



JOB APPLICATION

FOR TEACHING POSTS



Post Title
Post Ref. No.
School

Please return this form to:

Please complete this form clearly in black ink or type. Please do not send a CV (curriculum vitae) as an alternative to completing any section of the form. Additional sheets of paper may be attached if you run out of space.

Personal Details	
◆ Surname	◆ National Insurance Number
◆ Forename(s)	◆ Home Telephone
◆ Mr/Ms/preferred title	◆ Work Telephone
◆ Address	◆ Mobile Telephone
◆ Postcode	◆ E-mail address
	May we use this email address to contact you about the recruitment process? yes <input type="checkbox"/> no <input type="checkbox"/>

Present Appointment
◆ Post held
◆ Employer & school
◆ Date of appointment
◆ Present salary & scale point
◆ Period of notice required
◆ Brief description of duties, including age range taught and reason for wishing to leave.

Details of education and training

School, college or university and dates attended

Course, qualification, and the results achieved
(you will be required to provide evidence of your qualifications)

Please tell us about any other major in-service training you have undertaken in the last 5 years and your current membership of professional institutions.

◆ My DCSF Number is

◆ My general Teaching Council Registration Number is

Further Personal Details

It is the Council's policy to interview disabled candidates who meet the essential requirements of the post. For this reason it is necessary to ask

◆ Do you class yourself as disabled under the terms of the Disability Discrimination Act 1995? yes no

The Act defines disability as a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities.

Should you require any special arrangements for interview or any other part of the selection procedure, please let us know.

◆ Do you hold a current full UK driving licence? yes no

◆ Do you own a car/motor vehicle? yes no
(this will only be considered where transport is required for the post)

◆ Details of periods of sickness in the last two years. Include number of days unfit for work.

◆ What is your current state of health?

Previous Posts (in date order) - Please account for any gaps in employment and continue on a separate sheet if necessary

From	To	Post Held	Employer	Subjects Taught & Significant Responsibilities	Reason for Leaving

Additional information

Please supply more information to help us assess your suitability for the post, including current and previous experience (this may include experience outside employment) and relevant skills and competencies. Continue on a separate sheet if necessary. Tell us why you are applying for this job and what you could bring to it.

Data Protection Act

Information from this application will be processed in accordance with the Data Protection Act 1998 for the purposes registered by the Council under its notification to the Information Commissioner. Individuals have the right of access to their own personal data in accordance with the Data Protection principles.

Important Monitoring Information

◆ Are you related to any Councillor or Senior Officer of the Authority or their partner?

If so please give details

◆ Where did you see this post advertised?

Asylum & Immigration Act 1996

◆ Are you legally eligible to work in the UK? yes no

◆ Do you have any restrictions on taking up employment in the UK? yes no

Please supply details of restrictions if you answered yes to the last question

Declaration of Criminal Offences form

It is essential that you complete and return the enclosed form. Please read it carefully so that you are clear about what you need to declare and whether a Criminal Records Disclosure will also be required.

Equality Monitoring

Please complete the enclosed form and return it with your application.

References

For all posts: we require the names and contact details of two referees, one must be your present or most recent employer. We reserve the right to take up a reference from any previous employer.

For teaching posts: one referee must be your current Head Teacher. For Headships, one referee must be your current Chief Education Officer.

For any post working with children or vulnerable adults: if you have worked with children/young people or vulnerable adults before but are not currently doing so, one referee must be the employer you were most recently employed by working with the client group concerned.

Name
Address

Name
Address

Job Title
Relationship
Telephone Number
Fax Number
E-mail address

Job Title
Relationship
Telephone Number
Fax Number
E-mail address

I certify that the information on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it may automatically disqualify me from appointment or may render me liable to dismissal without notice.

Signature

Date / /

DECLARATION OF CRIMINAL OFFENCES



PLEASE READ THE FOLLOWING NOTES CAREFULLY:

The post for which you are applying is exempt from the Rehabilitation of Offenders Act 1974. This means that you **MUST** disclose all details of any caution, bindover or criminal offence, and any cases that you have pending.

The categories of employment which are exempt from the Rehabilitation of Offenders Act 1974 include:

- **Work involving access to children and vulnerable people**
eg, school based staff, youth service, social workers etc.
- **Work involving the provision of services to persons under the age of 18**, which includes social services, care, leisure and recreational facilities and the provision of accommodation.
- **Work involving the provision of social services to persons:**
 - over the age of 65
 - suffering from serious illness or mental disability of any description
 - addicted to alcohol or drugs
 - who have a sensory impairment
 - who are substantially and permanently disabled

If you are offered a job in any of these categories, you will also be required to complete a further form and to authorise the Council to undertake a criminal record check.

Using the above guidelines, please list all cautions, bindovers and criminal offences. Do not forget to include any pending convictions and indicate that they are pending in the column 'Place & date of judgement(s)'. If you have no convictions please write none and sign the form.

Details of offence (s)	Nature of offence	Place & date of judgement (s)	Sentence (s)

All information given will be treated in confidence and will be used for this job application only.

I certify that the information on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it may automatically disqualify me from appointment or may render me liable to dismissal without notice.

SIGNED: _____

NAME: (PLEASE PRINT) _____ **DATE:** _____

JOB APPLIED FOR: _____

PLEASE COMPLETE THIS FORM AND RETURN IT WITH YOUR APPLICATION FORM. THE COUNCIL HAS A POLICY ON THE RECRUITMENT OF EX-OFFENDERS WHICH IS AVAILABLE UPON REQUEST.

(crbcheckrequired)

i://avril/crbdeclareoffence

ISLE OF WIGHT COUNCIL

EQUAL OPPORTUNITIES POLICY STATEMENT

The Isle of Wight Council recognises and accepts its responsibility to ensure that it does not discriminate unlawfully in the course of employment or service delivery on such grounds as a person's gender, sexual orientation, disability, marital status, race or colour.

Other types of discrimination, whilst not being unlawful, are equally unacceptable, these include such issues as unfair discrimination on the grounds of age, religion, and responsibility for dependants.

This policy seeks to ensure equality of opportunity for employment and advancement so that all employees/job applicants are recruited, trained and promoted solely on the basis of merit and justifiable job requirements.

The policy embraces the areas of advertising, recruitment and selection, terms on which employment is offered, job allocation, promotion, training, discipline and grievance issues and all other aspects of day to day employment.

Each manager and supervisor is responsible for applying this policy with overall responsibility for ensuring that it is fully observed within each department being vested in Directors. The Personnel Services Manager is responsible for central co-ordination and monitoring of the policy, advice and review.

This policy is to be read in conjunction with the Authority's Code of Practice on Equality and Harassment at work which sets standards of good employment practice.

MONITORING OF JOB APPLICANTS

IN ORDER TO MEASURE THE EFFECTIVENESS OF ITS EQUAL OPPORTUNITIES POLICY, THE COUNCIL NEEDS TO CARRY OUT DETAILED MONITORING OF THE RECRUITMENT AND SELECTION PROCESS. YOU ARE THEREFORE ASKED, AS A CANDIDATE FOR APPOINTMENT, TO COMPLETE THE QUESTIONS ON THE PAGE OPPOSITE, DETACH THE SHEET AND RETURN IT WITH YOUR APPLICATION (IF AN ENVELOPE HAS BEEN PROVIDED PLEASE PLACE THE SHEET INSIDE AND SEAL THE ENVELOPE). THIS WILL ENABLE US TO COLLATE THE INFORMATION REQUIRED HELPING US TO SEE WHETHER WE ARE RECEIVING APPLICANTS FROM ALL SECTIONS OF THE COMMUNITY AND WILL ALSO ASSIST US IN CHECKING THAT CANDIDATES RECEIVE FAIR AND EQUAL TREATMENT.

DATA PROTECTION ACT

The information given may be processed by computer for purposes registered by the Council under data protection legislation. Individuals have the right of access to computerised personnel data concerning them.

EQUAL OPPORTUNITIES MONITORING

Please complete the questionnaire below and overleaf, detach along the dotted line and return this section with your application (If an envelope has been provided please place the sheet inside and seal the envelope).

The information detailed below is not required as part of the selection process and will be kept separate from your application whilst consideration of candidates takes place.

POST TITLE _____

POST REFERENCE NO: (if applicable) _____

DEPARTMENT _____

DATE OF BIRTH

DAY	MONTH	YEAR

SURNAME _____

FORENAMES _____

1. Would you describe yourself as:

	<i>Please tick</i>
Married	<input type="checkbox"/> M
Unmarried	<input type="checkbox"/> U
Other	<input type="checkbox"/> O

2. Do you class yourself as disabled under the terms of the Disability Discrimination Act 1995?

NO YES

(The Act defines disability as a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities.)

3. Are You

Male M Female F

4. How would you describe your ethnic origin

Please tick

<input type="checkbox"/>	1	White British
<input type="checkbox"/>	2	Irish
<input type="checkbox"/>	3	Any other White background (please write in) _____
<input type="checkbox"/>	4	White and Black - Caribbean
<input type="checkbox"/>	5	White and Black - African
<input type="checkbox"/>	6	White and Asian
<input type="checkbox"/>	7	Any other Mixed Race background (please write in) _____
<input type="checkbox"/>	8	Asian British
<input type="checkbox"/>	9	Indian
<input type="checkbox"/>	10	Pakistani
<input type="checkbox"/>	11	Bangladeshi
<input type="checkbox"/>	12	Any other Asian background (please write in) _____
<input type="checkbox"/>	13	Black British
<input type="checkbox"/>	14	Black Caribbean
<input type="checkbox"/>	15	Black African
<input type="checkbox"/>	16	Any other black background (please write in) _____
<input type="checkbox"/>	17	Chinese
<input type="checkbox"/>	18	Any other ethnic group not classified above (please write in) _____

For Office Use

D2/Equal.Opp/01-04-MM

Thank you for your co-operation.

Date _____

Isle of Wight Council

Guidance for completing your job application form – Teaching Posts

Introduction

The following information is designed to assist you in applying for a teaching post.

Your application form will be photocopied and/or electronically scanned, so it is vital that the original is clear enough to allow good quality reproduction. Please ensure that you complete the form clearly in black ink or type.

Please do not send a CV (curriculum vitae) as an alternative to completing any part of the application form. We appreciate that it is easier for you to supply a CV, however, CVs vary in content and many do not contain all of the information we need. We want to treat everyone equally so we have to assess all of the information in a fair and consistent way, please help us by completing the form in full. We reserve the right to exclude incomplete forms from the selection process.

The application form plays an important part in the selection process and will be used as the basis for choosing applicants for interview. Please complete all sections of the form, making sure the information you provide is clear and accurate. Your information will be treated as confidential and will only be seen by those involved in the recruitment and selection process.

Before completing the form, please read the job description carefully, this outlines the duties of the job. The person specification will outline the skills, abilities and qualifications required of the postholder. You will need to demonstrate that you meet the requirements of the job (or at least have the potential to do so), in order to be offered an interview.

If you are not completing the form online, it may be useful to produce a rough draft of your answers before writing/typing onto the form. Remember to send your application back in plenty of time and to take a copy of your form for future reference.

The Council operates a no smoking policy, all applicants and employees are required to comply with this policy.

Please ensure that you complete the Post Title, Post Reference Number and the name of the school where the job is based as stated in the job advertisement as we may have similar jobs advertised at the same time and it is important for us to know exactly which job you are applying for.

Personal Details

Make sure you complete this section fully. It is important to provide us with your full address and contact details. It may save time if we can contact you by email, please indicate on the form whether this is okay with you.

Present Employment

Detail the name and address of your employer, your position and grade, the date you started and the date and reasons for leaving (if applicable).

Details of Education and Training

You must ensure you provide all the information about your education and qualifications obtained, including those qualifications you are currently studying for. Please also record any major in-service training you have undertaken in the last 5 years. You will be asked to provide original copies of your qualification certificates if you are invited for an interview and production of these will be a condition of employment. Don't forget to include your DfES Reference Number and your General Teaching Council Registration Number.

Further Personal Details

- Disability Information - We have adopted the principles contained in the Disability Discrimination Act 1995 Code of Practice for the elimination of discrimination in the field of employment against disabled persons or people who have a disability. If you have a disability which you would like us to take into account, please state this on the application form. The Council is a Disability Symbol user and wishes to encourage disabled people to apply for jobs. We offer an interview to disabled people who demonstrate on their job application form that they meet the specified selection criteria for the job. Please let us know if, in relation to any disability, you have particular requirements in order to participate fully in the selection process. If necessary, when applying for a job, you can request key information in alternative formats.
- Driving ability and vehicle ownership – driving ability and provision of a vehicle for work will only be taken into account where these are required for the job.
- Medical History - Please state how many days you have been unfit for work owing to illness in the last two years. All appointments are subject to satisfactory medical clearance.

Previous Teaching Posts

It is important to include details covering the whole of your teaching career on this page. Please account for any gaps in employment and continue on a separate sheet (putting your name at the top), if you are not completing your application online.

Additional Information

This section is an important part of your application and if the section is not filled in adequately it may affect whether or not you are invited for an interview. Before completing the section, read through the Job Description and think carefully about why you are suitable for the post, relating your skills, knowledge and experience to the duties of the post as fully as possible.

Review the person specification and include any relevant details about your skills, experience, training or qualifications (if you haven't recorded this elsewhere on the application form). If the person specification lists essential skills and abilities, please provide an example of how you have demonstrated these in the past. The example you give should outline what you have done in the past to demonstrate that skill rather than what you would do if a particular situation arose. The example may be from your current job or from an activity you have done in the past. For example, if one of the skills in the person

specification is “effective communicator” it will not be adequate to just state “I am an effective communicator”. You must provide an example of how you have demonstrated effective communication skills in the past.

Do ensure you mention all relevant experience as we cannot assume anything from a job title. If you are not completing your application online, feel free to continue on a separate A4 sheet if you need more room but don't forget to add your name at the top. If you are applying for a post on the Island for the first time, it is helpful to set out why you want to work here.

Previous Non-Teaching Employment

In this section, it is important that you include all non teaching posts you have held including part time work or temporary jobs, work experience or voluntary work. Remember to fill in the full name and address of the employer, your position, the dates you started and left and your reason for leaving. If you are not completing your application online, you may continue on a separate sheet if necessary, but remember to add your name at the top.

Important Monitoring Information

- Relationship with Members and Officers – You are required to complete the section regarding any relationship with Members or Officers of the Council.
- Asylum and Immigration Act 1996 – The Asylum and Immigration Act makes it a criminal offence for employers to recruit staff who are not eligible to work in the UK. Any offer of employment will therefore be subject to the provision of documentary evidence to demonstrate that the successful candidate is entitled to work in the UK.
- Declaration of Criminal Offences form - It is essential that you complete and return with your application the enclosed ‘Declaration of Criminal Offences’ form. All teaching posts are exempt from the Rehabilitation of Offenders Act. The form will explain what this means, please read it carefully. An enhanced Criminal Records check will be required as a condition of appointment. The Council’s Policy Statement on the Recruitment of Ex-Offenders is on the back of the declaration form. The Council does not necessarily see a criminal record as a bar to employment and will consider the nature of the conviction and its relevance to the job applied for prior to making any selection decisions. With effect from 1st January 2007, all schools are required to make appointments in line with the guidance set out in “Safeguarding Children and Safer Recruitment in Education” which is available on www.teachernet.gov.uk/publications.
- Equality Monitoring - The Council is committed to equality and action to ensure that it appoints the best candidate for any post.

All aspects of recruitment are monitored to ensure that our policies and procedures are not discriminatory. Without accurate data on the composition of our workforce and on job applicants, we are unable to monitor the effectiveness of our commitment to equality. It is now a statutory requirement under the Race Relations (Amendment) Act 2002 for all public authorities to promote race equality. Please help us to comply with this requirement by filling in your equality monitoring form and returning it with your application.

The monitoring form is confidential, the information collected does not form part of the recruitment process and is separated from the application form whilst consideration of candidates takes place.

The Isle of Wight Council's normal retirement age is 65, it is the policy of the Council not to allow persons to commence employment at age 65 or over. There are some exceptions to this policy in respect of certain employment types, these include Road Crossing Patrols and Seasonal Staff who can be employed up to the age of 75, (subject to medical clearance) additionally, exceptions may be made for posts where recruitment could otherwise not be achieved. Our policies are in line with requirements under The Employment Equality (Age) Regulations 2006.

•Job Sharing – Job sharing is a form of employment where two people divide the duties and responsibilities of one post. The Isle of Wight Council will consider applications for job sharing where the service will not be adversely affected and where at least two potential job sharers have applied and meet the selection criteria. This means that, although the Council will attempt to match you with a job share partner if one is available, you will have a greater opportunity if you can also identify another potential sharer. If you wish to apply for a post on a job share basis, please attach a letter to your application form explaining your preferred pattern of work and indicating whether you wish also to be considered for full time employment if a job share is not available.

References

For all teaching posts, one referee must be your current Head Teacher. For Headships, one referee must be your current Director of Children's Services. If you have worked with children/young people before, but are not currently doing so, one referee must be the employer you were most recently employed by working with children/young people.

Please indicate on the form if you prefer us not to contact your referees unless you are offered the job. However, we reserve the right to take up a reference from any of your previous employers if we consider it necessary to do so.

Applicant Declaration and Signature

If you are applying online you will be asked to sign your form if you attend for an interview. You must give full and accurate information on the application form and during the whole of the recruitment and selection process. You may be disqualified from the selection process or dismissed if the information you have given is found to be false or misleading in any way.

Appointments

All offers of employment are subject to satisfactory references, medical clearance, proof of qualifications, right to work in the UK and CRB checks.

Queries

The information pack supplied with the application form should identify someone for you to contact if you have further queries. If a name is not given, please contact Human Resources on 01983 823132.