



TEACHING STAFF APPLICATION FORM

Please complete using black ink adding information on a separate piece of paper where it will not fit, or preferably by typing which will allow you to extend sections where appropriate.

APPLICATION FOR THE POST OF:

How did you hear about this post?

Name of publication if advertised

SURNAME:

FORENAME(S):

TITLE:

Please give details of any previous surnames:

ADDRESS FOR CORRESPONDENCE:

TELEPHONE NUMBERS

HOME:

POSTCODE:

WORK:

May we contact you at work?

Yes/No

E-MAIL ADDRESS:

MOBILE:

DATE OF BIRTH:

This must be provided for any post working with children

NATIONAL INSURANCE NUMBER:

EMPLOYMENT HISTORY

PRESENT OR MOST RECENT EMPLOYMENT

Name & address of employer:

Job title and summary of main duties:

Nature of business:

Are you still currently employed by this organisation?:

Date of appointment: / /

Grade and details of allowance:

Date and reasons for leaving (If applicable):

Salary Scale and Current Salary:

Notice required:

TEACHING EXPERIENCE

Do you hold Qualified Teacher Status? *Yes/No

If yes, please provide:-

Date of award _____ Teacher Number: _____

If you are a Newly Qualified Teacher please complete Section A, detailing any teaching experience gained through teaching placements.

If you are a Qualified Teacher, please complete **Section B** only.

Section A: For Newly Qualified Teaching Staff				
Dates From To		School Name	Primary/Secondary/ Special	Age of Children Taught

Section B: For Qualified Teaching Staff only												
L.E.A	Name of School or College	Type of school or college	Number on roll	Status			Exact dates of service					
				Full or Part time	Qual or Unqual	Salary Scale	From:			To:		
							D	M	Y	D	M	Y

PREVIOUS NON-TEACHING EMPLOYMENT				
Please summarise your employment history since leaving full-time education, paid or unpaid, or working in a voluntary organisation or agency, full or part-time. Start with the most recent. Please continue on a separate sheet if necessary.				
Employer's name and address	From Month / Year	To Month / Year	Job title and summary of main duties	Reasons for Leaving

Teacher Reference Number: Mandatory field/please complete if appropriate		Date Issued: Mandatory field/please complete if appropriate	/ /
Date of Satisfactory Completion of Induction:	/ /	Name of Confirming Authority of Induction Period:	

Are you subject to any conditions or prohibitions placed on you by the General Teaching Council? *Yes/No

If Yes, please give full details: _____

QUALIFICATIONS AND TRAINING

EDUCATIONAL AND ACADEMIC QUALIFICATIONS

(Secondary, Further/Higher or work based)

Please give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies, relevant to the application. (Please continue on a separate sheet if necessary) Evidence of qualifications may be requested.

Examination, course (with dates)	From	To	Result/Qualifications gained

PROFESSIONAL DEVELOPMENT

Please give details of any professional development and in-service training courses attended which you consider to be relevant to this post (most recent first).

Course Title/Theme	Organising Body/Provider	Duration	Date/s	Outcomes, including assessed result as appropriate

REFERENCES

References will be taken up prior to interview for shortlisted candidates. If you need to discuss this please contact the HR Officer on 01643 700304. Unless you are seeking your first teaching appointment, you must quote your **present or most recent Headteacher or equivalent** person. Your referees will be asked about your suitability to work with children and at least one of your referees must be able to comment on your teaching abilities. We reserve the right to approach any of your previous employers in connection with this application. References will not be accepted from relatives or from people who are responding solely in the capacity of friends of their applicant. References will be requested by email where possible and it is your responsibility to ensure that your referees consent to their details being provided.

If you were known to either of your referees by another name please give details:

1 st Referee.		2 nd Referee.	
Name:		Name:	
Position:		Position:	
Address:		Address:	
Tel:		Tel:	
Email:		Email:	
Dates of your employment	From: To:	Dates of your employment	From: To:
In what capacity does the above know you?		In what capacity does the above know you?	

ADDITIONAL INFORMATION

1. To comply with the Asylum and Immigration legislation during the selection process you will be required to give evidence of your ability to work in the UK. Do you need a work permit to work in the UK?	Yes/No
2. Under the Working Time Directive, you should not work more than 48 hours a week. Do you plan to undertake work for other employers, which would cause a breach of these regulations?	Yes/No
If so, please give details:	
3. Do you hold a full current driving licence?	Yes/No
4. Are you able to travel to different locations?	Yes/No
5. Have you ever been subject to any disciplinary action by your employer or professional body?	Yes/No
If YES, please give details	
6. Are you a relative or partner of any employee at the College and/or College governor?	Yes/No
If YES, Please state name of person and relationship:	
7. Have you previously opted out of the Teachers' Pension Scheme?	Yes/No
8. If you have opted out, please give date: _____	
9. Are you a member of another pension scheme?	Yes/No
10. If yes, please specify the name of the pension scheme: _____	

POSITIVE ABOUT DISABILITY

Do you consider yourself to have a disability? YES / NO

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?

CRIMINAL CONVICTIONS – REHABILITATION OF OFFENDERS ACT 1974

West Somerset College aims to promote equality of opportunity for all with the right mix of talent, skills and potential. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s). As West Somerset College meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. This means that **you are required to declare any convictions, cautions or reprimands which you may have, even if they would otherwise be regarded as 'spent' under this Act, and any prosecutions pending against you.** Failure to disclose this information may result in disciplinary action or dismissal by the College and may lead to criminal proceedings.

I have read the above notes on Criminal Convictions and agree to a Disclosure Check of Police Records being made if I am offered the job for which I am applying. I understand that the job for which I am applying is covered under the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and, consequently, no criminal conviction may be considered 'spent'.

Please tick as appropriate:

I do **not** have any criminal offences held against me ☐

I **do** have criminal offences or prosecutions pending against me ☐

If you do have criminal offences held against you, you will be required to provide written details of any convictions, cautions, bind-overs or prosecutions pending should you be selected for interview. Please ensure that you bring these with you to your interview, if you are shortlisted.

Signed:

Date: / /

West Somerset College abides by the Criminal Records Bureau Code of Practice, a copy is available on request or visit www.crb.gov.uk.

DECLARATION

I agree that any offer of employment with West Somerset College is subject to satisfactory evidence of the right to work in the UK, satisfactory references and medical clearance. In accordance with the 1998 Data Protection Act, it is agreed that West Somerset College may hold and use personal information about me for personnel reasons and to enable the College to keep in touch with me. This information can be stored in both manual or computer form, including the data in Section 2 of the Data Protection Act 1998.

The College is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action by West Somerset College.

Signed:

Date: / /

Please email your completed form to JLamb@educ.somerset.gov.uk

Applicants will be asked to sign their emailed application form when attending for interview.

If you have not been contacted within 3 weeks of the closing date, you must assume that your application has, on this occasion, been unsuccessful.

SUPPORT OF APPLICATION

Please attach a letter of application giving any further details of experience that may be relevant to this post. Make sure you read the relevant job information you have been provided with, and refer to it throughout.

RECRUITMENT MONITORING

West Somerset College operates an Equality Policy and is committed to appointing the best candidate, on the basis of their ability to do the job.

The Codes of Practice published by the Equal Opportunities Commission and the Commission for Racial Equality advise employers to monitor the outcome of selection decisions to ensure that discrimination does not occur within our recruitment and selection process.

The information you give is confidential and is used for monitoring purposes only.

Application for the post of:

Full name:

Gender: (please select as appropriate) Male/Female

Date of Birth: / /

If you are currently employed by West Somerset College, please indicate that you are an internal applicant. Otherwise please choose external.

Internal/External

Please complete the reverse of this tear-off section

Religion

These categories of religion were used in the 2001 census. We recognise however, that the specified categories may not be appropriate for everyone; if this is the case, please use the last box.

Buddhist

Christian

Hindu

Jewish

Muslim

Sikh

No religion

Other

Not answered

How would you describe yourself?

These categories of ethnic origin are recommended by the UK Equal Opportunities Commission as the most appropriate for the UK. We recognise however that the specified categories may not be appropriate for everyone. If this is the case, please use the last box.

Please tick the appropriate box to indicate your cultural background:

White British	<input type="checkbox"/>
White Irish	<input type="checkbox"/>
White Other	<input type="checkbox"/>
White and Black Caribbean	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>
Mixed Other	<input type="checkbox"/>
Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>
Asian Other	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>
Black African	<input type="checkbox"/>
Black Other	<input type="checkbox"/>
Chinese	<input type="checkbox"/>
Chinese Other	<input type="checkbox"/>
Other Ethnic Group	<input type="checkbox"/>
Not stated	<input type="checkbox"/>

Recruitment monitoring forms will be kept separate to application forms and will not be kept on staff files once the recruitment process is finalised and an appointment made.