



PLEASE READ GUIDANCE NOTES AND COMPLETE FORM IN BLACK INK AND CAPITAL LETTERS

Vacancy

School

## Application Form Teaching Staff

The completed form should be returned to

### 1. PERSONAL DETAILS

Title	<input type="text"/>	House No/Name	<input type="text"/>
Forename(s)	<input type="text"/>	Address	<input type="text"/>
Surname	<input type="text"/>		
Previous Names	<input type="text"/>		
Telephone	<input type="text"/>	Postcode	<input type="text"/>
Mobile	<input type="text"/>	NI Number	<input type="text"/>
Work	<input type="text"/>	GTC Registered	<input type="checkbox"/> Yes <input type="checkbox"/> No
Teacher Ref.	<input type="text"/>	Induction year completed	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date QTS Award	<input type="text"/>		
Email Address	<input type="text"/>		

### 2. CURRENT OR LAST EMPLOYER

School/Employer Name	<input type="text"/>		
Job Held	<input type="text"/>		
Employer's Address	<input type="text"/>		
Postcode	<input type="text"/>	Telephone	<input type="text"/>
Start Date	<input type="text"/>	End Date	<input type="text"/>
Salary	<input type="text"/>		
Reason for Leaving	<input type="text"/>		
Please give a brief summary of duties	<input type="text"/>		
When would you be available for employment?	<input type="text"/>		

### 3. PREVIOUS TEACHING EXPERIENCE

Please list, **starting with the most recent**

Local Authority			
Name of School/College			
From		To	
Number on roll		Qualified or Unqualified	
School Type		Salary Scale	
Hours Worked	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		

Local Authority			
Name of School/College			
From		To	
Number on roll		Qualified or Unqualified	
School Type		Salary Scale	
Hours Worked	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		

Local Authority			
Name of School/College			
From		To	
Number on roll		Qualified or Unqualified	
School Type		Salary Scale	
Hours Worked	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		

Local Authority			
Name of School/College			
From		To	
Number on roll		Qualified or Unqualified	
School Type		Salary Scale	
Hours Worked	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		

Local Authority			
Name of School/College			
From		To	
Number on roll		Qualified or Unqualified	
School Type		Salary Scale	
Hours Worked	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		

#### 4. PREVIOUS NON - TEACHING EXPERIENCE

Please list, **starting with the most recent**

Name of Employer

Job Title

From

To

Reason for Leaving

Brief summary of duties

Name of Employer

Job Title

From

To

Reason for Leaving

Brief summary of duties

#### 5. EDUCATION (SINCE AGE 16)

You will be required to provide evidence of qualifications essential to the role.

School/College/University

From

To

Examination Results/  
Qualifications

School/College/University

From

To

Examination Results/  
Qualifications

School/College/University

From

To

Examination Results/  
Qualifications

### 5. EDUCATION (SINCE AGE 16) - CONTINUED

School/College/University

From

To

Examination Results/  
Qualifications

School/College/University

From

To

Examination Results/  
Qualifications

### 6. JOB RELATED TRAINING (Most Recent and Relevant)

You will be required to provide evidence of training essential to the role.

Course Title

From

To

Provider

Course Title

From

To

Provider

Course Title

From

To

Provider

Course Title

From

To

Provider

## 7. SUPPORTING STATEMENT

Please attach your supporting statement.

## 8. REFERENCES

Please give details below of two people who can provide information that will confirm your suitability for this post. Where appropriate one person must be your current or most recent employer. Please note that for certain posts the Council reserves the right to contact any previous employer and request a reference, in addition to the two detailed below.

Name and Title

Relationship

Address

Postcode

Telephone

Email Address

Name and Title

Relationship

Address

Postcode

Telephone

Email Address

## 9. DISABILITY DISCRIMINATION ACT 1995

This Act protects people with disabilities from unlawful discrimination. If we know that you have a disability we will make adjustments to the working environment provided it is reasonable in the circumstances to do so.

Do you have a disability that you wish us to know about at this stage?  Yes  No

If yes, to assist us in considering your application, please let us know if you believe that there are any reasonable adjustments that we should be making.

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## 10. IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

Under the Immigration, Asylum and Nationality Act 2006, we can only offer you a job if you have the right to live and work in the United Kingdom. You will therefore be requested to produce appropriate documentation.

Are you legally entitled to live and work in the United Kingdom and able to produce appropriate documentation at interview?  Yes  No

## 11. FURTHER INFORMATION

If you are applying for a post which is open to job share, please indicate how you wish to work by ticking one of the following boxes:

- Full Time only  
 Job Share only

### CANVASSING

All forms of canvassing will automatically disqualify candidates from employment e.g. you must not ask a Councillor or Officer to use their influence to help you gain this job.

Are you related to a Councillor or Officer of the Council?

- Yes  No

If yes, please give name

Relationship

### MOBILITY

If the post you have applied for involves driving duties/ability to travel to different locations, are you able to fulfil these duties?

- Yes  No

Note: The person specification will indicate what is required

Do you have a full current driving licence?

- Yes  No

## 12. DISCLOSURE OF CRIMINAL CONVICTIONS

To apply for a job with Milton Keynes Council you are required to disclose any unspent criminal convictions you have in line with the Rehabilitation of Offenders act 1974. (Tick only one of the boxes)

I have no unspent convictions

I have attached details of unspent criminal convictions in a sealed envelope.

The post for which this application applies is considered exempt by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. You are therefore requested to disclose any convictions, cautions and bindovers including motor vehicle related offences in respect of the applicant, including convictions that would otherwise be considered 'spent'.

## 13. DECLARATION

Please SIGN and DATE this form to confirm that the details entered are correct.

I certify that, to the best of my knowledge, the information provided and the statements made in this application are factually correct and I understand that any false information may, in the event of employment, result in disciplinary action or dismissal.

Signature

Date

## FOR OFFICE USE ONLY

Reason for selection/non-selection

Shortlisting Stage

Yes

No

Interview Stage

Accepted

Reject

Appointment Stage

Accepted

Refused Offer

Reason, give details



## EQUALITIES MONITORING FORM

Milton Keynes Council strives to be an Equal Opportunities employer. We aim to ensure that our Equalities Policy is being followed and that unfair discrimination is not taking place in recruitment. To help us monitor the effectiveness of this policy, we would be grateful if you would complete this section. The information will be treated with confidence and will be used for statistical purposes only. It will not be seen by those involved in the assessment of your application. Your co-operation in its completion is therefore welcome and helpful.

*Please tick the following boxes, as appropriate*

**Gender** I am  Male  Female

### Disability

The Disability Discrimination Act (DDA) defines disability as a "physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities".  
(Please see the guidance notes for further information)

Do you consider yourself to have a disability?  Yes  No

### Ethnic Origin

Ethnic origin is not usually a matter of nationality, place of birth or citizenship. It is about colour and broad ethnic group. UK citizens can belong to any of the groups indicated. The codes are the agreed 2001 Census codes.

- |                            |  |                          |
|----------------------------|--|--------------------------|
| (a) White                  | British                                    | <input type="checkbox"/> |
|                            | Irish                                      | <input type="checkbox"/> |
|                            | Other                                      | <input type="checkbox"/> |
| (b) Mixed                  | White and Black Caribbean                  | <input type="checkbox"/> |
|                            | White and Black African                    | <input type="checkbox"/> |
|                            | White and Asian                            | <input type="checkbox"/> |
|                            | Any other mixed background                 | <input type="checkbox"/> |
| (c) Asian or Asian British | Indian                                     | <input type="checkbox"/> |
|                            | Pakistani                                  | <input type="checkbox"/> |
|                            | Bangladeshi                                | <input type="checkbox"/> |
|                            | Any other Asian background from within (c) | <input type="checkbox"/> |
| (d) Black or Black British | Caribbean                                  | <input type="checkbox"/> |
|                            | African                                    | <input type="checkbox"/> |
|                            | Any other Black background from within (d) | <input type="checkbox"/> |
| (e) Other ethnic groups    | Chinese                                    | <input type="checkbox"/> |
|                            | Any other ethnic group                     | <input type="checkbox"/> |
|                            | Not Stated                                 | <input type="checkbox"/> |

Date of Birth

*Thankyou for taking the time to complete this form.*