



Norham High School
Alnwick Avenue
North Shields
Tyne and Wear
NE29 7BU

Employment Application Form

Please do not enclose a CV as it will not be considered.

Vacancy reference:

Job Title:	
Personal details	
Title:	
Surname/Family Name:	
First Name:	
Middle Name(s):	
Address:	
Postcode:	
Telephone (Daytime)	
Telephone (Evening)	
Telephone (Mobile)	
May we call you at work?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Email address: (Please note that we will use this email address to communicate with you both during and after the recruitment process. Please consider this as you may not want to use your work email address). Please tick this box if you are happy for us to communicate with you using this main email address:	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
National Insurance Number:	
We are committed to giving you the opportunity to change your work patterns when possible so you can balance your work commitments with other responsibilities. Do you want to work full time only?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Would you like us to consider you for other working patterns (for example, job share, part-time, working in term time only and so on)?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

Education

Place you studied at	Dates studied (from and to)	Qualification	Level	Date Achieved

Higher Education

College/ University attended	Dates studied (from and to)	Qualification	Level	Date Achieved	Awarding body

Continuing Professional Development & Other Training Courses

Please give details of any other courses/qualifications or continuing professional development relevant to the role for which you are applying:

Membership of Professional Organisations

Please state the organisation and level of membership:

Teacher's reference number

Current or Last Employer

Employer's Name:

Employer's Address:

Employer's Postcode:

Job Title:

Date appointed:

Salary:

Notice Period:

Date left (if applicable):

Reason for leaving:

Brief description of duties and responsibilities:

Employment History

Employer's Name & Address	Dates employed (from and to)	Position Held	Reason for Leaving

Please explain reasons for any gaps in employment

Other details
Do you require any reasonable adjustment to help you demonstrate your full potential in the recruitment process? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please give details:
Do you have a relationship with an elected member or an employee within the authority? (Please note that canvassing of Members and Officers of the Council directly or indirectly in connection with this application will disqualify you.) <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please state their name and position:
Do you hold a UK driving licence? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please specify the type:
Are there any restrictions that would prevent you undertaking work in the UK? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please give details:
Do you receive an occupational pension from Local Government Pension Scheme? <input type="checkbox"/> Yes <input type="checkbox"/> No

Skills

Using the person specification as a guide, please tell us how you feel your skills, knowledge and experience are relevant to the post. Remember to include any experience you have gained in community or voluntary work as well as employment:

References

Please provide two references, one of which should be from your present or most recent employer (if you are applying for a job which needs a disclosure from the Criminal Records Bureau, we may take up these references before we interview you).

Name:	Name:
Job Title:	Job Title:
Organisation:	Organisation:
Address:	Address:
Postcode:	Postcode:
Telephone no:	Telephone no:
Fax no:	Fax no:
Email:	Email:
Relationship to you:	Relationship to you:
Can we contact this person prior to interview? <input type="checkbox"/> Yes <input type="checkbox"/> No	Can we contact this person prior to interview? <input type="checkbox"/> Yes <input type="checkbox"/> No

There is a requirement for a third reference where the current employment doesn't involve the person working with children but previous roles that they have undertaken did. In this instance a 3rd reference does need to be taken up with the employer when they last worked with children

Name:
Job Title:
Organisation:
Address:
Postcode:
Telephone no:
Fax no:
Email:
Relationship to you:
Can we contact this person prior to interview?

Rehabilitation of Offenders Act 1974 - Disclosure of Previous Convictions

This only applies to posts that have a job reference number with the prefix **DE or DS**. Do the letters DE or DS come before the job reference number on the front of this application form? (please tick one box)

Yes

If yes, complete below

No

If no, please go to next section

If yes:

- this post is exempt from the Rehabilitation of Offenders Act 1974. So you must tell us about any convictions you may have, even if they are considered to be 'spent' under this act
- any offer of employment will be subject to a criminal record check from the Criminal Records Bureau before we confirm the appointment. This record check will include details of cautions, reprimands or final warnings, as well as convictions.

We will keep in strict confidence any information we receive from the Criminal Records Bureau. We will store it securely during the recruitment and selection process.

A criminal record will not affect your chances for a post unless it makes you unsuitable for appointment. In making this decision, we will consider the nature of the offence, how long ago and what age you were when it was committed, and any other relevant factors, including the Council's policies.

Details of any previous convictions

You must include: (a) nature of offence, (b) date committed, (c) any other relevant factors

Equal Opportunities form

We aim to have a workforce that reflects the different customers we have. To measure this we collect information from people applying for jobs. We separate this part of your application from the rest of your application form. The information you give is confidential and will not be seen by anyone involved in the recruitment process. It will not affect our decision on your application.

Gender:

- Female Male

Date of birth:

If you already work for us, would this job be a promotion for you?

- Yes No

Ethnic Origin:

White

- White British White Irish Any other White background

Black or Black British

- Caribbean African Any other Black background

Asian or Asian British

- Indian Pakistani Bangladeshi Any other Asian background

Mixed

- White and Black Caribbean White and Black African White and Asian

- Any other Mixed background

Chinese or other Ethnic group

- Chinese Other Any other background, please state:

Relationship status:

- Divorced/Dissolved civil partnership
 Married/In a civil partnership
 Single
 Widow/Widower
 Prefer not to say

Sexual Orientation:

- Bisexual Gay man Gay woman or lesbian
 Heterosexual Prefer not to say

Religious Belief/Faith:

- Buddhist Christian denominations Hindu
 Jewish Muslim No religion
 Other Sikh Prefer not to say

Do you consider yourself to be a person with a disability as described by the Equalities Act 2010?

- Yes No

Are you responsible for caring for anyone? If so, please tell us who you care for:

A carer is someone, who, without payment, provides help and support to a partner, child, relative, friend or neighbour, who could not manage without their help. This could be due to age, physical or mental illness, addiction or disability. This term carer should not be confused with a care-worker, or care assistant, who receives payment for looking after someone

I am not responsible for caring for anyone

I care for children/ a child

I care for another relative

I care for someone else

If you care for someone else, please tell us who you care for:

Where did you see this post advertised?

Are you interested in jobs of a similar nature?

Yes

No

Return address:

Norham High School

Alnwick Avenue

North Shields

Tyne and Wear

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