

Application for teaching posts



www.ealing.gov.uk

Please read the guidance notes to help you complete this form. Please type or use black ink.
If you are not contacted within 4 weeks of the closing date your application has not been successful

Job applied for:

Ref no:
Closing date: (dd/mm/yyyy)

School name:

Contact name:
Telephone:
Fax:
Email:

1. Personal details

Surname:

Forename(s):

Previous name(s):

Home/term time address (if different):

Postcode:

Present address:

Postcode:

Telephone (home):

Telephone (work):

Mobile:

Email:

Teacher ref no. (TRN):
(formally DfES no.)

National insurance no.:

Asylum and Immigration Act 1996 - Before you commence working you must provide evidence to demonstrate your right to work in the United Kingdom.

Are you eligible to work in the U.K: Yes No

Do you need a work permit: Yes No

Nationality:

General Teaching Council for England (GTC) – Qualified teachers are required to be registered with the GTC

Do you have qualified teacher status (QTS): Yes No

Have you successfully completed the 3 mandatory skills tests: Yes No
(if applicable)

Are you registered with the General Teaching Council: Yes No

If you have QTS and have not registered please contact the GTC on Tel: 0870 001 0308.

E-mail: tqhelpdesk@gtce.org.uk

Are you related to anyone employed at the school and/or related to or have a close relationship with any councillor or senior officer including headteachers or governors of Ealing Council? Yes No

If yes, please give details below. (Failure to do so may lead to your application not being considered further)

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2. Present/most recent post

(For first year teachers please give details of your most recent teaching practice)

Full name, address and type of school/college or other employer:
Number of pupils/students:
Age range of pupils/students:
Boys, girls, or mixed:
Position held:
Present salary: (Give details of any additional allowances)
Scale/grade:

Date of appointment:
Date of resignation and reason for leaving (if applicable): (dd/mm/yyyy)
Local education authority:
Main subjects taught:
Full time/part time:

3. Employment history

(Please list below your full employment history starting with the most recent (this may include voluntary/unpaid work) and provide an **explanation for any gaps in employment**)

From dd/mm /yy	To dd/mm /yy	Full/ part time/ voluntary	Name, address and contact number of employer	Type and size of school/college (if applicable)	Position held and salary	Reason for leaving employment

4. Education and training

Please give details of any education and training you have received. You will be asked to provide at interview originals or certified copies of relevant certificates including QTS and induction.

Education and training						
Secondary education						
From	To	Name of school/college	Examinations passed			
dd/mm/yy	dd/mm/yy		Subject (inc. awarding body)	Level	Grade	Date awarded

Education and training						
Further Eductaion/ training						
From	To	Name of college/university	Examinations passed			
dd/mm/yy	dd/mm/yy		Subject (inc. awarding body)	Level	Grade	Date awarded

Membership of professional bodies		
Name of body or association	Grade of membership or qualifications	Date awarded

Relevant short courses	
Name of course	Date awarded

5. Rehabilitation of Offenders Act 1974 (exemptions order 1987)

Due to the nature of the work for which you are applying this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore required to inform us of any criminal record, convictions, cautions, reprimands, final warnings, bind-overs or pending summons or prosecutions whether or not they are regarded as "spent". Successful applicants will be required to apply for an enhanced disclosure from the Criminal Record Bureau. Having a criminal record will not necessarily prevent employment. Please see policy statement on recruitment of ex offenders included with this form.

Please ensure that you answer the following questions honestly as false statements or withholding relevant information will result in one of the following actions being taken:

- your application will be taken no further
- an offer of employment will be withdrawn
- disciplinary action leading to dismissal will be taken (if employment has commenced)

Do you have anything to declare in relation to the above ? Yes No

Have you ever been disqualified from working with children and /or included on the DCSF List 99 or subject to sanctions imposed by a regulatory body eg GTC, DCSF? Yes No

If you answered Yes to either of the above questions, please provide details below:

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6. References

Please give details of two referees, the first of which must be your current or most recent employer, or your Headteacher (or Principal/tutor of your college if you are seeking a first appointment). References from relatives or friends will not be accepted. If you have not worked for some time, please give the name of someone who knows you and who can comment on your ability to do the job. If you are not currently working with children but have done so in the past we will need a reference from the most recent employer with whom you were employed to work with children (this may include voluntary/unpaid work). You have the right to view these references although the authorship must remain confidential. **Please note references may be taken up prior to interview.**

1.	Name:
	Job title:
	Address:
	Postcode:
	Email:
	Tel no:

2.	Name:
	Job title:
	Address:
	Postcode:
	Email:
	Tel no:

Any issues raised in the references may be discussed at interview

7. Pension

- a) Are you currently paying into the teachers pension scheme? Yes No
- b) Have you elected to opt-out of the teachers pension scheme? Yes No
If yes from what date? (dd/mm/yyyy)
- c) Are you currently paying into any other occupational or private pension scheme? Yes No

If yes, please provide brief details:

- f) Are you in receipt of a pension from the teachers pension scheme? Yes No

If yes, please specify age/infirmity/premature retirement.

8. If you have a disability

Is there anything we need to know about your disability in order to offer you a fair selection interview?

Yes No

If yes, please give details of adjustment required.

We may be able to make adjustments/adaptations to job requirements/environment etc.

Safeguarding Children

Ealing schools are committed to safeguarding and promoting the welfare of children. Assessment and testing of applicants' suitability to work with children is an integral part of the selection process. Any discrepancies or anomalies in information provided will be taken up at interview. Current or previous employers will be contacted as part of the verification process.

The information given on this form will form part of the contract of employment for successful candidates. Under the terms of the Data Protection Act 1998 the information you give us will only be used for the purpose of personnel management. We may contact other relevant organisations to check factual information you have given on this application form. The information will be stored manually and electronically and disposed of after 12 months if your application is unsuccessful.

The Council is under a duty to protect the public funds it administers, and to this end, **should the Council employ you**, it may use the information you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for this purpose.

I declare that the information given on this form is correct to the best of my knowledge and belief, and I understand that any false statements on this form is an offence and could result in my application being rejected or summary dismissal and possible referral to the teachers' misconduct team or police if appropriate. I agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of personnel management.

Date (dd/mm/yyyy) **Signed** _____

If applying on line you will be asked to sign your application at interview.

If you wish to be informed of the information we hold about you please contact, The Data Protection Officer (ICD), Ealing Council, Perceval house, 14-16 Uxbridge Road, Ealing, W5 2HL, or email at dataprotection@ealing.gov.uk

9. Supporting Statement

a) Your supporting statement should cover all the points listed in the person specification. For each point please explain/give examples of how your skills, knowledge and experience make you suitable for the job. If completing a paper application form you can attach extra sheets if required. Please note CVs will not be accepted.

b) Please provide details of any specialist areas of teaching including a statement as to why you are applying for this post and what attributes you would contribute.

Monitoring information

Ealing Council has adopted an Equality and Diversity Policy and is committed to ensuring equality of opportunity in employment and provision of services. To ensure that it is working properly, all applicants are asked to provide the following information.

I am	Female <input type="checkbox"/>	Male <input type="checkbox"/>	(Please tick the appropriate box)	Date of birth	<input type="text"/>
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Ethnic background

Choose one section from (a) to (e) then tick the appropriate box to indicate your Ethnic Background.

A White
25 <input type="checkbox"/> British
26 <input type="checkbox"/> Irish
30 <input type="checkbox"/> Any other white background, please specify

B Mixed
15 <input type="checkbox"/> White and Black African
16 <input type="checkbox"/> White and Black Caribbean
17 <input type="checkbox"/> White and Asian
21 <input type="checkbox"/> Any other mixed background, please specify

C Asian or Asian British
01 <input type="checkbox"/> Indian
02 <input type="checkbox"/> Pakistani
03 <input type="checkbox"/> Bangladeshi
07 <input type="checkbox"/> Any other Asian background, please specify

D Black or Black British
08 <input type="checkbox"/> Caribbean
09 <input type="checkbox"/> African
13 <input type="checkbox"/> Any other black background, please specify

E Chinese or other ethnic group
22 <input type="checkbox"/> Chinese
24 <input type="checkbox"/> Any other ethnic group, please specify

<p>The Disability Discrimination Act 1995 defines a person as having a disability if s/he 'has a long physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities'. Ealing Council is actively seeking to employ people with disabilities. We can arrange nearby parking, someone to meet you at the entrance to the building, a sign language interpreter at interview, preferred type of seating etc.</p> <p>Do you consider yourself to have a disability? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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Advertising monitoring

<p>How did you find out about this vacancy? (Name of the newspaper/journal, council jobs list, website, friend etc)</p>

Application form produced by Schools' HR, Perceval House, 14-16 Uxbridge Road, Ealing W5 2HL

Schools Policy Statement on the Recruitment of Ex-Offenders

Exemption from the Rehabilitation of Offenders Act 1974

Ex-offenders have to disclose information about spent, as well as unspent convictions if the job for which they are applying is exempted from the Rehabilitation of Offenders Act 1974.

How this affects school based jobs

All school based jobs are exempt from the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. **Applicants for school based jobs must, therefore, disclose all spent and unspent convictions.**

All applicants who are offered employment in a school will be subject to a criminal record check from the Criminal Records Bureau before an appointment is confirmed. This will include details of cautions, reprimands and warnings as well as spent and unspent convictions. An enhanced disclosure (check) may also contain non-conviction information from local police records which a chief police officer thinks may be relevant.

The successful applicant will not be eligible to start work until the Council has received notification from the Bureau.

Having a criminal record will not necessarily bar someone from working in a school. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant.

Schools undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

When reaching a recruitment decision the following factors will be taken into account:

- Whether the conviction or other matter revealed is relevant to the position in question
- The seriousness of any offence or other matter revealed
- The length of time since the offence or other matter occurred
- Whether the applicant has a pattern of offending behaviour or other relevant matters
- Whether the applicants circumstances have changed since the offending behaviour or the other relevant matters, and
- The circumstances surrounding the offence and the explanation(s) offered of the offending person.

There are, however, particular offences that would automatically prevent an offer of employment in a school being confirmed. These include:

- Rape
- Incest
- Unlawful sexual intercourse
- Indecent assault
- Gross indecency
- Taking or distributing indecent photographs

Other offences that make it unlikely (although not automatic) for an offer of employment in a school to be confirmed include the following:

- Violent behaviour towards children or young people
- A sexual, or otherwise inappropriate relationship with a pupil (regardless of whether the pupil is over the legal age of consent)
- A sexual offence against someone over the age of 16
- Any offence involving serious violence
- Drug trafficking and other drug related offences
- Stealing school property or monies
- Deception in relation to employment as a teacher or at a school, for example false claims about qualifications, or failure to disclose past convictions
- Any conviction which results in a sentence of more than 12 months imprisonment
- Repeated misconduct or multiple convictions unless of a very minor nature.

If appropriate, applicants will be invited to discuss disclosure information before a final recruitment decision is made.

It may be necessary at times to update the records of existing employees. Existing employees who are found to have criminal records will not be dismissed as a matter of course. Each case will be considered on its merits, and an assessment of risk and relevance will be involved.

The school has adopted the Criminal Records Bureau's Code of Practice on the use and handling of Disclosure information, and will adhere to it under all circumstances. A copy of the code is available from Schools HR on request.