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|  | **For Office Use Only**  Applicant Number: |  |  |
| Job Reference Number: |  |  |

***TEACHING APPLICATION FORM***

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| **Section 1 - Contact details** | | | |
| First Name(s) Last Name: | | | |
| Previous Name(s) (if applicable): | | | |
| Present Address:  Line one:  Line two:  Town:  County:  Post Code: | |  | |
| Present Address Telephone Number: | |  | |
| Daytime Telephone Number: | | Mobile Telephone Number: | |
| Please mark your preferred email address below. | | | |
| Home E-mail: |  | Work E-mail: |  |
| If currently employed, may we contact you at work?  Yes  No | | | |

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| **Section 2 - Status** | |
| Do you have Qualified Teacher Status? | Yes  No  If Yes, please give date of award: |
| Have you successfully completed a period of induction as a qualified teacher in this country where the DfE require this? | Yes  No  If Yes, please give date of completion:  If No, have you ever commenced a period of induction?  Yes  No  If Yes, please give details: |
| Do you have a Teacher Reference Number? | Yes  No  If Yes, please provide: |
| Are you subject to any conditions or prohibitions placed on you by the General Teaching Council for England (GTCE), prior to abolition in April 2012, or by the Department for Education?  Yes  No  **If Yes, please give full details on an additional sheet attached in a sealed envelope.** | |

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| **Section 3 – Employment Record** | |
| **Present or Most Recent Employer** (including unqualified posts or teaching placements) | |
| Full Name of Establishment: | Main Subjects Taught: |
| Present Address: | Position Held: |
| Line one: | Full/Part Time: |
| Line two: | Date Appointed: |
| Town: | Notice Required: |
| County: | Salary Range/Grade: |
| Post Code: | Present Salary: £ |
| Type of School | Details of any Special Allowances: |
| Local Authority: |
| Number of Students: |
| Age of Students: |

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| **Previous Teaching Employers** (please list most recent first & indicate any unqualified posts, voluntary work and teaching placements) | | | | | | |
| Name of Employer and School/College | Type & Size of School/College | | Dates  From/To | | Position/Subject  Salary Range/Grade  Full/Part Time | |
|  |  | |  | |  | |
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| Continue on a separate sheet if necessary | | | | | | | |
| **Other Employment and Experience** | | | | | | | |
| Name & Address of Employer | | | Type of Work/Activity & Position(s) Held | | Dates  From/To | | Full/Part Time |
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| Continue on a separate sheet if necessary | | | | | | | |

*\* All dates from the age of 18 years must be accounted for, including periods of education or unemployment*

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| **Section 4 – Education, Qualifications and Training** | | |
| **Education** | | |
| Qualification(s) and/or Certificates gained including subjects & grades | Date awarded | School / Colleges, Universities or Institutes of Further Education |
|  |  |  |
| **Teacher Training** | | |
| Please indicate below which age range and subject(s) you are qualified to teach. | | |
|  | | |
| Education Qualification(s) currently being pursued | | |
| Qualification(s) being undertaken | Expected date of completion | College/University or Institute |
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| Training (relevant work related courses) | | |
| Course title and subjects covered | Date and duration | Training organisation |
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| Driving Licence (please only answer this question if driving is a requirement of the post, detailed in the person specification) | | |
| Do you hold a current, clean, valid driving licence? Yes  No  Please give details if you have answered ‘No’ to the above question: Do you own or have use of a car? Yes  No | | |

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| Section 5 – Relevant Experience and Skills |
| Please indicate how you satisfy the criteria set out in the Person Specification by giving specific examples of where you have demonstrated the skills required from your personal and work experience (paid or unpaid), education and training. Particular attention should be given to providing examples against each competency listed. Please refer to the job specification for further information. Please continue on a separate sheet if necessary. |
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| **Section 6 – References** | | | |
| **Before completing this section please ensure all information given is accurate. References will be taken up if you are short listed prior to interview.** | | | |
| **Current/Most Recent Employer** | | **Previous Employer** | |
| Name: | | Name: | |
| Job Title: | | Job Title: | |
| Address: | | Address: | |
| Tel: | Fax: | Tel: | Fax: |
| E-mail: | | E-mail: | |
| May this referee be contacted if you are shortlisted?  Yes  No | | May this referee be contacted if you are shortlisted?  Yes  No | |

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| **Section 7 – Rehabilitation of Offenders Act – Declaration of Criminal Offences** | |
| Having a criminal record will not necessarily prevent you from gaining employment. **This post involves access to persons under 18 and is exempt from the Rehabilitation of Offenders Act 1974 by virtue of the Exception Order. This post is also subject to a satisfactory Enhanced Disclosure from the Disclosure and Barring Service.** | |
| Do you have any warnings, offences, convictions, cautions, bind overs, or are you currently undergoing criminal investigation? | Yes  No |
| If yes please give details of conviction(s) and date(s). | |

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| **Section 8 – Dismissal, disciplinary or capability procedures** | |
| **This will not necessarily prevent you from gaining employment.** | |
| Have you ever been a subject of disciplinary or capability procedures or been dismissed or resigned from a position pending disciplinary investigations taking place? If yes please give details on a separate sheet. | Yes  No |

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| **Section 9 – Asylum and Immigration Act 1996** |
| National Insurance No:  Do you require a work permit to work in the UK? Yes  No |

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| **Section 10 – Declaration** |
| Under the terms of the Data Protection Act 1998 and the General Data Protection (GDPR) the information you provide in this application form and recruitmentmonitoring form will only be used for the purpose of assessing your suitability for employment, for monitoring The Blue Coat Federation policies and procedures and human resource management purposes.  If you are unsuccessful this information will be retained on file for at least 6 months. The information may be used in internal proceedings to consider a complaint about the selection process and/or to defend The Blue Coat Federation against a legal challenge to the fairness of the selection process from any interested party.  The Blue Coat Federation is under a duty to protect the public funds it administers and to this end it must use the information you have provided on this form within its authority for the prevention and detection of crime and fraud. It may also share this information with other bodies administering public funds solely for this purpose.  I understand the information above and hereby   1. Declare that the information provided in this application form and recruitment monitoring form is correct to the best of my knowledge and belief. I understand that information that The Blue Coat Federation deems to be false, misleading or incomplete will justify withdrawal of an offer of appointment or my dismissal from The Blue Coat Federation service. 2. Agree that the information I give The Blue Coat Federation in connection with this application for employment may be stored and processed for the purposes stated above. 3. Consent to The Blue Coat Federation undertaking any checks it may deem necessary in connection with my application. 4. Agree to The Blue Coat Federation asking my previous employers questions regarding my sickness and disciplinary record and give my consent for my previous employers to disclose this information.   Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| For Posts involving working with children or vulnerable adults the following declaration must also be completed:  I confirm I am not on the Children’s Barred List, or otherwise disqualified from working with children or vulnerable adults or subject to any sanctions imposed by a regulatory body. I understand that the provision of false information may possibly result in referral to the police.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Recruitment Monitoring Form**

The Blue Coat Federation is committed to a policy of equality and diversity for all staff regardless of race, religion, sex, sexual orientation, disability or any other factor. Our Diversity Policy demonstrates a commitment to all job applicants. With this in mind, all stages of the recruitment process will be monitored.

This sheet will be separated from your application form upon receipt and will not be made available to those involved in the selection process.

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| **Section 11 – Personal details** | | | | |
| **A. Sex** | Male | | Female | |
| **B. Age** | Date of Birth: | | Age: | |
| **C. Ethnic Group** | **a. White** |  | **b. Mixed** |  |
|  | British |  | White and Black Caribbean |  |
|  | Irish |  | White and Black African |  |
|  | Any other White background Please give details: |  | White and Asian |  |
|  |  |  | Any other Mixed background Please give details: |  |
|  |  |  |  |  |
|  | **c. Asian or Asian British** |  | **d. Black or Black British** |  |
|  | Indian |  | Caribbean |  |
|  | Pakistani |  | African |  |
|  | Bangladeshi |  | Any other Black background Please give details: |  |
|  | Any other Asian background Please give details: |  |  |  |
|  |  |  |  |  |
|  | **e. Chinese or other ethnic group** | |  |  |
|  | Chinese |  |  |  |
|  | Any other, please give details |  |  |  |
| **D. Nationality:** |  | | | |
| **E. Religion** | Christian |  | Muslim |  |
|  | Hindu |  | Sikh |  |
|  | Jewish |  | Buddhist |  |
|  | Jehovah Witness |  | None |  |
|  | Any Other Religion |  |  |  |
| **F. Sexual Orientation** | Bisexual |  | Lesbian |  |
|  | Gay |  | Prefer Not to Say |  |
|  | Heterosexual |  |  |  |

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| **Section 12 - Disability** |
| The Blue Coat Federation is committed to ensuring that employees who have a disability are given every possible assistance in the workplace, and have achieved the ‘Positive about Disabled People’ award, which gives all disabled applicants who meet the essential criteria in the person specification the opportunity to be interviewed. |
| **What do we mean by a disability?**  The Disability Discrimination Act defines disability as ‘a physical or mental impairment with long term, substantial effects on ability to perform day to day activities.  **Examples of Disabilities**  The following list of conditions or impairments is given as a guide only and is not meant to be exclusive. We have provided this list as it may help you to answer the question.   * Hearing, Speech or Visual Impairments – if you wear glasses or contact lenses this is not normally considered a disability * Co-ordination, dexterity or mobility e.g. polio, spinal cord injury, back problems, repetitive strain injury * Mental health e.g. schizophrenia, depression, severe phobias * Speech Impairment e.g. stammering * Learning Disabilities e.g. Down’s syndrome * Other Physical or medical conditions e.g. diabetes, epilepsy, arthritis, cardiovascular conditions, haemophilia, asthma, cancer, facial disfigurement, sickle cell, dyslexia etc. |
| We have a commitment to make **Reasonable Adjustments** to our recruitment and selection processes, where appropriate, this is to ensure that no candidate, whether or not they have a disability, is unfairly prevented from demonstrating their true abilities. |
| Do you consider yourself to be disabled? Yes  No |
| Please state the type of disability you have: |
| Please give details of any reasonable adjustments you may require: |

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| **Section 13 – Advertising monitoring** |
| How did you find out about this vacancy? |
| Please list which publication or internet site: |

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| --- | --- |
| I understand that the Declaration in Section 10 applies to this monitoring form as well as the main application form. | |
| Signed: | Date: |