

# Application for Teaching Appointment

We are committed to equal opportunities in employment and service delivery, and are only interested in your ability to do the job.



Please complete in clearly written or typed black ink, continuing on separate sheets where necessary.

Post applied for:	Job reference:
School:	Closing date:

## 1. PERSONAL DETAILS

First name/s:		Last name:	
Date of birth:		Previous or other name(s):	
Address:		Contact telephone numbers:	
		Daytime:	
		Evening:	
		Mobile:	
Postcode:		Email address:	
Are you registered with the GTC?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	National Insurance Number:
Are you registered by the DfES as a Qualified Teacher?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	DfES Ref. No.:

## 2. EMPLOYMENT HISTORY - Present or most recent employment

School and LEA (if applicable):	Age range and number on roll:
Job title:	
Subject and areas taught and any responsibilities:	
Dates from/to:	
Salary spine point:	Salary amount: £
TLRs: 2 / 1 *	Amount: £
SEN: 1 / 2 *	Amount: £
Recruitment & Retention payment:	Amount: £
Salary safeguarding:	Amount: £
(*delete as appropriate)	Total: £
Reasons for leaving:	

NB. If you have more than one current employment, please provide the same information for each job, if necessary on a separate sheet.

### 3. PREVIOUS EMPLOYMENT

Please start with the most recent including any unpaid or voluntary work. Continue on separate sheet if necessary.

Job title including, if applicable, subject and areas taught and any responsibilities	Employer/School and LEA (if applicable) including age range and number on roll	Dates From - to (month & year)	Reason for leaving

Please give details and an explanation for any gaps in your employment history:

## 4. EDUCATION, TRAINING AND DEVELOPMENT

Secondary school/college/university *including current studies, with the most recent first.*

Name of institution	Dates From - to (month & year)	Courses/subjects taken	Qualifications/ grade

NB. We will require sight of original certificates relating to academic qualifications.  
We reserve the right to contact employers or educational establishments to verify details given.

### Details of any recent relevant professional development (non-award bearing).

Please include dates.

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### Professional membership

Name of professional body	Grade of membership

## 5. SUPPORTING STATEMENT

Please read the job description and person specification. Using examples, **show how your knowledge, skills and experience meet each of the essential requirements of the person specification and as many desirable requirements as possible.** Please draw on your relevant experiences; including paid employment, voluntary work, family experiences and leisure activities as evidence.

## 6. ADDITIONAL INFORMATION

### Equality Act

We are committed to interviewing people with a disability who meet the essential criteria of the person specification. The Equality Act defines a person as having a disability if he or she has, 'a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities'.

Do you have a disability? Yes  No

We will make reasonable adjustments to help a person with a disability through the application and selection process and, if successful, to assist you in carrying out the duties of your job. If you require assistance please contact the Appointing Officer or Human Resources Adviser or provide details below:

### Redeployment

Are you a Devon County Council employee with redeployment status? Yes  No

### Permit to Work

In order to prove evidence of your eligibility to work in the UK, as required by the Immigration and Asylum Act, you will be required to provide two of the following documents if you are shortlisted for this post: Birth Certificate or Extract, Passport, evidence of National Insurance Number, Driving License. If applicable you will also be required to produce your Work Permit.

Are you eligible to work in the UK? Yes  No

Do you require a Work Permit? Yes  No

### Affiliations

A candidate for any appointment with Devon County Council who knows he or she is related or has a close relationship to any Member or officer of the Council or Governor of the School is required to disclose that relationship when submitting an application. In educational establishments, this includes Headteachers, Principals, Directors, Vice-Principals and Heads of Department. Please note that soliciting support or information to give an unfair advantage may disqualify your application.

Are you, your partner or family related, have a close relationship or have any interests (financial, professional or otherwise) that may conflict with your employment? If yes, please provide details below: Yes  No

## 7. EMPLOYMENT CHECKS FOR THE SAFEGUARDING OF CHILDREN

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks, including references, and will be required to provide a Disclosure from the DBS.

### Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all unspent convictions, cautions and bind-overs, must be declared. Please use the space below to give details of any unspent convictions, cautions and bind-overs. If there are none please write 'none':

**DBS Children's Barred List**

Are your details included on DBS Children's Barred List?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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**Other Sanctions**

Please provide details below if you are subject to sanctions imposed by a regulatory body, e.g. the General Teaching Council (GTC). If there are none please write 'none':

**References**

Please give details of two referees, one of whom should be your current or most recent employer. If you are in, or have just completed full-time education, one referee should be from your school, college or university. Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the post. References are usually taken up before an interview or offer of employment, unless you request otherwise.

Name:	Name:
Address:	Address:
Tel no:	Tel no:
Email:	Email:
Occupation/Relationship:	Occupation/Relationship:
How long have they known you?	How long have they known you?
I agree to this reference being taken up before an interview or offer of employment is made:	I agree to this reference being taken up before an interview or offer of employment is made:
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

We will seek references as detailed above and may approach other previous employers for information to verify particular experiences or qualifications. We may also ask previous employers for information about disciplinary offences relating to children or young people, including any in which the penalty is 'time expired' (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether the applicant has been the subject of any child protection concerns. Please provide any details below of any issues, such as those described above that may be raised by any potential references. If there are none please write 'none':

**8. DECLARATION**

I declare that the information given on this form is, to the best of my knowledge, complete and accurate and that it may be discussed further with me as part of the recruitment and selection process and further checks may be undertaken if appropriate. I understand that the information on this form may be used for purposes registered by the Council under the Data Protection Act. I understand that providing false information is an offence and could result in the application being rejected or if I have been appointed to the post I may be dismissed without notice. I understand that the situation may also be referred to the police.

Signed:	Date:
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Where did you see this post advertised?

**DATA PROTECTION ACT 1998.** INFORMATION FROM THIS APPLICATION MAY BE PROCESSED FOR ANY PURPOSES REGISTERED BY THE COUNTY COUNCIL UNDER DATA PROTECTION LEGISLATION. INDIVIDUALS HAVE THE RIGHT OF ACCESS TO PERSONAL DATA HELD ABOUT THEM BY THE COUNTY COUNCIL. THIS INFORMATION WILL BE DISCLOSED ONLY TO THOSE PERSONS AUTHORISED TO SEE IT, WILL BE USED FOR THE SELECTION PROCESS AND, FOR SUCCESSFUL CANDIDATES WILL BE RETAINED ON THEIR PERSONNEL FILE, USED FOR PAYROLL AND ADMINISTRATIVE PURPOSES AND MAY BE DISCLOSED TO GOVERNMENT

DEPARTMENTS WHERE THERE IS A LEGAL OBLIGATION TO DO SO. INFORMATION HELD ABOUT UNSUCCESSFUL CANDIDATES WILL BE DESTROYED AFTER 6 MONTHS.

<b>FOR OFFICE USE ONLY</b>			
Application received:	/ / 20	Application acknowledged:	/ / 20
<b>Shortlisting</b>			
Interview date:	/ / 20		
Shortlisted - Notified of interview date:	/ / 20	Not shortlisted - Informed of decision:	/ / 20
<b>Selection</b>			
Yes: offered employment:	/ / 20	No: Informed of decision:	/ / 20
<b>Employment checks</b>			
Evidence of qualifications received:	/ / 20	Evidence of eligibility to work in the UK received:	/ / 20
References requested:	/ / 20	References received:	/ / 20
References satisfactory?	Y / N		
Online DBS check:	/ / 20	DBS check received:	/ / 20
DBS check satisfactory?	Y / N		
Medical check sent:	/ / 20	Medical check received:	/ / 20
Medical check satisfactory?	Y / N		
<b>Appointment</b>			
Start date:	/ / 20	Statement of Particulars sent:	/ / 20