



Norham High School

Employment Application Form For Teaching Appointment

There are two key documents

Application Form – read the guidance notes carefully

Please make sure you consider each of the points on the enclosed job outline and person specification and show how you meet each condition.

Equality Monitoring Form – this information will help the School to make sure its equal opportunities policy is working. It is not sent to the selection panel.

In accordance with best practice in equal opportunities, the Council does not accept CVs.

We believe that a standard application form is the fairest way of getting consistent and relevant information about applicants.

Data Protection

We will process the information or data you give on this form and hold it on computer and on your personal records if you are appointed.

We may process the information or data for the purposes of monitoring, statistical analysis and to keep accurate employment records.

By signing and returning this form, you will be giving your explicit consent to the processing of the data in it including anything that may be considered to be sensitive personal data.

Please complete in black ink

Application for the post of

School/Establishment

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

Title (please tick) Mr Mrs Miss Ms Other

Surname (block letters)

Forename(s) (block letters)

Date of Birth

Nationality:

Address (if this is a temporary address, please also give your usual home address)

Post Code

Contact telephone numbers and times available: Home Work
 Mobile

E-mail address

Please specify what hours you wish to work by ticking one of the following: (a) full time (b) part-time (please state hours) (c) either

Disability

Please identify any special requirements or equipment, which may assist you

(a) in the recruitment process

(b) to enable you to carry out the job

Date Recognised by Department for Education and Skills as a qualified teacher

Department for Education and Skills reference number

Date registered with the General Teaching Council for England

National Insurance Number

If you are in receipt of a pension payable under the Teacher's Pensions Regulations following early retirement, please indicate the grounds on which you were retired:

▪ In the interests of efficiency/ redundancy/ ill health (delete as appropriate)

▪ Date of retirement

If you have received a redundancy payment in respect of a previous employment with a local Authority, please give details.

Name of Authority Date of Redundancy

Work Permits

Do you need a work permit to undertake full or part-time work in the UK?

Yes No

Which visa do you hold? When does this visa expire?

I declare that the information in this form is true. I understand that false information may result in my dismissal if I am appointed.

Signature: Date:

Note: If you have not been contacted within six weeks of the closing date, you may assume your application has been unsuccessful.

Referees

Please give names of two people who we can ask for a reference. If you are in, or have just completed full-time education, one referee should be from your college.

If you are in employment, one referee must be your present employer

If you are unemployed, one referee should be your last employer.

If you have applied for a headship, your LEA will also be asked for a reference.

Referees (continued)

Name	<input type="text"/>
Position	<input type="text"/>
Relationship	<input type="text"/>
Address	<input type="text"/>
	Post Code
Telephone Number	<input type="text"/>
Email	<input type="text"/>

Name	<input type="text"/>
Position	<input type="text"/>
Relationship	<input type="text"/>
Address	<input type="text"/>
	Post Code
Telephone Number	<input type="text"/>
Email	<input type="text"/>

Partners or relatives of elected members or employees

To ensure fairness, canvassing or failure to provide this information will result in our not considering your application.

Are you related to any elected member or employee of the Council who may be involved in the recruitment process/ decision making?

Yes
 No

If yes, please state the name of the relative or partner and the position held.

Name	<input type="text"/>	Relationship	<input type="text"/>
Directorate	<input type="text"/>		

Rehabilitation of Offenders Act 1974. Disclosure of Previous Convictions

This section applies to all posts that have a job reference number with the prefix D.

Does the letter D come before the job reference number on page 2 of this application form? (please tick one box)

Yes if yes, complete this section
 No if no, do not complete this section and go to the next section

Disclosure of Previous Convictions (Continued)

If yes:

- this post is exempt from the Rehabilitation of Offenders Act 1974 so you should 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 and destroy the certificate once the process is completed.

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

Please continue on a separate sheet, if necessary

Education and Qualifications (state UK equivalent, if known)

Secondary School	From	To	Course/Qualification	Level/Grade

University/ College	From	To	Course/Qualification	Level/Grade

Teaching Practices (to be completed only by applicants for first appointment)

School or College and Duration	Class/ Ages	Subjects
I		
ii		
iii		

Please give details of any in-service work you have done or courses you have attended during the past two years.

Course Title	Duration	Date Completed

Teaching Subjects in order of preference and what level
(E.g. Key Stage 1, Key Stage 2 etc).

Subject	Key Stage
1.	
2.	

Age group trained for:

Present employment or last employment if you are not currently employed

Name of employer

Address of employer

North Tyneside Council employees please state employee number

Position held

Date employed from

Date employed to

Period of notice required

Main duties and responsibilities:

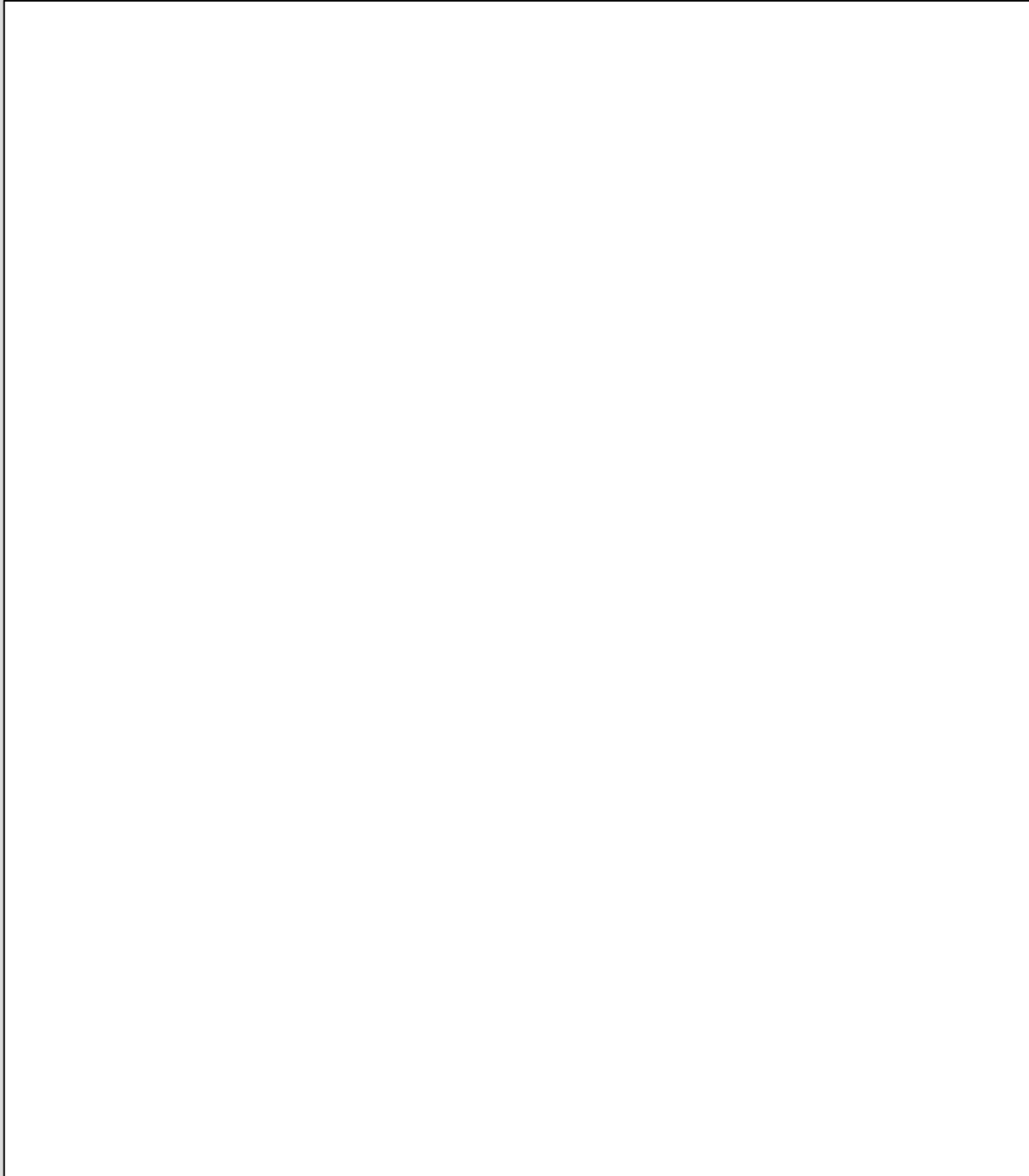
Continue on next page

Previous Employment (Please state most recent first)

LEA	Name & Type School & Pupil Ratio	Position Held	Duration		F/T	P/T	Reason for Leaving
			from	to			

Relevant skills and experiences that you would bring to this job.

Please use this page to show how your experience, skills and abilities are relevant to the post. Remember to include any experience you have gained in community or voluntary work, looking after children or elderly people etc. as well as previous or present employment.

A large, empty rectangular box with a thin black border, intended for the applicant to write their relevant skills and experiences.

Please do not include CVs

If you need more space, please attach a separate sheet of paper.

Please make sure that on each page you write:

- (a) Name
- (b) Job Title
- (c) Job ref. number

Equality Monitoring Form

The Council operates a policy of equal opportunities and wishes to ensure that all applicants are considered solely on their merits. Therefore, we need to be able to check that our decisions are not influenced by unfair or unlawful discrimination. To help with this, please complete this form. Your answers will be treated confidentially and used only for statistical purposes.

Surname Forename

Ethnic Origin: What is your ethnic group?
Choose **one** section from A to E then tick the appropriate box to indicate your background.

<p>A Asian, Asian British, Asian English, Asian Scottish or Asian Welsh</p> <p>Indian</p> <p>Pakistani</p> <p>Bangladeshi</p> <p>Any other Asian background (please write it here)</p>	<p>D Mixed</p> <p>White and Black Caribbean</p> <p>White and Black African</p> <p>White and Asian</p> <p>Any other mixed background (please write it here)</p>
<p>B Black, Black British, Black English, Black Scottish or Black Welsh</p> <p>Caribbean</p> <p>African</p> <p>Any other Black Background (please write it here)</p>	<p>E White British</p> <p>English</p> <p>Scottish</p> <p>Welsh</p> <p>Other (please write it here)</p> <p>Irish</p> <p>Any other white background (please write it here)</p>
<p>C Chinese, Chinese British, Chinese English, Chinese Scottish or Chinese Welsh</p> <p>Chinese</p> <p>Any other background (please write it here)</p>	

Nationality

Sex

Female

Male

Disability - Please tick in the appropriate box

We will invite disabled applicants for interview if they meet the essential job criteria contained within the person specification.

Do you consider yourself to have a disability as described by the Equalities Act 2010?

Yes

No

Religion

Advertisement

Please state where you saw the advertisement for this post

CONFIDENTIAL

Employment Application Form

Guidance Notes

Please read notes carefully before completing your application form.

We aim to be an equal opportunities employer

North Tyneside Council is actively working towards equal opportunities for those it employs as well as those who use its services. The Council looks for workers who share this commitment. Our policy is to make sure we appoint the person with the best ability for the job, whatever their race, sexual orientation, religion or belief, disability or age.

With these notes you should have received:

- An application form
- An equality monitoring form
- A job outline
- A person specification

The application form

To promote fairness, all applicants need to complete our standard form. The information you give should describe your skills, knowledge, experience and qualifications which are relevant to the job outline and person specification.

- Use extra sheets of paper if you need to.
- Ensure that each extra sheet has your name, the job title of the post you are applying for and the job reference number clearly written on the top of it.
- CVs are not accepted – please do not send them with your form
- For all teaching posts, we need to know about previous spent and unspent convictions. You must give us this information for any post with the prefix D. If we offer you a post with the prefix D, the offer will be conditional on a satisfactory disclosure certification via the Criminal Records Bureau.

References

You must give details of two people who can provide us with a reference. One of them must be your current or last employer.

When we ask for references, we will usually send your referees a copy of the job outline and person specification and will ask specific questions about your suitability for the post. Offers of appointment depend on our receiving satisfactory references.

We treat all references confidentially.

Education, training and qualifications

Please give information about all training and education you have been through and any qualifications you hold or are working towards, if they are relevant to

the post. If you do not hold the qualifications listed as essential on the person specification, we are unlikely to give you an interview.

Employment and work experience

Please state details of your current and previous employment and work experience. Work experience may have been gained through voluntary work, Government Training Schemes etc.

Equality monitoring

By completing the equality monitoring form, you help us to check our recruitment processes are fair and effective. The equality monitoring form is separated from the application form and is not passed to the short-listing panel.

Important Information

- We may not consider applications received after the closing date or any that are not on our application form.
- Please complete the form in black ink
- If we have not contacted you within six weeks of the closing date, please assume your application has been unsuccessful.

Unless otherwise stated, please return your application form, by the closing date, to the school.