

# JOB APPLICATION FORM



An Equal Opportunities Employer

## TEACHER APPLICATION FORM

Please note – this post involves working with children so the appointment will be subject to a Disclosure and Barring Service check. See supporting information for further details.

Please complete in BLACK ink or TYPE. Please complete every section.

**YOU CAN ALSO APPLY ONLINE AT [www.derbyshire.gov.uk](http://www.derbyshire.gov.uk)**

<b>JOB DETAILS</b>			
Job title			
Vacancy number	e.g. DCC/09/1234	Closing date	

<b>PERSONAL DETAILS</b>			
Title		Surname	
First names			
Previous names (if any)			
Preferred first name			
Date of birth			
Current annual salary or full time equivalent			
National Ins No			
Home telephone			
Address			
Daytime telephone			
Mobile telephone			
Postcode			
Email address			
Do you have a disability? *	Yes	<input type="checkbox"/>	No <input type="checkbox"/>

\* The Disability Discrimination Act defines disability as 'a physical or mental impairment which has a substantial and long-term effect on your ability to carry out normal day-to-day activities'

<b>TEACHING INFORMATION</b>			
DCSF reference number		-	
Date qualified as a teacher			
Type of teacher training undertaken	Secondary <input type="checkbox"/>	Primary (nursery, infant, junior)	<input type="checkbox"/>
Subjects qualified to teach			
Do you have Qualified Teacher Status?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Have you successfully completed:			
Your probationary/induction year?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Skill tests in literacy, numeracy and ICT?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Are you registered with the General Teaching Council?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>

**POST 18 EDUCATION AND TRAINING**

Please give details about all the education and qualifications you have including degrees with class and division and teaching certificates. If you are shortlisted, evidence of all qualifications should be brought to interview. Please continue on a separate sheet if necessary.

UNIVERSITY DEGREE					
Establishment	Full-time or part-time	Qualifications (indicate class and division)	Dates attended from	to	Date of final exam

TEACHING QUALIFICATION					
Establishment	Full-time or part-time	Qualifications (indicate class and division)	Dates attended from	to	Date of final exam

OTHER QUALIFICATIONS, FULL OR PART-TIME STUDY (include NPQH for Headships)					
Establishment	Full-time or part-time	Qualifications (indicate class and division)	Dates attended from	to	Date of final exam

OTHER COURSES AND INSET IN WHICH YOU HAVE BEEN INVOLVED DURING THE PAST THREE YEARS AND WHICH YOU CONSIDER RELEVANT TO THIS POST. PLEASE INDICATE WHO PROVIDED IT AND START/FINISH DATES.

## EMPLOYMENT RECORD

Please give details of **all** previous jobs including temporary or voluntary work in chronological order ending with your present post. This section is split into teaching and non-teaching. Please include periods when you were not working under the non-teaching section as **all time must be accounted for and may be checked**. Continue on separate sheet if necessary.

TEACHING								
Local authority or employer	Name and type of school or establishment	Pupil age range	Approx number on roll	Post held and salary grade	Full-time or part-time	Dates		Reason for leaving
						from	to	

NON-TEACHING						
<i>Please give details of all paid and non paid time outside teaching including family responsibilities since leaving full-time education</i>						
Employer (if appropriate)	Post title (if appropriate)	Brief description of activity/responsibility or duties	Full-time or part-time	Dates		Reason for leaving
				from	to	

**SUITABILITY FOR JOB**

This section is for other relevant information to support your application. Please give examples where appropriate.

## REFERENCES

Please nominate **two** referees (unless stated otherwise in the details of the post). If you are working at the moment, one referee must be your present employer. If you are not working with children at the moment but have done so in the past, please indicate the name of that last employer as one of your referees. Referees will be asked for information on disciplinary issues, sickness absence, etc. References will not be accepted from relatives or from people writing solely in the capacity of a friend.

Name of your first referee

Their job title

Their relationship to you e.g. headteacher

Organisation and address

Postcode

Email

Telephone

Name of your second referee

Their job title

Their relationship to you e.g. headteacher

Organisation and address

Postcode

Email

Telephone

Please note – Derbyshire County Council and where appropriate the school's governing body reserve the right to contact previous employers to verify experience or qualifications.

## ASSOCIATION WITH A COUNTY COUNCILLOR OR EMPLOYEE OF DERBYSHIRE COUNTY COUNCIL

Do you have a close association with a county councillor or employee of the county council, or any school governor? Yes  No

*If yes, please give details*

Their name	Their job	Department/school	Your relationship
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Please note

Any applicant who directly or indirectly seeks the support of any councillor, council officer or school governor for any appointment with the council will be disqualified.

## DISCLOSURE OF CRIMINAL RECORDS/SANCTIONS

For teaching and lecturing posts you have to disclose any conviction, warning, reprimand, caution or other order including "spent convictions", that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. Details of any such disclosure should be placed in a sealed envelope marked "Confidential" and brought to interview. Any information disclosed will be treated in the strictest confidence. Any offer of appointment will be subject to satisfactory Disclosure & Barring Service clearance.

You must disclose details of any current sanctions imposed by a regulatory body e.g. the General Teaching Council. If you have any such sanctions, please tick here.

Have you lived or worked abroad in any one country for 6 months or longer at any time since the age of 18?

Yes  No

If Yes, please give dates and countries

## DECLARATION

I declare that the information on this form is true and accurate.

I understand that providing misleading or false information will disqualify me from appointment or may lead to me being dismissed if appointed to the job.

My name has not been placed on any list which disqualifies me from working with children.

I confirm that I have read the above statements in respect of "Disclosure of Criminal Records/Sanctions" and understand the requirements of this position.

Privacy Notice 

I consent to the information contained in this form, and any other information received by or on behalf of the council relating to my application, being processed by the council in administering the recruitment process and to assist with the prevention and detection of fraud.

Signature

Date

*If you submit this form electronically, you will be required to sign this declaration if invited to interview.*

Please advise us of any other information relevant to the recruitment process so we can ensure every attempt is made to meet your needs. This could include dates when you are not available for interview or any special requirements you may have such as necessary equipment and/or resources to enable you to attend an interview.

## EQUAL OPPORTUNITIES MONITORING FORM

The council is committed to its equality and diversity policy. We want to do all we can to prevent discrimination in any form and you can help us in this by completing the information below. The information given on this sheet will **not** be used to make decisions about who is recruited. The form will **not** be seen by the shortlisting/interview panel. It will be used to improve equality in recruitment and overall service delivery. Your help filling in this form is greatly appreciated. Thank you.

<b>JOB REFERENCE No.</b>	DCC / /		
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<b>DATE OF BIRTH</b>	<b>DD</b>		<b>MM</b>		<b>YYYY</b>	
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### RACIAL OR ETHNIC ORIGINS

- |                         |                          |           |                        |                          |           |                          |                          |           |
|-------------------------|--------------------------|-----------|------------------------|--------------------------|-----------|--------------------------|--------------------------|-----------|
| White British           | <input type="checkbox"/> | <i>WB</i> | Other mixed background | <input type="checkbox"/> | <i>MO</i> | Black Caribbean          | <input type="checkbox"/> | <i>BC</i> |
| White Irish             | <input type="checkbox"/> | <i>WI</i> | Indian                 | <input type="checkbox"/> | <i>AI</i> | Black African            | <input type="checkbox"/> | <i>BA</i> |
| White other             | <input type="checkbox"/> | <i>WO</i> | Pakistani              | <input type="checkbox"/> | <i>AP</i> | Other black background   | <input type="checkbox"/> | <i>BO</i> |
| White & Black Caribbean | <input type="checkbox"/> | <i>MC</i> | Bangladeshi            | <input type="checkbox"/> | <i>AB</i> | Chinese                  | <input type="checkbox"/> | <i>OC</i> |
| White & Black African   | <input type="checkbox"/> | <i>MB</i> | Other Asian background | <input type="checkbox"/> | <i>OA</i> | Gypsy or Irish Traveller | <input type="checkbox"/> | <i>OG</i> |
| White & Asian           | <input type="checkbox"/> | <i>MA</i> | Arab                   | <input type="checkbox"/> | <i>AR</i> | Any other                | <input type="checkbox"/> | <i>OT</i> |

### DISABILITY

Are you disabled? Yes  No

Derbyshire County Council welcomes applications from disabled people and undertakes to offer every appropriate support to enable them to gain and retain employment.

### GENDER

Male  Female

### RELIGION / BELIEF – please tick only one box

- |                               |                          |        |                          |                          |                          |
|-------------------------------|--------------------------|--------|--------------------------|--------------------------|--------------------------|
| Buddhist                      | <input type="checkbox"/> | Jewish | <input type="checkbox"/> | None                     | <input type="checkbox"/> |
| Christian (all denominations) | <input type="checkbox"/> | Muslim | <input type="checkbox"/> | Other religion or belief | <input type="checkbox"/> |
| Hindu                         | <input type="checkbox"/> | Sikh   | <input type="checkbox"/> | Prefer not to say        | <input type="checkbox"/> |

### SEXUAL ORIENTATION – please tick only one box

- |              |                          |                      |                          |                   |                          |
|--------------|--------------------------|----------------------|--------------------------|-------------------|--------------------------|
| Bisexual     | <input type="checkbox"/> | Lesbian or gay woman | <input type="checkbox"/> | Gay man           | <input type="checkbox"/> |
| Heterosexual | <input type="checkbox"/> | Other                | <input type="checkbox"/> | Prefer not to say | <input type="checkbox"/> |

### HOW DID YOU FIND OUT ABOUT THIS JOB?

e.g. council website, newspaper (please tell us which), Job Centre etc.

### EMPLOYMENT

Do you work for the Derbyshire County Council at the moment? Yes  No