

CONFIDENTIAL
EDUCATION DEPARTMENT
APPLICATION FOR A TEACHING POST



The County Council is committed to being an equal opportunities employer. The aim of our policy is to ensure that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, disability, gender, religion, age, marital status, sexual orientation, medical condition (including people living with HIV or AIDS) or is disadvantaged by any conditions or requirements which cannot be shown to be justified.

*The information requested in this form is important in assessing your application. Please complete this form in full. **Unless stated otherwise, CVs are not acceptable. PLEASE WRITE IN BLACK INK.***

Job Details

Post applied for: School / establishment: Subjects (if to specialise):	Office Use Only		
	Short List	References	
	YES/NO	Requested	Received
If the post is full-time, would you be prepared to consider working on a job share basis? YES / NO			
If appointed, when can you start?			

Personal Details

Family Name / Surname:	Address:
Maiden Name or Previous Name:
Mr/Mrs/Miss/Ms/Other (please state):
First Names:	E-mail address:
National Insurance Number:	Fax:
Teacher's Reference Number:	Correspondence Address (if different from above):
Are you registered with the GTC? YES / NO
Do you have Qualified Teacher Status? YES / NO
Telephone Number: (Daytime)	(Home)
Mobile:

Education & Qualifications (NB shortlisted candidates will be required to produce qualification certificates at interview)

'O' Level/GCSE or equivalent Passes with Dates:	
.....	
'A' Level Passes with Grades & Dates:	
University:	Dates:
Degree:	Subject(s):
Pass/Hons:	Class/Division:
College of Education/Dept of Education	Dates:
Qualification Gained:	Date:
Age range for which trained:	Principal Subject:
Subsidiary Subjects:	

Other Employment

Employer	Position	From	To	Reason for Leaving
.....
.....
.....
.....
.....
.....

Declaration by Applicant
The Working Time Regulations 1998

Regulations on Working Time
 The Working Time Regulations were introduced on 1 October 1998 and working hours in the UK are now governed by statute. Employment which you intend to continue if successfully appointed to the post applied for (please detail below or state none)

Attendance/Sickness Absence

Please give the reasons for any sickness absence and the number of days taken during the last 12 months.

Reason(s)	Number of Days
.....
.....
.....
.....
.....
.....

Disciplinary Record

Are you (or have you ever been) dismissed for gross misconduct/misconduct from employment involving access to young people or resigned in the face of such allegations? YES/NO

If YES, give details:

Are you (or have you ever been) dismissed from a teaching post for alleged incompetence or resigned in the face of such allegations? YES/NO

If YES, give details:

Have you ever received a final warning for misconduct or incompetence or have you received a lesser warning which has not time expired at the point of making this application? YES/NO

If YES, give details:

Pension

If you are a part-time teacher, have you opted into the Teachers Pension scheme?

If yes, please state your opting-in date:

Have you opted out of the Teachers Pension scheme?

If yes, please state your opting-out date:

Are you in receipt of a pension awarded through the teachers' ill health retirement arrangements?

If YES, give details: including the date pension arrangements took effect

.....

.....

(Please note that if you were awarded an ill-health pension on or after 1 April 1997, you are not eligible for future employment as a teacher).

Rehabilitation of Offenders Act 1974

Before any person is appointed to a post which involves substantial access to children the County Council has a duty to make a police check for any criminal convictions which would make it undesirable for the person to work with children. Because of the nature of this post you are not entitled to withhold information about convictions which, for other purposes, are "spent" under the provisions of the Rehabilitation of Offenders Act 1974. This is because of the terms of the Amendment Order 1986.

For these reasons if you are shortlisted for this appointment you will be asked to complete a more detailed form. Any information you provide at that time will be treated as completely confidential and will be considered only in relation to this application.

In signing this application form you will be acknowledging that you understand a police check may be made.

Criminal Records Bureau (CRB)

Do you hold an Enhanced CRB Certificate of Clearance? YES/NO

If yes, please state the date of your certificate:

Asylum and Immigration Act 1996

It is a criminal offence to employ persons whose immigration status prevents them from working in this country. The Act does not affect citizens of the UK, Ireland, European Economic Area and the Commonwealth, provided they have a right of abode in the UK.

You will be required to provide evidence, prior to appointment, of a National Insurance Number, passport or other document on the approved list to satisfy the County Council that the Asylum and Immigration Act 1996 is being complied with.

Do you require a work permit? YES/NO

CONFIDENTIAL

Equal Opportunities in Employment – Monitoring Form

This tear off section will be removed for monitoring purposes before the selection process begins and will not affect the consideration of your application.

General Guidance

Everyone is unique owing to differences in age, gender, ethnic origin, religion, sexual orientation, ability etc. The County Council aims to treat these differences positively, recognising that diversity creates a strong, flexible and creative workforce.

The County Council's Equality of Opportunity in Employment Policy states that all applicants are to be treated fairly, and selection for appointment is to be based solely on a person's ability to do the job.

The County Council has a statutory duty to collect the information you provide on this form and it will assist us in ensuring fairness of treatment in appointment decisions, as statistical monitoring will show whether minority groups are being treated equitably.

The information given will not affect the consideration of your application.

Job Applied for:

Job No. or Ref: (if applicable):

Location:

Surname and Initials:

Age:

Date of Birth:

Marital Status:

Gender:

Male

Female

Ethnic Origin Guidance

This is the origin of your family rather than your nationality.

For example, you could be British and your ethnic (family) origins could be any of the ones listed opposite, or a combination of them, or something more specific.

Please identify your ethnic origin either by ticking ONE of the boxes on the right or by giving your own description.

Ethnic Origin

a. White

British

 L

Irish

 K

Any other white background

 M

b. Mixed

White and Black Caribbean

 N

White and Black African

 P

White and Asian

 R

Any other mixed background

 M

c. Asian or Asian British

Indian

 E

Pakistani

 F

Bangladeshi

 G

Other Asian background within c.

 J

d. Black or Black British

Caribbean

 B

African

 C

Other Black background within d.

 D

e. Other ethnic groups

Chinese

 H

Any other ethnic group

 Y *

* Codes for official use only



Disability Guidance

Where an applicant has a disability and they meet the essential criteria of the post they are automatically shortlisted for interview. This positive action helps ensure people with disabilities get their fair share of jobs.

If you consider yourself to be disabled please let us know. We would appreciate advice on help we can give to enable you to attend, or participate in the interview. At the interview you will be asked if you have any disability which would affect your ability to do the job, and, in compliance with the Disability Discrimination Act 1995, you will be asked what reasonable adjustments we might arrange to assist you.

Disability

Do you consider yourself to have a disability?

YES NO

If YES, please describe your disability.

If you need any assistance to attend or participate in the interview, please give details.

Data Protection Act 1998

I consent to the data on this form being used for statistical purposes to assist East Sussex County Council in the monitoring of equal opportunities.

Signed:

Date:

Where did you see / find out about this vacancy?

Referees

Name, address (inc Post Code if known) and Status/Position of two persons to whom reference may be made who can comment on your teaching and/or organisational ability. One **MUST** be your present or most recent employer. The other must be a previous employer unless you have had no previous employment, in which case, a character reference will be needed or a reference from the Adviser/Inspector attached to your present school. In the case of applicants for posts as headteacher, please give the name and address of your current school chair of governors and school adviser/inspector. If you are a trainee teacher, please provide the name and address of your course tutor from your teacher training college.

<p>1 Name: (Present Employer)</p> <p>.....</p> <p>.....</p> <p>Address:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Telephone No:</p> <p>Fax No:</p> <p>Email Address:</p> <p>Occupation:</p>	<p>2 Name: (Previous Employer or Adviser/Inspector - please state which)</p> <p>.....</p> <p>.....</p> <p>Address:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Telephone No:</p> <p>Fax No:</p> <p>Email Address:</p> <p>Occupation:</p>	<p>3 Course Tutor (if applicable):</p> <p>.....</p> <p>.....</p> <p>Address:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Telephone No:</p> <p>Fax No:</p> <p>Email Address:</p> <p>Occupation:</p>
--	---	---

NOTE: References will be taken up if you are called for interview. In view of the nature of the job no offer of employment can be made without these. We also reserve the right to take up employment references from previous employers listed in "Previous Employment" on page 2 of this form. If, for any reason, you feel unable to give your present or most recent employer as a referee, please send a covering letter explaining why.

Canvassing

You are required to declare any relationships with Senior Officers or Members of the County Council as canvassing, whether direct or indirect, will invalidate your application. (Please note Senior Officers are defined as Chief Officers or Deputy Chief Officers).

Are you related to any County Councillors or Senior Officers of the Council?	YES/NO
If YES, please give details (stating department and job title if quoting a Senior Officer).	
.....	

Declaration

I declare that the information given is true and understand that (a) canvassing of Members or Officers directly or indirectly will invalidate this application, and (b) the Authority reserves the right to seek verification from me of the factual basis for any information provided.

I suffer no legal impediment to taking up employment with the Authority if so appointed and I accept that the discovery of any legal impediment after an appointment has been made will lead to my immediate dismissal.

Signature:	Date:
------------------	-------------

Note to Candidates:

If you have not heard from the school/establishment within 2 to 4 weeks of the closing date, you should normally assume that you have not been selected for interview.