

EMPLOYMENT APPLICATION FORM

For Teaching and Support Staff

Position applied for:		
PERSONAL DETAILS		
Title:	Forename:	Surname:
Address:	Former names:	
	Telephone numbers:	
Postcode	Email address:	

CURRENT / MOST RECENT EMPLOYMENT		
Employer:	Job Title:	
Salary / Grade:	Full Time / Part Time:	
Brief description of duties and responsibilities:	Date started:	
	Date ended (if applicable):	
	Period of notice:	
Reason for seeking other employment:		

For office use only				
Date received	Number	References sent for	1	2
Clear career history established?		Qualifications appropriate to position?		

PREVIOUS EMPLOYMENT

Please give details of all previous positions held since leaving school, starting with the most recent first

Dates	Employer	Position Held	Reason For Leaving	Teachers Only		
				Type Of School	Age Range Taught	PT/FT Supply

Please give details of any gaps in your employment history

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EDUCATION AND QUALIFICATIONS

If you are invited to interview, you will be asked to provide original copies of your qualifications for inspection.

Qualification Taken	Year	Grade	Date	Name Of Educational Establishment
GCSE				
A LEVEL				
DEGREE / POST GRADUATE				
OTHER				

TRAINING AND DEVELOPMENT

Please give details of all training and development undertaken relevant to this position within the last three years. Please include details of any membership of professional bodies relevant to this position.

Date Course Taken	Course Title	Outcome / Grade Achieved (where relevant)

TEACHER QUALIFICATION

DFE or DCSR reference number:	Date of qualification:
Have you completed an induction year as a Newly Qualified Teacher?	Yes / No
Age range qualified to teach:	
Subjects qualified to teach:	

SUITABILITY

Please explain why you are applying for the position (this is in addition to your letter of application) and how your experience (whether paid or unpaid), personal qualities and skills make you a suitable candidate.

This will help us decide whether to invite you to the next stage of the selection process. Please ensure you restrict your response to a maximum of two pages.

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SUITABILITY
(continued)

CRIMINAL CONVICTIONS AND DISCLOSURES

Have you ever been convicted of a criminal offence?	YES / NO
Is the offence “spent” as defined by the Rehabilitation of Offenders Act 1974?	YES / NO
Do you have a criminal conviction which is unspent?	YES / NO
Or pending against you?	YES / NO

If YES to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked ‘confidential’ with your application form.

REFERENCES

Please give details of two referees, one of whom must be your present and/or last employer and the other from a previous employer. Your referees must have knowledge of your work and character. Both referees should ideally be senior people in the organisation.

In the case of applicants leaving full time education or not having worked since doing so, the Head of School, College or University should be one of the named referees.

We do not accept references from friends or family members.

To ensure we process your application in a speedy and efficient way, we prefer to contact your referees by e-mail. Therefore, please provide us with full details of your referee’s e-mail address.

REFEREE 1		REFEREE 2	
Title:	Name:	Title:	Name:
Organisation:		Organisation:	
Address:		Address:	
Occupation:		Occupation:	
Email address:		Email address:	
Telephone number:		Telephone number:	
May we contact this referee before the interview?	YES / NO	May we contact this referee before the interview?	YES / NO

DECLARATION

I confirm that I am not included on the list (ISA List 99) of people formally barred from working in schools, disqualified from working with children, or subject to sanctions imposed by a regulatory body.

I certify that the information given by me on this Application Form is true to the best of my knowledge and I understand that if I am appointed and such information is subsequently found to be materially incorrect, the County Council will be entitled to terminate my employment without notice.

To comply with the Equality Act 2010, we have not requested information about your sickness absence record. You should be aware that regular attendance at work is an essential requirement of this role and therefore we will be seeking confirmation of your sickness absence record with your current or past employer should you be offered the position.

Are you related to, or have a close relationship with any existing employee/governor of the school?	YES / NO
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If yes, please provide their name, job title and your relationship to them.

Signature:	Date:
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DATA PROTECTION

The information supplied on this form is being collected as part of the school's recruitment and selection procedures. If you are successful with your application the information will also be used for the determination and payment of salary and to produce a Statement of Particulars. When you complete this form you are giving your consent to the school to hold and use personal information for these purposes. The information you provide may also be disclosed to relevant statutory bodies. The application forms of unsuccessful candidates will be retained for six months, after which time they will be destroyed.

EQUAL OPPORTUNITIES QUESTIONNAIRE

This monitoring form will be separated from the rest of the application form immediately on receipt and before the selection of candidates for interview takes place. The information you give is confidentially managed and does not affect your application. It will greatly assist us if you provide as much information as possible, but you are not obliged to do so.

The School is committed to having a workforce that reflects the diverse make up of the communities in Gloucestershire. To help us achieve this objective, job applicants are asked to provide particular information, so that we have an accurate picture of our workforce. The information will also allow us to monitor our employment practices, to ensure that we do not unlawfully discriminate, and help us to develop inclusive policies.

Please complete this part of the application form so that we can check whether we are, in fact, receiving applications from all sections of the community, that candidates receive fair and equal treatment at all stages and that we comply with the relevant legislation.

What is your ethnic group?

Please tick the appropriate box to indicate your cultural background

White

- British
 Irish
 Any other White background

Please specify:

Mixed

- White and Black Caribbean
 White and Black African
 White and Asian
 Any other mixed background

Please specify:

Asian or Asian British

- Indian
 Pakistani
 Bangladeshi
 Any other Asian background

Please specify:

Black or Black British

- Caribbean
 African
 Any other Black background

Please specify:

Chinese or other ethnic

- Chinese**
 Chinese
 Any other

Please specify:

Other

- Would rather not say
 Any other

Please specify:

Do you consider yourself to have a disability?

- Yes
 No
 Would rather not say

Which of the following best describes your religion/belief?

- Buddhist
 Christian
 Hindu
 Jewish
 Muslim
 Sikh

- None
 Other. *Please specify:*
 Would rather not say

Which of the following best describes your gender?

- Male
 Female

Is your gender identity the same as your gender at birth?

- Male
 Female

Which of the following best describes your sexual orientation?

- Heterosexual
 Gay
 Lesbian
 Bisexual
 Would rather not say

Date of birth:

Age: