

Notes for candidates

1. All sections of the application form must be completed. The application must then be forwarded to the School or Education Department, as specified in the advertisement, for processing.
2. Additional information, which you consider relevant, may be submitted on a separate sheet if there is insufficient space on the form. Please do not glue/attach information to the form as it makes it difficult to photocopy.
3. You are welcome to attach a letter in support of your application but, unless requested otherwise in the advertisement or job details, you are asked **not** to send curriculum vitae, testimonials or other documents.
4. The information supplied by you on this form will be used for recruitment and selection purposes only. The Local Authority (LA) undertakes that if it needs to use the information for any other purpose, it will not do so without having first obtained your consent.
5. The LA has a duty to ensure the fitness of all employees to carry out the duties for which they are employed. You may be required to complete a confidential health declaration form and, if so, the offer of employment will be subject to receipt of a satisfactory medical report. In some cases a medical examination may be necessary before an appointment can be confirmed.
6. All external successful applicants will be asked to confirm, in advance of taking up the appointment, that they are eligible to work in the United Kingdom. In order to establish this, the successful applicant will be asked to provide documentation showing their National Insurance Number or provide copies of Tax Forms P45 or P60, or provide other evidence of their entitlement to work in the UK.
7. This post requires a criminal background check via the Disclosure Procedure.
8. Spent Criminal Convictions: The post for which you are applying is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exemptions) Order 1975 which requires you to reveal **any** information concerning spent or unspent convictions, cautions, reprimands or warnings. Failure to disclose information concerning such convictions in your application for this post may lead to dismissal or disciplinary action by Governors or LA. Any information given will be treated in strict confidence and will be considered only in relation to your application for this post.
9. Somerset County Council strives to ensure that no employee or job applicant receives less favourable treatment than another on the grounds of age, disability, ethnic or national origin, gender, marital status, religion, sexual orientation or political belief.
10. Canvassing the support of Members of Somerset County Council or Senior Officers of the Council may lead to the disqualification of a candidate's application.
11. The Governors of Voluntary Aided Schools, as the employers of the "staffing complement", will have regard to this policy insofar as it is consistent with the character of the School's Foundation and its Trust Deed.
12. Candidates called for interview will be reimbursed reasonable travelling and subsistence expenses as soon as possible after the interview

The successful candidate will be reimbursed his/her expenses with the first month's salary after taking up the appointment.

If a candidate declines an appointment if it is offered, no expenses will be paid unless the Governors or the Authority decides that there are extenuating circumstances.

Part B - Education and Training

Please provide information about post -16 education and training you have received in this country or abroad and include all qualifications obtained, including degrees, with class and division and Teaching Certificates. Please present this information in reverse date order.

Establishment	Full or part-Time	Subjects studied / examinations taken	Qualification obtained	Dates attended

Types of teacher training:			
Early Years <input type="checkbox"/>	Primary <input type="checkbox"/>	Middle <input type="checkbox"/>	Secondary <input type="checkbox"/>
Further Education <input type="checkbox"/>	Special <input type="checkbox"/>	Other <input type="checkbox"/>	

Part C - Previous Appointments (other than teaching)

Please provide information, in reverse date order, on any other experience including raising a family and voluntary work.

[illegible]

Part D - Teaching Experience

Please give details of all previous teaching experience in reverse date order, beginning with your current post.

[illegible]

Part E – In-Service Training

Please give details of any In Service Training/Professional Development courses attended, of 3 days or more, within the last 5 years, which you consider relevant to this post, in reverse date order.

[illegible]

Part F - Personal interests and hobbies (include positions of responsibility)

Part G - Details of your reasons for applying for the position

Please give details of what you can offer in terms of your personality, abilities, skills, aptitudes, experience and achievements (continue on a separate sheet if necessary.) Alternatively, you may wish to include this information in a covering letter.

Part H - References

References may be taken up prior to interview. If you do not wish your present employer to be contacted prior to interview please tick this box.		<input type="checkbox"/>
Please give the names of two referees. Applicants for a post in a Catholic school, or a headship or deputy headship post in a C of E Voluntary Aided School are encouraged to also give the name of a clerical referee. Unless you are seeking your first appointment, you should quote your present or most recent headteacher or equivalent person. At least one of your referees must be able to comment on your teaching abilities.		
Referee 1		
Name		
Occupation		
Address		
Postcode		
Daytime tel. no.		
Position / Relationship to you.		
Referee 2		
Name		
Occupation		
Address		
Postcode		
Daytime tel. no.		
Position / Relationship to you.		
Clerical referee (e.g. parish priest, minister)		
Name		
Occupation		
Address		
Postcode		
Daytime tel. no.		
Position / Relationship to you.		

Part I - Administrative Information

a) If you have previously worked as a part-time or supply teacher, have you elected with the DfES (Teachers' Pensions) to pay superannuation on your part-time earnings?	Yes <input type="checkbox"/> No <input type="checkbox"/>
b) If you have elected, please give date	
c) Have you previously opted out of the Teachers' Pension Scheme?	Yes <input type="checkbox"/> No <input type="checkbox"/>
d) If you have opted out, please give date	
e) Are you a member of another pension scheme?	Yes <input type="checkbox"/> No <input type="checkbox"/>
f) If yes, please specify the name of the pension scheme.	

Do you consider yourself to have a disability?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, would the provision of any aids or modification assist you in carrying out the duties of the post?	
Is there anything we need to know about your disability in order to offer you a fair selection interview?	

Part J – Declarations

General Teaching Council		
Are you recognised as a qualified teacher?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If not, are you eligible for recognition?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you registered with the GTC?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please contact the GTC for information about registration or general enquiries call 0870 001 0308 or visit the website at http://www.gtce.org.uk/		
Probation Period Have you successfully completed a period of probation?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Spent Convictions Do you have any spent or unspent convictions, cautions, reprimands or warnings?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes please provide details on a separate sheet and enclose in a separate sealed envelope with your application (if applying online please print out application form and submit by post).		
Failure to disclose information may lead to dismissal or disciplinary action by the Authority. Any information given will be treated in the strictest confidence and will be considered only in relation to your application to this post.		
Declaration I certify that, to the best of my knowledge, the details provided by me on this application form are correct. I understand that if I have undertaken any form of canvassing or have knowingly given false information on this form or to the Selection Panel, I may disqualify myself from appointment or, having taken up appointment, may render myself liable to disciplinary action not excluding my dismissal.		
SIGNATURE	DATE	
If you apply online and are shortlisted, you will be asked to sign your application at interview.		

Further Education Qualification Verification Consent Form



Newly Qualified Teachers Only_

An increasing number of universities and further education establishments are requesting written consent from their former students in order to release details to employing LEAs to confirm that the required qualifications have been awarded. Therefore you are asked to complete the form below and sign and date the form to enable Somerset County Council to request this information on your behalf.

Part A (Personal Details)

Title		Full Name			
Previous Surname		Date Of Birth		DfES No.	

Part B (Details of Study)

University, College or Institution attended					
Period of study		to		Full/Part time	

Part C (Qualification Details)

Title of qualification		Pass/Hons	
Date of award		Class/division	
Main subjects (principal first)			
Awarding body			
Please continue for additional qualifications			
Title of qualification		Pass/Hons	
Date of award		Class/division	
Main subjects (principal first)			
Awarding body			
Please Indicate which of the QTS tests you have passed:			
Literacy <input type="checkbox"/>	Numeracy <input type="checkbox"/>	ICT <input type="checkbox"/>	

Declaration

I confirm that the details given above are accurate and authorise Somerset County Council to verify this with the awarding bodies.

Signature		Date	
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If you apply online and are shortlisted, you will be asked to sign your application at interview.

Confidential
Equal Opportunities-Recruitment Monitoring

This form will be kept separate from your application form. It is not referred to during the selection process.

Somerset County Council values diversity and is committed to promoting equality of opportunity for our employees and job applicants.

We monitor our recruitment and selection practices to fulfil our statutory duty relevant to equality in employment and to ensure our practices are fair, equitable and consistent with the aim of appointing the best person for the job. Recruitment monitoring enables us to take active steps to promote better policy and organisational practice, making Somerset County Council ***a great place to work***

The information you supply on this questionnaire will be recorded confidentially on our HR Systems and held for a maximum of 12 months. During this time it will be used solely for the purposes of monitoring the profile of our job applicants. Access to the data will be restricted to nominated staff within the HR Service.

If you are appointed, the data will also be used for our HR/Payroll records purposes, which includes another legal requirement, workforce monitoring. We aim to ensure all applicants and employees, regardless of circumstances or status, receive equal access to opportunity and fair treatment.

For these reasons it is important that you complete the recruitment monitoring questionnaire in addition to the application form. Once completed, the questionnaire should be returned with your application to the Recruitment Administrator, the address of which is detailed in the Recruitment Information Pack.

Thank you for your co-operation.

EQUAL OPPORTUNITIES – RECRUITMENT MONITORING

This information will be treated in the strictest confidence.

Please tick ✓ the appropriate box

Name:	Job Ref:
Are you? Male <input type="checkbox"/> Female <input type="checkbox"/>	
What is your date of birth (dd/mm/yy)? _____	
To which of these groups do you consider you belong to?	
White	Asian or Asian British
<input type="checkbox"/> British <input type="checkbox"/> Other	<input type="checkbox"/> Indian <input type="checkbox"/> Bangladeshi
<input type="checkbox"/> Irish	<input type="checkbox"/> Pakistani <input type="checkbox"/> Other
Mixed	Black or Black British
<input type="checkbox"/> White & Black <input type="checkbox"/> White & Asian Caribbean	<input type="checkbox"/> African <input type="checkbox"/> Caribbean
<input type="checkbox"/> White & Black African <input type="checkbox"/> Other	<input type="checkbox"/> Other
Other Background	
<input type="checkbox"/> Chinese <input type="checkbox"/> Gypsy <input type="checkbox"/> Other	
If you have ticked other to any of the above, please specify: _____	
Do you consider that you have a disability? Yes <input type="checkbox"/> No <input type="checkbox"/>	
N.B. Under the Disability Discrimination Act 1995, a person with a disability is defined as having ‘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’. Since 2005 the definition includes people who have been diagnosed with HIV, cancer and MS. It does not necessarily mean that this affects how you do your work. As the definition is not very clear we have provided some examples of the impairments covered. The list is not exhaustive. You may consider that, for example, you have, for a period of a year or more had hearing loss, dyslexia arthritis, diabetes, asthma, epilepsy or you are partially sighted.	
If yes, please indicate the nature of your disability.	
Physical Impairment <input type="checkbox"/>	Mental Impairment <input type="checkbox"/> Other <input type="checkbox"/>
Mobility Impairment <input type="checkbox"/>	Visual Impairment <input type="checkbox"/> More than one Impairment <input type="checkbox"/>
Hearing Impairment <input type="checkbox"/>	Learning Disability <input type="checkbox"/>

Are currently employed by SCC? Yes ☐ No ☐

**If yes, please answer the two questions below in respect of your main contract.
If SCC does not currently employ you, there are no further questions for you to complete.**

Is your main contract (tick one box only):

Permanent? ☐ Fixed term? ☐ Casual/Relief/Supply? ☐

Which Directorate do you currently work in?

Chief Executive's Office ☐ Community ☐

Resources (including Somerset Staffing) ☐ Fire & Rescue ☐

Children & Young People (Non School) ☐ Children & Young People (Schools) ☐

Environment (excluding Fire & Rescue) ☐

Is the position you are applying for a promotion / grade increase?

Yes ☐ No ☐

Thank you for your co-operation. Please return the completed questionnaire with your application form.