

**Application for Teaching Appointment**

Equal opportunities will be afforded to all job applications at all stages in the recruitment process. Appointment

will be based solely on merit and without regard to issues of gender, race, religion or belief, disability, age or

sexual orientation.

**Please complete in clearly written or typed black ink, continuing on separate sheets where necessary.**

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| Post applied for:  | Job reference:  |
| School:  | Closing date:  |

1. PERSONAL DETAILS

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| --- | --- |
| First name/s:  | Last name:  |
| Previous or other name(s):  |   |
| Address:  | Contact telephone numbers: |
|   | Daytime:  |
|   | Evening:  |
|   | Mobile:  |
| Postcode:  | Email address:  |
| Are you registered by the DfE as a Qualified Teacher? | Yes | ☐ | No | ☐ |  |
| DfE Ref. No.:  | National Insurance Number:   |

2. EMPLOYMENT HISTORY - Present or most recent employment

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| --- | --- |
| School and LA (if applicable):  | Age range and number on roll:  |
| Job title:  |  |
| Subject and areas taught and any responsibilities:  |
| Dates from/to:  |
| Salary spine point:  |   | Salary amount: | £  |
| TLRs: | 2 / 1 \*  | Amount: | £  |
| SEN: | 1 / 2 \*  | Amount: | £  |
| Recruitment & Retention payment: | Amount: | £  |
| Salary safeguarding: | Amount: | £  |
| *(\*state which applies, if any)* | Total: | £  |
| Reasons for leaving:  |

NB. If you have more than one current employment, please provide the same information for each job, if necessary on a separate sheet.

3. PREVIOUS EMPLOYMENT

**Please start with the most recent** *including any unpaid or voluntary work. Continue on separate sheet if necessary.*

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| --- | --- | --- | --- |
| Job title including, if applicable, subject and areas taught and any responsibilities | Employer/School and LA (if applicable) including age range and number on roll | DatesFrom - to(month & year) | Reason for leaving |
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Please give details and an explanation for any gaps in your employment history:

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4. EDUCATION, TRAINING AND DEVELOPMENT

**Secondary school/college/university** *including current studies, with the most recent first.*

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| Name of institution | DatesFrom - to(month & year) | Courses/subjects taken | Qualifications/ grade |
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NB. We will require sight of original certificates relating to academic qualifications.

We reserve the right to contact employers or educational establishments to verify details given.

**Details of any recent relevant professional development (non-award bearing).**Please include dates.

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**Professional membership**

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| --- | --- |
| Name of professional body | Grade of membership |
|   |   |
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5. SUPPORTING STATEMENT

Please read the job description and person specification. Using examples, **show how your knowledge, skills and experience meet each of the essential requirements of the person specification and as many desirable requirements as possible.** Please draw on your relevant experiences; including paid employment, voluntary work, family experiences and leisure activities as evidence.

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6. ADDITIONAL INFORMATION

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| **Equality Act** |
| We are committed to interviewing people with a disability who meet the essential criteria of the person specification. The Equality Act defines a person as having a disability if he or she has, ‘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’. |
| Do you have a disability? | Yes | ☐ | No | ☐ |
| We will make reasonable adjustments to help a person with a disability through the application and selection process and, if successful, to assist you in carrying out the duties of your job. If you require assistance please contact the Appointing Officer provide details below:  |
| **Redeployment** |
| Are you a Devon County Council employee with redeployment status? | Yes | ☐ | No | ☐ |
| **Permit to Work** |
| In order to prove evidence of your eligibility to work in the UK, as required by the Immigration and Asylum Act, you will be required to provide appropriate documentation as defined by the Home Office’s ‘Code of Practice on Preventing Illegal Working’ if you are shortlisted for this post, together with your Driving License (if applicable).  |
| Are you eligible to work in the UK? | Yes | ☐ | No | ☐ |
| Do you require a Work Permit? | Yes | ☐ | No | ☐ |
| **Affiliations** |
| A candidate for any appointment with Devon County Council who knows he or she is related or has a close relationship to any Member or officer of the Council or Governor of the School is required to disclose that relationship when submitting an application. In educational establishments, this includes Headteachers, Principals, Directors, Vice-Principals and Heads of Department. Please note that soliciting support or information to give an unfair advantage may disqualify your application. |
| Are you, your partner or family related, have a close relationship or have any interests (financial, professional or otherwise) that may conflict with your employment? If yes, please provide details below:  | Yes | ☐ | No | ☐ |
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7. EMPLOYMENT CHECKS FOR THE SAFEGUARDING OF CHILDREN

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks, including references, and will be required to provide a Disclosure from the Disclosure and Barring Service.

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| **Rehabilitation of Offenders Act** |
| You must give details on this form of all convictions and cautions that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198 (including any convictions in a court of law outside of Great Britain) and any prosecutions that you have pending. Staff employed to work with certain categories of person, or in specified settings are required to disclose this information. Therefore, if you have received a conviction or caution, which is not protected, you must provide details below.  |

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| **DBS Children’s Barred List** |
| Are your details included on DBS Children’s Barred List?  | Yes | ☐ | No | ☐ |
| **Other Sanctions** |
| Please provide details below if you are subject to sanctions imposed by a regulatory body, e.g. the National College of Teaching and Leadership (NCTL). If there are none please write ‘none’:  |
| **References** |
| Please give details of at least two referees, one of whom should be your current or most recent employer. If you are in, or have just completed full-time education, one referee should be from your school, college or university. **As this post is subject to a DBS Disclosure, references must cover the previous five years of employment regardless of any previous DCC service. If there has been a gap in employment then a personal reference covering this period from someone who can comment on your ability to do the job is acceptable.** Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the post.References are usually taken up before an interview or offer of employment, unless you request otherwise. |
| Name:  | Name:  |
| Address:  | Address:  |
| Tel no:  | Tel no:  |
| Email:  | Email:  |
| Occupation/Relationship:  | Occupation/Relationship:  |
| How long have they known you?  | How long have they known you?  |
| I agree to this reference being taken up before an interview or offer of employment is made:  | I agree to this reference being taken up before an interview or offer of employment is made: |
| Yes | ☐ | No | ☐ | Yes | ☐ | No  | ☐ |
| We will seek references as detailed above and may approach other previous employers for information to verify particular experiences or qualifications. We may also ask previous employers for information about disciplinary offences relating to children or young people, including any in which the penalty is ‘time expired’ (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether the applicant has been the subject of any child protection concerns. Please provide any details below of any issues, such as those described above that may be raised by any potential references. If there are none please write ‘none’:  |

8. DECLARATION

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| I declare that the information given on this form is, to the best of my knowledge, complete and accurate and that it may be discussed further with me as part of the recruitment and selection process and further checks may be undertaken if appropriate. I understand that the information on this form may be used for purposes registered by the Council under the Data Protection Act. I understand that providing false information is an offence and could result in the application being rejected or if I have been appointed to the post I may be dismissed without notice. I understand that the situation may also be referred to the police. |
| Signed: | Date:  |
| Where did you see this post advertised?  |

**DATA PROTECTION ACT 1998.** INFORMATION FROM THIS APPLICATION MAY BE PROCESSED FOR ANY PURPOSES REGISTERED BY THE COUNTY COUNCIL UNDER DATA PROTECTION LEGISLATION. INDIVIDUALS HAVE THE RIGHT OF ACCESS TO PERSONAL DATA HELD ABOUT THEM BY THE COUNTY COUNCIL. THIS INFORMATION WILL BE DISCLOSED ONLY TO THOSE PERSONS AUTHORISED TO SEE IT, WILL BE USED FOR THE SELECTION PROCESS AND, FOR SUCCESSFUL CANDIDATES WILL BE RETAINED ON THEIR PERSONNEL FILE, USED FOR PAYROLL AND ADMINISTRATIVE PURPOSES AND MAY BE DISCLOSED TO GOVERNMENT DEPARTMENTS WHERE THERE IS A LEGAL OBLIGATION TO DO SO. INFORMATION HELD ABOUT UNSUCCESSFUL CANDIDATES WILL BE DESTROYED AFTER 12 MONTHS.

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| **FOR OFFICE USE ONLY** |
| Application received: |  / / 20 | Application acknowledged: |  / / 20 |
| **Shortlisting** |
| Interview date: |  / / 20 |  |
| Shortlisted - Notified of interview date: |  / / 20 | Not shortlisted - Informed of decision: |  / / 20 |
| **Selection**  |
| Yes: offered employment: |  / / 20 | No: Informed of decision: |  / / 20 |
| **Employment checks** |
| Evidence of qualifications received: |  / / 20 | Evidence of eligibility to work in the UK received: |  / / 20 |
| References requested: |  / / 20 | References received: |  / / 20 |
| References satisfactory? | Y / N |  |  |
| Online DBS check: |  / / 20 | DBS check received: |  / / 20 |
| DBS check satisfactory? | Y / N |  |  |
| Medical check sent: |  / / 20 | Medical check received: |  / / 20 |
| Medical check satisfactory? | Y / N |  |  |
| **Appointment** |
| Start date: |  / / 20 | Statement of Particulars sent: |  / / 20 |

*Version date: 6/2015*