

## Application for Employment: Teaching Posts

Post applied for:	Post Reference number:
School:	

### 1. Personal Details

Title: Mr/ Mrs / Miss/ Ms, etc:	Last name:
First name(s):	Previous last name:
Home address:	
Postcode:	
Home telephone number:	Mobile phone number:
Email address:	
Date of birth (dd/mm/yyyy):	
TRN number:	Date when available to start:
National Insurance number:	

### 2. Current or Most Recent Teaching Post

Name and type of School:	
Number on roll:	
Employing Authority / Agency:	
Position held:	
Salary scale:	Other allowances:
Date commenced:	Leaving date (if applicable):
Reason for leaving:	

### 3. Early Career Teacher/Newly Qualified Teacher Induction

Did you gain QTS after May 1999? If yes, where was the induction served:

Between what dates did you serve your induction: From: To

Did you pass the induction period? Yes  No

Do you have any period left to serve on your induction? Yes  No

If yes, how much longer have you got to serve:

*If not complete, please attach copies of your induction reports for the period served*

### 4. Employment History – Previous Teaching Posts Held

Please give details of all your previous teaching posts, full-time and part-time. Please start with your most recent post and work backwards. Any gaps in your history of teaching employment should be accounted for in Sections 5a, 5b or 6. If you require more space, please continue a separate sheet, and attach to your application form.

School (name, type, and number on roll) and employing Local Authority / agency	Start date – leaving date and reason for leaving	Post(s) held
<b>Subjects /Key Stages taught / Key responsibilities:</b>		

School (name, type, and number on roll) and employing Local Authority / agency	Start date – leaving date and reason for leaving	Post(s) held
<b>Subjects /Key Stages taught / Key responsibilities:</b>		

## 5. Education, Training and Development

### 5a. Secondary and Further Education

Please enter details of your Secondary Education and Further Education including details of qualifications obtained.

School / College (name & address)	Dates Attended (from – to)	Qualifications (subject, level and grade)	Year of Award

### 5b. Higher Education and Professional Qualifications

**Proof of the following qualifications will be required prior to confirmation of appointment.**

Please enter details of all Higher Education awards and professional qualifications including any award leading to Qualified Teacher Status (UK QTS). Please continue on a separate sheet if necessary.

University / College / Awarding Institution	Dates Attended (from – to)	Qualification Details (including subject and level / grade of award.)	Date of Award

**Please give the following details regarding your teaching experience and training:**

Please indicate all the Key Stages you are specifically qualified to teach (tick boxes):

Early Years /Foundation:                       Key Stage 3:   
Key Stage 1:                                               Key Stage 4:   
Key Stage 2:                                               Key Stage 5 / Post 16:

Please state all the Subjects/ Subject Areas you are qualified to teach:

## 6. Courses Attended

Please provide details of additional courses relevant to your application that you have attended in the last 3 years.

Course Title	Organising / Accrediting Body	Date

## 7. Employment / Activity other than Teaching Posts and Further/Higher Education

Please provide details of any employment or other activity not covered in sections 2, 4 or 5 - for example, any non-teaching paid employment, any voluntary work, or periods of time out of employment. Please start with your most recent experience and work backwards. If you require more space, please continue a separate sheet, and attach to your application.

Job Title ( or nature of activity if not employment)	Name & Address of Employer (if applicable)	Dates (from – to)

## 8. Supporting Statement

Your supporting statement should cover the relevant criteria for shortlisting in the person specification. In some instances, this will be all the criteria listed in the person specification, for others only certain criteria will require a response from you. Please read the person specification for further guidance. If no instructions are given, please answer all the criteria. For each point please explain/give examples of how your skills, knowledge and experience make you suitable for the job. If completing a paper application form you can attach extra sheets if required. **Please note CVs will not be accepted.**

## 9. Reference Details

Please supply the names and contact details of at least two referees who can comment on your suitability for this position. One should relate to your current or most recent teaching employment (or teaching practice placement). For senior leadership posts, as well as the Chair of Governors or Headteacher, please include a referee from the relevant Local Authority where applicable. *Please note that references will be taken up prior to interview.*

### Referee 1.

Name:

Position:

In what capacity do you know this person?

Name of organisation:

Address:

Telephone number:

Email:

### Referee 2.

Name:

Position:

In what capacity do you know this person?

Name of organisation:

Address:

Telephone number:

Email:

**If you have disability, are there any arrangements which we can make for you if you are called for an interview and or/work-based exercise?      Yes:       No:**

**If yes, please specify, (e.g., ground floor venue, sign language, interpreter, audio loop, etc):**

## 10. Personal Declarations

It is essential that you complete sections 10a to 10e in order for your application to be accepted.

### 10a. Rehabilitation of Offenders Act 1974/Disclosure of Convictions

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or via <https://www.gov.uk/government/publications/dbs-filtering-guidance>

**Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.**

### 10b. Disqualification

Have you ever been disqualified from working with children and /or included on the Children's Barred List (or its predecessor List 99) or subject to sanctions imposed by a regulatory body e.g., DfE, DBS?

Yes

No

**If 'yes' please give details on a separate sheet and attach in a sealed envelope marked 'Private and Confidential Disclosure.' If you are submitting this form electronically, please contact the School / Office from where the application form was sent, for instruction on how the information should be submitted.**

### 10c. Relationships

**Are you related to, or partner of, any Councillor, Council / School Employee or Governor within the London Borough of Hounslow?**

Yes

No

**If 'Yes', please provide details here:**

Please note: Canvassing of Councillors, Employees or Governors directly or indirectly will disqualify candidates from appointment.

### 10d. Eligibility to Work in the UK

**Are you a UK Citizen?**

Yes

No

**If 'No', please indicate whether you will require a Certificate of Sponsorship to work:**

Yes

No

**If 'No' please indicate the basis on which are you eligible to work within the UK:**

## 10e. Declaration statement

We are required under the **General Data Protection Regulations 2018** to confirm why we collect personal and/or sensitive information from you, what we use it for and how we will store it. The personal/sensitive information that you provide to us on this form will be used and retained as a part of our recruitment process. This means that we will use the information provided by applicants to inform part of our assessment during the recruitment process and for successful candidates the information will be used as part of the contract of employment and be shared with the school's payroll service. We may contact other relevant organisations to check the information that you have given on this form, including for safeguarding purposes. The information will be stored manually and electronically and disposed of after 6 months if your application is unsuccessful.

The Council is under a duty to protect the public funds it administers, and to this end, should the school or Council employ you, it may use the information you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for this purpose.

I declare that the information given on this form is correct to the best of my knowledge and belief, and I understand that any false statements I make on this form could result in my application being rejected or summary dismissal and possible referral to the teachers' regulation agency or the police if appropriate. I agree that the information I have provided on this application for employment may be stored and processed for the purposes set out above.

Signature .....

Date.....

**For online / electronically completed applications, by ticking the following box and submitting your application, you agree to the terms of the declaration above:**

All candidates applying for employment via email/online will be required to sign and date this form, if invited to attend interview.

**Please now complete the following Equalities Monitoring Information.**

## 11. Equalities Monitoring Information

We are committed to equality of opportunity and are keen to monitor the effectiveness of our recruitment practice. Any information provided on this form will be treated in the strictest confidence and will only be used for the purpose of recruitment monitoring.

Please tick or complete as appropriate.

Name:

Post Applied for:

School / Service:

### Gender

Male:

Female:

### Age Group

Under 20 years:

20 – 29 years:

30 – 39 years:

40 – 49 years:

50 – 59 years:

60 + years

### Ethnic Origin

How would you describe your ethnic origin? (please tick one.)

#### White

White British:

White Irish:

White European:

Any Other White background:

#### Asian or Asian British

Indian:

Pakistani:

Bangladeshi:

Any other Asian background:

#### Black or Black British

Black Caribbean:

Black African:

Any other Black background:

#### Dual Heritage

White and Asian :

White and Black African :

White and Black Caribbean:

Any other dual background:

#### Other Ethnic Groups

Chinese :

Any other ethnic group:

### People with Disabilities

The Equality Act 2010 defines a person as having a disability if s/he 'has a long physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities'. Hounslow Council is actively seeking to employ people with disabilities. We can arrange nearby parking, someone to meet you at the entrance to the building, a sign language interpreter at interview, preferred type of seating etc.

Do you consider yourself to have a disability?

Yes:

No:

### Advertisement:

How did you find out about this vacancy? (Name of the newspaper/journal, council jobs list, web site, friend etc)

Thank you for taking the time to fill in this Equalities monitoring form.  
A copy of this application form is also available at [www.workinhounslowschools.org.uk](http://www.workinhounslowschools.org.uk)