



Teaching Staff Application Form

Please complete in black ink or type
(This document is available in additional formats, e.g. Braille or large print on request)
Completed Application Forms are to be returned directly to the School.

NAME OF SCHOOL:

Post for which you are applying:

Job Title:	Pay Scale:	Ref No:
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1 PERSONAL DETAILS

Title:	First Name:	Surname:
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Previous Names:

Permanent Address:	Work Tel no:
	Home Tel no:
	Mobile Phone no:
	Can we telephone you at work: Yes <input type="checkbox"/> No <input type="checkbox"/>
	Email address:

Teacher Reference no:	National Insurance no:
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2 TEACHER STATUS

If you are registered with the General Teaching Council as a qualified teacher in this country, please give date of recognition:

Are there any restrictions on your residence or employment in the UK? Yes No
If Yes, please give details

Please quote DoE/DfES/DfEE/DCSF Reference Number _____

Please quote General Teaching Council (GTC) Reference Number _____

3 PRESENT / MOST RECENT EMPLOYMENT

Name of School and Employer:		School Address:	
Type & Status of Establishment:	Age Range:	Number of pupils on roll:	
Post held:	Dates of Appointment:	Scale point and present annual salary (incl. allowances):	

4 PREVIOUS TEACHING EXPERIENCE (start with most recent - please explain any gaps in employment)

School, college or other employer	Type & status of establishment	Age range and roll (approx)	Post Held and Responsibilities	Dates of Employment

5 EDUCATION AND ACADEMIC QUALIFICATIONS

School/college/university	From	To	Subjects/Qualifications/Grades/Honours, dates awarded and awarding body

Secondary (post 16)			
Higher Education			
Further postgraduate qualifications (including PGCE)			

6 IN-SERVICE TRAINING UNDERTAKEN DURING THE PAST 3 YEARS RELEVANT TO THIS APPLICATION

Course title	Provider	Dates & duration of course	Award (if any)

7 OTHER PAID WORK EXPERIENCE (please explain any gaps in employment)

Employer	From	To	Nature of Occupation

9 DETAILS OF OTHER ACTIVITIES, SKILLS AND INTERESTS PAID OR UNPAID THAT YOU FEEL ARE RELEVANT TO THIS POST

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10 EQUAL OPPORTUNITIES

We expect all our employees to have an understanding of and commitment to our Equal Opportunities Policies.

Please explain what you understand this to mean and how you would relate this policy to the post for which you are applying.

11 GENERAL EXPERIENCE AND FURTHER INFORMATION

Please use this space to show us how your experience, skills and training gained both inside and outside paid work or through study, meet the selection criteria for this post as given in the Person Specification.

The information that you give here will play a crucial part in the decision to shortlist you or not, so please ensure that you demonstrate your ability to meet the selection criteria described in the job specification for this post.

12 PROFESSIONAL REFERENCES – All applicants who do not currently work for the London Borough of Lewisham are required to give the names and address of 2 persons willing to provide a reference. Both should ideally be from previous employers, but one MUST be your present or most recent employer.

NAME:

ADDRESS:

TEL. NO:

EMAIL:

POSITION HELD:

Please state the context in which this person is known to yourself:

NAME:

ADDRESS:

TEL. NO:

EMAIL:

POSITION HELD:

Please state the context in which this person is known to yourself:

13 DECLARATIONS

I hereby declare* that to the best of my knowledge, I am not a spouse, partner, child or relative of an existing member or employee of the Council, nor do I have a close personal or business or potential business relationship with any such person.

SIGNED:

DATE:

If you are unable to make the declaration, you should strike it out and state in the space below any relationship of the nature referred to.

I hereby declare that all the information given by me on this form is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold. I understand that falsification of qualification or information may lead to dismissal without notice.

I certify that the information provided in this application is correct and agree that they should form part of the basis of my engagement. I authorise the London Borough of Lewisham to check the information that I have supplied.

SIGNED:

DATE:

If you know that any of the information you have given on this application form is false or if you have knowingly omitted or concealed any relevant facts about your eligibility for employment then your name will be withdrawn from the list of candidates

If such a discovery is made after you have been appointed then you will be liable to be dismissed without notice.

Data Protection Act, 1998

The authority is under duty to protect the public funds it administers, and to this end 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.

Canvassing of employees or other members of the Council or any Committee of the Council directly or indirectly for any appointment under the Council shall disqualify the candidate concerned for that appointment.

Medical History

If you are successful in your application you will be required to complete a medical questionnaire.

New Staff may be required to undergo a medical examination.

Disability

We are working to improve the employment opportunities we offer to people with disabilities. Where a person with a disability applies for this post consideration will be given to restructuring the duties, including reasonable adjustment to the workplace, to meet their needs.

If you are shortlisted for interview we are able to make provision for people with special needs. Such adjustments may include arranging a signer or changing location of the interview if access to an upper floor office is not possible. Is there any special help which you may require for interview or throughout the application process?

Advertising Monitoring

Please indicate where you first saw the advertisement for this post.

REHABILITATION OF OFFENDERS ACT 1974

This page will be kept separate from the rest of your application form – it will not be sent to the selection panel.

Name

Post Applied for

Ref No

REHABILITATION OF OFFENDERS ACT

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are therefore not entitled to withhold information about convictions, which for other purposes are regarded as “spent” under the provisions of the Act, and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Council. Convictions within the Armed Services, outside the UK or disciplinary action by certain professional bodies must also be included. Any information given will be completely confidential and will be considered only in relation to posts to which the Order applies.

CRIMINAL CONVICTION

Do you have any criminal convictions, cautions, reprimands, final warnings, police enquiries or pending prosecutions against you, including any convictions which are regarded as “spent” under the above Act?

Yes

No

Signed:

Date:

Any details you provide will be treated in the strictest confidence and will not automatically exclude you from being considered for this or any other vacancy (see our policy on Rehabilitation of Offenders which is enclosed in the pack) . The nature of the offence, how long ago it took place, your age at the time and any other relevant factors may be considered when a decision is made. Please note that some convictions are never considered “spent” under the terms of the Act.

For more information on spent convictions visit <http://publish.lawontheweb.co.uk/rehabact.htm>

If you are invited for interview, you will be asked to provide details of any criminal convictions, cautions, reprimands, final warnings, police enquiries or pending prosecutions (whether spent or not). Once you receive your interview letter, could you send details in an envelope with your name and the post for which you are applying on the back of the envelope and mark it “PRIVATE AND CONFIDENTIAL ADDRESSEE ONLY” to the Headteacher of the School where you have applied.

Any issues arising from the information provided will be discussed and explored with you at interview.

