

# Teacher Application Form



Promoting equal opportunities and celebrating diversity

Job applied for: \_\_\_\_\_

Grade: \_\_\_\_\_ Reference number: \_\_\_\_\_

## Personal details

Your title (for example, Mr, Mrs, Miss, Ms, Other): \_\_\_\_\_

First name or names: \_\_\_\_\_

Last name: \_\_\_\_\_

Address: \_\_\_\_\_

Home phone number: \_\_\_\_\_ Work phone number: \_\_\_\_\_

Mobile phone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

## Current or most recent employment

Employer's name and full address: \_\_\_\_\_

Job title: \_\_\_\_\_ Main  Threshold

Number on Roll (NOR): \_\_\_\_\_

Local Authority: \_\_\_\_\_ LDS  UNQ

Spinal point \_\_\_\_\_

Other allowances you are currently receiving including TLR/SEN \_\_\_\_\_ Current salary rate \_\_\_\_\_

Subjects and ages taught (please continue on a separate sheet if necessary): \_\_\_\_\_

Dates employed (from and to): \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Notice you need to give: \_\_\_\_\_

## Previous employment

**Please list the most recent first and continue on a separate sheet if necessary**

| Date from | Date to | Employer's name and address including local authority | Job title | Reason for leaving |
|-----------|---------|---|-----------|--------------------|
|           |         |   |           |                    |
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|           |         |   |           |                    |

If you have had any breaks in employment since leaving school, please give details of these periods and your activities during these times (for example, unemployment, raising a family, voluntary work, training and so on)

### Professional Status

Do you hold qualified teacher status? Yes  No  If Yes, please give date of award

DCSF Number (for example, 12/34567) \_\_\_\_\_

Have you successfully completed a period of induction as a qualified teacher in this country where the DfE required this? Yes  No  If Yes, please give date of completion and which LA

Was your teacher qualification gained from one of the countries that automatically qualify for QTS equivalence? Yes  No

If yes, please confirm country.....

Do you hold NPQH Yes  No

Are you subject to any conditions or prohibitions place on you by the NCTL, Department of Education and/or similar departments?

Yes  No

If yes, give details: \_\_\_\_\_

## Relevant Education

**Education:** Please include any qualification, training and current membership of professional associations that are relevant to the post. Please see the person specification and continue on a separate sheet if necessary

| Date from | Date to | Secondary school, college, professional body and so on | Subjects, status and qualifications achieved | Level and grade | Date achieved |
|-----------|---------|--|--|-----------------|---------------|
|           |         |  |  |                 |               |
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## Professional Courses attended within the last five years

(Please continue on a separate sheet if necessary)

| Brief description and course title | Date of attendance | How long it lasted |
|------------------------------------|--------------------|--------------------|
|                                    |                    |                    |
|                                    |                    |                    |
|                                    |                    |                    |

## Personal Statement

Please use this section to tell us how your knowledge, skills and experience match the requirements of the job set out in the person specification (please continue on a separate sheet). The selection panel will make the decision to appoint you based in the evidence you provide in support of your application, assessed against the person specification for the post.

## Extra Information

- Can you provide evidence of your legal right to work in the UK?

Yes

No

(For more information, please see the recruitment booklet)

- Do you have a friend or relative (including partner) that is a councillor, school governor or works for the council or one of the borough's schools? If yes, please give details.

.....

.....

- Have you been subject to disciplinary proceedings (excluding sickness absence)? Yes  No  If yes, please give details

..... (continue on an additional sheet)

- Please answer the following questions only if the person specification for the post includes these requirements.

- Do you have a valid driving licence?

Yes

No

- Do you have access to a vehicle which you are able to use for work purposes?

Yes

No

- If not, are you able to travel, for work purposes, by another form of transport?

Yes

No

This post is exempt from the Rehabilitation of Offenders Act 1974. In the event of a successful application, you will be required to apply for an enhanced DBS disclosure.

## Disability

Barking and Dagenham Council are positive about employing people with disability and have a commitment to employ, keep and develop the abilities of those staff. All applicants with disability who show on their application form that they meet the minimum criteria for the vacant job will be guaranteed an interview.

## References

Please give details of two employers who can provide us with a reference, one of whom must be your current or most recent employer. In the case of a first appointment, one referee should be from your school or college. You should only give personal references if employment references are not available.

If you are applying for headteacher position and are already a headteacher one referee should be from the Local Authority or Diocese and the other from your current chair of governors.

|                                 |                                 |
|---------------------------------|---------------------------------|
| 1. Name: _____                  | 2. Name: _____                  |
| Address: _____                  | Address: _____                  |
| _____                           | _____                           |
| Daytime phone number: _____     | Daytime phone number: _____     |
| E-mail address: _____           | E-mail address: _____           |
| Position or relationship: _____ | Position or relationship: _____ |

We are looking for someone who will support the safeguarding and welfare of children in our school. Please note that, in line with DfE Safeguarding Children and Safer Recruitment guidelines, reference will be taken on all shortlisted candidates prior to interview.

## Fair Processing Notice

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see <http://www.barking-dagenham.gov.uk/9-council/fair-processing/fair-processing.html> or contact the Corporate Anti Fraud Team 0208 227 2264

## Declaration

I confirm that the information I have given on this form is true and correct, and you can treat it as part of any future contract of employment. I understand that if I do not provide complete and correct information, you may withdraw an offer of employment or, if I am already employed, dismiss me immediately. I also give you permission to use my personal information for monitoring and management purposes.

I understand that you will deal with all the information in line with the data protection legislation.

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form **by the closing date shown in the advertisement**, to the address or e-mail address given on the advertisement.

## Equal Opportunity Policy

We are committed to ensuring equal opportunities in employment, and by law must monitor the racial diversity of people applying to us for employment. You must fill this section of this form as it will help us to monitor the effectiveness of our Equal Opportunity in Employment Policy.

The information requested below is for statistical purposes only and will not be available to people responsible for selection. This information is covered by the Data Protection legislation, so we can only use the information for the purpose given (that is, as statistical information for monitoring purposes).

Thank you for your co-operation.

## Personal details

**Status:** (tick only one)

Single

Divorced

Legally separated

Prefer not to say

Married / Civil partnership

**Name:**

**Post applied for:**

**Reference number:**

**Where did you see the post advertised?** *(if in a newspaper/journal or on a website, please state name)*

**Sex:** Are you (tick only one)

Female?

Male?

**Age:** (tick only one):

16 to 19

50 to 59

20 to 29

60 to 65

30 to 39

66 to 74

40 to 49

75+

**Where do you live**

Do you live in the Borough of Barking & Dagenham? (Tick only one)

Yes

No

**Employment**

Are you currently employed by the London Borough of Barking & Dagenham

Yes

No

**Ethnic origin**

I would describe my ethnic origin as the following:  
(please highlight or tick one).

**White**

- British (WB)
- Irish (WI)
- Any other white background  
(please specify below) (WO)

**Black**

- British (BB)
- African (BA)
- Caribbean (BC)
- Any other black background  
(please specify below) (BO)

**Asian**

- British (ABR)
- Bangladeshi (AB)
- Indian (AI)
- Pakistani (AP)
- Any other black background  
(please specify below) (AO)

**Mixed**

- White and black Caribbean (MWBC)
- White and black African (MWBA)
- White and Asian (MWA)
- Black and Asian (MBA)
- Any other black background  
(please specify below) (MO)

**Chinese**

- British (BC)
- Chinese (C)
- Any other black background  
(please specify below) (CO)

**Other ethnic group**

(Please specify below (O))

**Traveller**

- Irish Traveler (IT)
- Romany (R)
- English Gypsy (EG)
- Other  
(Please specify) (TO)

**Sexual Orientation**

This information will help us to monitor workforce and the effectiveness of our Equalities Policy. Which one of these best describe your sexual orientation?

- Bisexual
- Lesbian
- Gay Man
- Heterosexual (“straight”)
- I prefer not to say
- Other  
(please specify below)

**Faith / Religion**

- Buddhist
- Christian
- Hindu
- Sikh
- Muslim
- Jewish
- I prefer not to say
- I don't know
- I do not identify with any religious groups
- Other  
(please specify below)

**Caring Responsibilities**

Do you have any caring responsibilities?

- Yes  No

**A carer is defined as some who:**

“...cares for, or expects to care for, husband, wife or partner, a relative such as a child, uncle, sister, parent-in-law, son-in-law or grandparent, or someone who falls into neither category but lives at the same address as the carer”.