



APPLICATION FOR APPOINTMENT AT:

Applicants are required to complete ALL parts of this form

Please refer to the candidates guide for completion of this application form

Application for the post of: _____

Are you applying for this post on a Job Share basis? **YES / NO**

Surname(s) (Block Capitals)	Initials:
Permanent address	TEACHERS: Department for Education (DfE) Teachers' Reference Number:
	ALL APPLICANTS: National Insurance Number:
	DISCLOSURE AND BARRING SERVICE (DBS) Certificate Number: Date of Certificate:
Email: Contacts Numbers: Home: Work: Mobile:	
Address for correspondence (if different from permanent address)	When could you commence duties if appointed?

Current Post (or last employment where applicable)

Designation of Post: Full or Part Time:		Present or last Salary	
Name and Address of Employer		Salary Scale and Point on Scale	
		Date Appointed	
If a school, please provide no. on roll, type and age range		Notice Required	

EDUCATION

Education (Applicants should be prepared to produce evidence of qualifications held)

Give details (including dates) of Secondary Schools, Colleges and Universities attended and particulars (including dates) of Qualifications obtained including: -

a) School Leaving Examinations/GCSE/CSE/NVQ's etc. and awarding body

Teachers:

b) Teaching Certificate or Post-Graduate Certificate/Diploma (state course pursued and main subjects)

c) Degree (state whether Pass or Honours and give Class, Division and subjects, making clear which are main and subsidiary)

d) Date of Statutory Induction Period __ / __ / ____

e) Any other certificates or diplomas:

Dates		Name of Course and Secondary School/College/University Attended	Qualifications obtained
From	To		

Education Courses Give details of courses attended; please include dates, nature, and duration (full or part time) and name of organising body.

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Membership of Professional / Technical Bodies

	Date(s)	Grade(s)

EMPLOYMENT HISTORY

Please list in Chronological order and account for any gaps in employment

Dates		Name of School/Employer. If a school please provide size, type and age range taught	Post and Salary Scale (State whether full or part time)	Employer/LA
From	To			
		School: Type: Age Range:		

REFEREES

Names and Addresses of Two Referees

State position, status, names and addresses of two independent referees who can be asked for information about you. One of the referees **must** be your current or most recent employer. (Please refer to the guidance notes for further information on referees)

1.

Name:

Position:

Address:

2.

Name:

Position:

Address:

Post Code:

Tel No.:

E-mail address:

Post Code:

Tel No.:

E-mail address:

Can this referee be contacted prior to interview?

YES/NO

Can this referee be contacted prior to interview?

YES/NO

Please note that an offer of appointment is conditional upon receipt of a least two satisfactory references

DISCLOSURE INFORMATION (only required if a DBS check is required for the post applied for)

Do you hold a DBS Certificate? *YES NO

Have you subscribed to the update service? *YES NO

If yes:

Please indicate level of check *Standard or Enhanced

Please indicate workforce to which it applies *Child Adult Child and Adult Other

Additional Information

(Please add details of any special interest and experience which may be relevant to this application e.g. in art, drama, physical activity and music, and briefly explain why you feel you are suitable for this job.)

DECLARATION

Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (2013) / Prohibition of Teachers

The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England & Wales). You are not therefore entitled to withhold information about unspent cautions, 'bind-overs' or any criminal convictions including any that would otherwise be considered 'spent' under the Act.

Have you ever been convicted of any offence or 'bound-over' or given a caution? Yes No

If Yes, please provide details on a separate sheet and attach it to this application form in a sealed envelope marked 'Confidential Disclosure'

I understand that if my application is successful I will be required to obtain a DBS Disclosure at the appropriate level.

Have you ever been prohibited from teaching by the Secretary of State? Yes No

Disqualification from Caring for Children Regulations (DCCR) 2002

Have you ever been disqualified under Disqualification from Caring for Children Regulations 2002? Yes No

Eligibility to Work in the United Kingdom

To ensure this school complies with legislation, you will be required to provide documentary evidence showing that you are entitled to work in the United Kingdom.

Are there any restrictions regarding your right to work in the UK? Yes No

If yes, please give details:

Data Protection Information

The personal information supplied by you on this application form will be used only to consider your application for employment with this school. Certain anonymised data could be passed to other candidates should a request for information be made.

If you are shortlisted, contact will be made with the referees you supply on the application form and a confidential reference will be sought from them.

The information you supply on the Recruitment Equality Monitoring Form will be used for those purposes stated only and will be retained in an anonymised form so that it cannot be linked to individual applicants. The information you supply will be retained only as long as necessary for the purposes of recruitment and monitoring.

Relationships

If you are related to any Elected Member or senior officer of Stockton Borough Council, a member of the Senior Leadership Team within School or a member of the schools Governing Body, please state below his/her name(s) and the relationship. (This does not prevent such persons from giving as a reference a written testimonial of your ability, experience or character, for submission to the School with your application for employment).

Name:

Position:

Relationship:

Declaration:

I hereby apply for employment with _____ School. To the best of my knowledge all the particulars I have given are true. I understand that the deliberate provision of false information may disqualify me from employment or render me liable to instant dismissal if coming to light after my employment. I also understand that canvassing of Elected Members, senior officers of Stockton Borough Council, a member of the Senior Leadership Team Members or employees of the school, whether done directly or indirectly, will result in this application being disqualified.

Name:

Date:

Please return the form by email as stipulated on our advert.

If you are not called for interview within 30 days of the closing date please assume that you have been unsuccessful in your application.

Recruitment Equality Monitoring Form
 Please complete this form and return it with your completed application form.
THIS PAGE WILL BE REMOVED PRIOR TO THE SELECTION PROCESS

Title:		Full Name:	
Date of Birth:		Age:	

Ethnic Origin: (Please indicate your ethnic origin) <input type="checkbox"/> if you prefer not to say please tick
White: <input type="checkbox"/> English/Welsh/Scottish/Northern Irish/ British <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy or Irish Traveller <input type="checkbox"/> any other White background, please specify:
Black / African / Caribbean / Black British: <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black / African / Caribbean background, please specify:
Asian / Asian British: <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese <input type="checkbox"/> Any other Asian background, please specify:
Other ethnic groups: <input type="checkbox"/> Arab <input type="checkbox"/> Any other ethnic background, please specify:
Mixed/multiple ethnic groups: <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other mixed/multiple ethnic background, please specify:
Country of Birth: Nationality:

Gender: Male Female

Marital Status: (Please indicate your marital status)

<input type="checkbox"/> Single	<input type="checkbox"/> Widow/Civil Widow
<input type="checkbox"/> Married/Civil Partnership	<input type="checkbox"/> Widower/Civil Widower
<input type="checkbox"/> Separated	<input type="checkbox"/> Divorced

Are you currently employed by the Council?

Yes No

Where did you see this post advertised?

The following questions are optional:

Are you currently pregnant or on Maternity Leave?

Yes No

Has your gender identity changed from the gender you were assigned at birth

Yes No Prefer not to say

Sexual Orientation (Please mark one box only)

<input type="checkbox"/> Bisexual	<input type="checkbox"/> Gay/Lesbian
<input type="checkbox"/> Heterosexual/Straight	<input type="checkbox"/> Prefer not to say

Religion & Belief (Please mark one box only)

<input type="checkbox"/> Buddhist	<input type="checkbox"/> Sikh
<input type="checkbox"/> Hindu	<input type="checkbox"/> Other
<input type="checkbox"/> Muslim	<input type="checkbox"/> None
<input type="checkbox"/> Christian	<input type="checkbox"/> Prefer not to say
<input type="checkbox"/> Jewish	

<p>Disability</p> <p>We are positive about disability and welcome applications from disabled people. Please answer the question below on disability which we include to establish whether we need to make adjustments to enable you to take part in the selection process; take positive action in supporting employment for disabled people; establish whether you will be able to carry out a function that is intrinsic to the work concerned and/or establish that you have a disability where this is an occupational requirement (Section 60 of the Equality Act 2010 refers.) As a Disability Symbol User, the school undertakes to interview any applicant who declares a disability as detailed on the Application for Employment and who meets the essential (minimum) criteria for the Job.</p> <p>Do you consider yourself to be a person with a disability as described by the Equality Act 2010?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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Candidates Guide for Completion of the Application Form and Equal Opportunities and Monitoring Statement

Please read the following before completing your application form

General

Your application will be assessed against the criteria listed on the person specification.

- We do not accept CVs as part of your application; you must complete the application form
- Make sure all sections are completed clearly and as fully as possible.
- Make sure your application relates to the person specification.
- If you run out of space you may use additional pages unless stipulated elsewhere
- Make sure your application form is returned by the closing date.
- Keep a copy of your application; it will be useful to refer to for preparation if you are called for interview.

If you have a disability that prevents you from completing the application form please contact the school in the first instance.

Current legislation means that you will be required to provide documentary evidence for example National Insurance Number; showing that you are entitled to work in the United Kingdom. If you are short listed you will be asked to provide this at your interview.

Education/Education Courses

In providing this detail applicants must be prepared to produce evidence of qualifications that are essential to the post.

Any Education courses that are listed should be relevant to the position.

Previous Posts /Teaching Posts Held

Please state in chronological order all of your previous jobs/teaching positions the dates, post and salary details and the name of your current or last employer/school.

In the other experience section please account for all time since you left school, college or university. List your jobs with the most recent first, stating month and year and mentioning any gaps in employment. Include voluntary work particularly if you have not been in paid work.

Relationships and References

Please complete these sections fully and clearly. This is important contact information.

We need to know if you are related to anyone within the school, a member of Stockton Council either a Councillor or an employee. This is to ensure that you are neither disadvantaged nor favoured in your application. You must not canvass any member of this school, a Stockton Councillor or Council employee to gain employment. This will disqualify your application.

Referees must be able to produce information about your suitability for the post. References provided by relatives, friends or people with whom you live are not acceptable.

You will need to provide the names of two referees. One referee must be your current or most recent employer. The second referee should be a previous employer or someone who can give information about you that is relevant to the job. If you are a school or college leaver please give the name of your head teacher or tutor. Alternatively if you have had other part time work the person you worked for may be prepared to act as referee.

It is advisable to contact your referees at an early stage to let them know that you wish to give their name and ensure that they are willing to act as a referee.

If you are short listed, contact will be made with the referees you supply on the application form. If, however, you prefer that we should not contact a referee prior to interview, please say so on the application form.

Please note that an offer of appointment is conditional upon receipt of a least two satisfactory references .