:

**AIMING TOWARDS
EQUALITY FOR ALL**

CONFIDENTIAL

Please use black ink and write clearly or type

(February 2012)

PERSONAL DETAILS

Post Applied For
School or LA Service

Surname or Family Name	Other names
Former Name(s)	

Home Address

Home Telephone Mobile	Daytime Telephone E-mail address
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Are you applying for this post on a Job-Share basis? Yes No

PRESENT OR MOST RECENT POST

Post Held:	Date appointed: dd/mm/yyyy	Date left: dd/mm/yyyy
Name and Address of School/ Employer	Current Salary Point and Allowances (if on School Teachers' Pay & Conditions)	
Postcode	Reason for Leaving	
Telephone Number	Notice required to present Employer	
National Insurance No:	Can we contact you at work? Please indicate	
DfE Reference Number:		

APPLICATION DETAILS

IT IS ESSENTIAL THAT YOU COMPLY WITH THIS SECTION OF THE FORM

Please use additional A4 sheets to give details of your relevant experience/training/skills together with any other information in support of your application, including details of your present post. **Ensure that you itemise your responses to demonstrate how your knowledge/skills/experience meet the requirements of the Person Specification to be tested through the Application Form. If you omit information which we have asked for we may not be able to consider your application. Please indicate how many additional sheets you have enclosed.**

DETAILS OF ALL TEACHING EXPERIENCE – Most recent first.

Name, Type, Location of School & LEA	Dates of Employment		Boys, Girls or Mixed & No. on Roll (if known)	Ages Taught	Subjects Taught - Giving Grade and Salary if applicable
	From (dd/mm/yy)	To (dd/mm/yy)			
			Mixed / 0000		
			Mixed / 0000		
			Mixed / 0000		
			Mixed / 0000		
			Mixed / 0000		
			Mixed / 0000		

OTHER EMPLOYMENT - Most recent first. Enter details of *all* your work experience including periods of non employment, unpaid, voluntary work and study.

Name of Employer	Details and Nature of Work/Activity Giving Grade and Salary if applicable	Dates	
		From (dd/mm/yy)	To (dd/mm/yy)

<p>Age range you are qualified to teach (Please state)</p> <p>Preferred Age-range</p> <p>Date of Award of Qualified Teacher Status:</p> <p>Date of completion of NQT Induction Period or stage reached if not complete.</p> <p>With which LA?</p>	<p>Subjects qualified to teach:</p> <p>Main:</p> <p>Subsidiary:</p> <p>Additional subjects (if any) which you are willing to teach:</p>
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<p>Have you ever been subject to any sort of formal action by an employer that focussed on child protection issues?</p> <p>If yes, what action was taken and what was the outcome? Please give details on a separate sheet.</p>	<p>Please select</p>
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Details of educational history – most recent first. Please list all schools, colleges, universities etc, which you have attended.	Course Studies	Qualifications level (if obtained)	Dates	
			From (dd/mm/yy)	To (dd/mm/yy)

Please attach additional sheets if necessary. You will be asked to provide original proof of relevant Qualifications if you are interviewed.

COURSES AND OTHER TRAINING UNDERTAKEN WHICH IS RELEVANT TO THIS JOB APPLICATION

Course/Training	Date (dd/mm/yy)	Organising Body

TO BE COMPLETED BY ALL APPLICANTS

Date of Birth: (dd/mm/yyyy)

Activities involving contact with children and vulnerable adults outside the work environment (e.g. sports coach, scout leader etc).

Please attach additional sheets if necessary

DETAILS OF PEOPLE WHO MAY BE CONTACTED FOR REFERENCES – INCLUDING PRESENT EMPLOYER

If you have not been employed before, give details of teachers/lecturers or others who know you well enough to comment on your ability to do the job. Friends and relatives must not be used.

Full name of present or most recent employer	
Address Postcode	Telephone
	E-mail
	Fax

May we contact your present/most recent employer for a reference straight away? Yes No

If NO when may we do so?

Other referee (preferably another employer)	
Address Postcode	Telephone
	E-mail
	Fax
Capacity in which known to you	Daytime Tel No.

Please note that we reserve the right to approach any of your previous employers for references if necessary.

I agree, if I am selected for this appointment, to checks being made with the Criminal Records Bureau for any record of convictions or cautions against me. I am aware that such information as appropriate for Enhanced Disclosures will be made available.

I CONFIRM THAT THE INFORMATION GIVEN ABOVE IS CORRECT.

I also consent to Croydon Council carrying out other appropriate checks with the Criminal Records Bureau if it so wishes.

Name (please print)
Signature (if hard copy)..... **Date**

**ONLY ANSWER IF A CAR DRIVING LICENCE
AND/OR USE OF A CAR IS A REQUIREMENT OF THIS POST**

Do you hold a current driving licence? Yes <input type="checkbox"/> No <input type="checkbox"/>	If required would you be prepared to provide a car for work use? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Residency

Are you required to have a UK work permit? Yes <input type="checkbox"/> No <input type="checkbox"/>

Do you have a personal/family relationship with anyone likely to be involved in the selection process for this post such as a school governor or with a Councillor or Senior Officer of Croydon Council?

Yes No

If Yes, please give name(s) of relevant person(s) and the relationship(s).

I understand that seeking to unfairly influence any Councillor, governor or employee of Croydon Council/school will make my application unacceptable.

Data Protection Act 1998:

The personal information submitted by you on this application form and in any accompanying documents will be used by persons the governing body delegates responsibility to and any other person it appoints to assist, for the purpose of appointing to the job applied for and to monitor the effectiveness, efficiency and fairness of the selection process. The information may also be used in internal proceedings to consider a complaint about the selection process and/or to defend the school against a legal challenge to the fairness of the selection process from any interested party. For these reasons, the information you submit will be kept for 6 months if you are not short-listed and 2 years if you are. The information supplied by you will also be subject to verification and we may need to contact people and/or organisations to confirm some of the facts contained in your application, e.g. referees, previous employers, educational establishments, examination bodies, etc.

I have read the above statement and consent to the personal data submitted with this job application being used for the purposes described. This LA/School is under a duty to protect the public funds it administers and may use the information you have provided on this form within the School/LEA for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

Please sign the statement below indicating your consent to the information being held, used and verified as described above.

If you decline to give your consent as requested above the School/LEA will be unable to consider your application for employment.

I declare that to the best of my knowledge all parts of this form, attachments and additional sheets provided by me have been completed fully and are accurate. If I am appointed to the post I understand that any major omission or inaccurate information relevant to my application could lead to the withdrawal of an offer of employment or even dismissal.

SIGNATURE Date: (dd/mm/yyyy)

Please return the completed form to the address on the covering letter.

TO BE COMPLETED BY ALL APPLICANTS.

Do you have any criminal convictions? Yes No

CHECK ON CONVICTIONS OR CAUTIONS

A check as to the existence and content of a criminal record may be requested from the Criminal Records Bureau after a person has been selected for appointment to this post. Refusal to agree to a check being made could disqualify you from being considered for the appointment.

You are therefore asked to sign the statement below to confirm your agreement, if you are selected for the appointment, to a check being made on any criminal record applicable to you.

Under the Rehabilitation of Offenders Act 1974, you have the right not to disclose details of 'spent' convictions. However, for certain jobs, employers are allowed to ask about these offences. The Rehabilitation of Offenders Act 1974 (Exception) (Amendment) Order 1986 sets out details of all jobs to which this applies and the job you have applied for is included in that list.

Please give details (in the space below) of any criminal convictions that you may have. The disclosure of a criminal record may not necessarily prevent you from being appointed. The nature of the offence, how long ago it took place, your age at the time and any other relevant factors may be considered when a decision is made. Please note that some convictions are never considered 'spent' under the terms of the Act.

Please give details of ALL convictions, cautions, reprimands or warnings (whether spent or not).

CRIMINAL RECORDS BUREAU

The Criminal Records Bureau, an executive agency of the Home Office, helps employers check records, which were previously held by the police, the Department of Health and the Department for Education and Skills.

Different levels of disclosure can be provided, according to the type of work applied for.

The job for which you have applied necessitates an Enhanced disclosure.

Enhanced disclosures are for positions which have contact with children or vulnerable adults. They contain details of all convictions, cautions, reprimands or warnings on record.

PREVIOUS CHECKS

If a check has been previously carried out for you, please provide the name of the Local Authority or employing body, who undertook it, the outcome and the date it was carried out.

It is not sufficient to give the name of an employment agency (if applicable). If you have a letter giving the result, please attach a copy.

Local Authority _____ Date _____ (dd/mm/yyyy)

Outcome _____

Have you ever been subject to any formal action by an employer? Yes No

If you have answered "yes" to this question, please give details on a separate sheet.

EQUAL OPPORTUNITIES STATEMENT

The School supports the Council's belief that its workforce should reflect the Croydon community and that all groups within the community should have equal access to the employment opportunities.

The Council is committed to taking action to eliminate discrimination and, by redressing imbalances, to achieve genuine equality of opportunity. The Council has so far identified that women, disabled people and people from minority ethnic groups are under-represented in certain areas of the workforce. By monitoring our recruitment and the makeup of our workforce, we will ensure that our equal opportunity initiatives are having effect.

Recruitment, selection and promotion procedures are monitored to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

For school based teaching posts, the complaints procedure is outlined in the "HR Handbook ". Initial contact should be made in writing to the Clerk of the governing body.

For Centrally appointed staff, there is a Council procedure for dealing with complaints about the selection process. For further information, please contact the Human Resources Consultancy.

CROYDON
www.croydon.gov.uk



GUIDANCE NOTES FOR JOB APPLICANTS

Thank you for your job enquiry.

The information you provide on this application form and additional sheets will determine whether you are short-listed for interview. Please note that CV's will not be accepted.

If you do not understand anything on the form, please ring the School or contact telephone number in the information pack. A job description and person specification is enclosed with this pack. They should be used in conjunction with these guidance notes when you complete the application form.

PERSONAL DETAILS

Please enter your details fully and clearly so we may contact you about your application.

REFEREES

Give the names and addresses of two referees, one of whom must be your current employer (or most recent if unemployed).

If you have not been employed before, give details of teachers/lecturers or others who know you well enough to comment on your ability to do the job. Relatives and friends must not be used.

QUALIFICATIONS AND OTHER RELEVANT TRAINING

Give details of your relevant qualifications and training courses. (You be asked to produce proof of relevant qualifications if you are interviewed).

Look at the person specification to see which qualifications/training are essential. You may also have gained qualifications and attended training that, although not essential, are relevant to the job.

We are also interested in any relevant courses that did not lead to an examination or qualification and will take into account equivalent education/qualification gained overseas or as part of a vocational training scheme.

APPLICATION DETAILS

Using separate sheets, tell us why you think you can do the job.

- You should provide evidence of your relevant experience, skills and knowledge by giving specific examples and demonstrating how you meet the criteria on the person specification.
- You should think very carefully before completing this section and refer to both the job description and person specification.
- You may wish to write this page out as a rough draft before submitting a handwritten or typed statement (however, do not send in a CV).
- If you have little or no work experience, try to think of things you have done where you can transfer skills used at school or college, such as planning a project, or course work.
- You may also have considerable domestic responsibilities such as household budgeting, or you may organise social or community activities – these are skills that can be relevant to the post.
- Be positive about your personal skills and achievements – they can be just as relevant as professional experience.

EXPERIENCE

We are interested in all employment you have undertaken. If you have not had a full time or permanent job, please give details of any other employment you may have had (work experience, part time, voluntary or holiday work).

IT IS IMPORTANT THAT ANY GAPS IN YOUR WORK HISTORY ARE FULLY EXPLAINED ON THE FORM.

DATA PROTECTION

The information you have supplied on this application form may be processed by computer, or may form the basis of manual records.

This data will be used to produce anonymous statistics in connection with Equal Opportunities and recruitment monitoring.

DISABILITY

The Council welcomes applications from people with disabilities.

Please let us know if you need additional assistance from us in order to complete the application form or prior to attending the selection process (special parking, ground floor venue, sign language interpreter, large print, wheelchair access, etc.)

OUR COMMITMENT TO EQUALITY

The council is committed to advancing equality of opportunity between people; fostering relations between different communities; eliminating discrimination, harassment and victimisation.

The council will take steps to promote understanding, meet needs, remove or minimise disadvantage, encourage participation in public life and tackle prejudice.

The council does not tolerate harassment, victimisation or unlawful discrimination in service delivery and employment on the grounds of age, disability, gender reassignment, race/ethnicity, religion or belief, sex/gender, sexual orientation, marriage & civil partnership, and pregnancy & maternity.

Everyone is expected to share the council's commitment including people, organisations, and companies we work in partnership with and those who provide goods and services on our behalf.

The council will monitor its activity to make sure this happens and take decisive action against those found to be in breach of this policy.

Everyone is expected to:

- Know the local community and understand its needs;
- Engage with all our communities;
- Deliver efficient, responsive services and excellent customer care;
- Provide strong leadership, partnership and organisational commitment;
- Be exemplary employees reflecting a modern and diverse workforce.