**TEACHER APPLICATION FORM**

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| **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** |

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| **JOB DETAILS** |
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| Job title |       |

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| --- | --- | --- | --- | --- |
| Vacancy number |       | e.g. *DCC/09/1234* | Closing date |       |

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| **PERSONAL DETAILS** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Title |       | Surname |       |  | First names |       |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Previous names(if any) |       |  | Preferred first name |       |  |
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|  |  |  |  |  |  |
| AddressPostcode |       |  | Daytime telephone |       |  |
|  |  |  |  |
|  | Mobile telephone |       |  |
|  |  |  |  |
|       |  | Do you have a disability? \* | Yes [ ]  No [ ]  |  |
|  |  |  |  |  |  |
| Email address |      If an email address is provided this will be used for any communication with you |  |
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\* 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’

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| **TEACHING INFORMATION** |
|  |
| DfE reference number |   |   | - |   |   |   |   |   |  | Date qualified as a teacher |       |  |
|  |
| Type of teacher training undertaken | Secondary |       |  Primary (nursery, infant, junior) |       |  |
|  |  |  |  |  |  |
| Subjects qualified to teach |       |  |
|  |  |  |  |  |  |
| Do you have Qualified Teacher Status?Have you successfully completed:  | Yes [ ]  No [ ]  |  |
|  | Your probationary/induction year?Skill tests in literacy, numeracy and ICT? | Yes [ ]  No [ ] Yes [ ]  No [ ]  |
| Are you registered with the General Teaching Council? | Yes [ ]  No [ ]  |
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**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.

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

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

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| **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-timeor part-time | Dates | Reason for leaving |  |
| from | to |
|  |       |       |       |       |       |       |       |       |       |  |
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| **NON-TEACHING** |
|  |  |  |  |  |  |  |  |  |
|  | ***Please give details of all paid and non paid time outside teaching including family responsibilities since leaving full-time education*** |  |
|  | Employer (if appropriate) | Post title(if appropriate) | Brief description of activity/responsibility or duties | Full-timeor part-time | Dates | Reason for leaving |  |
| from | to |
|  |       |       |       |       |       |       |       |  |
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| **SUITABILITY FOR JOB** |
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|  | This section is for other relevant information to support your application. Please give examples where appropriate. |  |
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| **REFERENCES** |
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|  | Please give the details of two people we may contact for references and note that references will be taken up prior to interview for posts based in schools and if you do not give your permission for this to be done you should contact the head of the establishment to discuss. You must give your current employer or most recent employer and, where possible, another professional referee. Referees cannot be family or people writing solely in the capacity of a friend.  Written references will be needed for any candidate who is successful at interview. Please ensure your referees are aware of this, and are happy to provide this information. Referees will be asked for detailed information including disciplinary issues and sickness absence where appropriate. |  |
|  | Name of your first referee |  | Name of your second referee |  |
|  |       |  |       |  |
|  | Their job title |  | Their job title |  |
|  |       |  |       |  |
|  | Their relationship to you e.g. headteacher |  | Their relationship to you e.g. headteacher |  |
|  |       |  |       |  |
|  | Organisation and address |  | Organisation and address |  |
|  |       |  |       |  |
|  | Postcode       |  | Postcode       |  |
|  | Email       |  | Email       |  |
|  | Telephone |  | 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. |  |
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| **ASSOCIATION WITH A COUNTY COUNCILLOR OR EMPLOYEE OF DERBYSHIRE COUNTY COUNCIL** |
|  |  |  |  |  |  |  |  |  |
|  | Do you have a close association with a county councillor or employee of Yes [ ]  No [ ] the county council, or any school governor?*If yes, please give details* |  |
|  | Their name | Their job | Department/school | Your relationship |  |
|  |       |       |       |       |  |
|  | **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** |
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|  | 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       |

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| **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 the appointment or may lead to me being dismissed if appointed to the post.Privacy NoticeThe information contained in this form, and any other information received on or on behalf of the council relating to your application will be processed by the council as part of its legitimate interest in administering the recruitment process.  Your personal details will be held only for this purpose and will be shared with our third party recruitment system provider, Giant Precision.  Your data will only be accessed by employees in the legitimate performance of their duties and will be held in accordance with the HR retention schedule and in accordance with the Data Protection Act [2018] and the General Data Protection Regulation.For details of the Council’s recruitment system Privacy Notice please see our website. |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Signature |  | Date |       |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 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. |  |
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**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 (but if you are disabled this fact will be passed on to the recruiting manager so that we can meet our obligations as a Disability Confident Employer). The form will be used to improve equality in recruitment and overall service delivery. Your help filling in this form is greatly appreciated. Thank you.

|  |  |
| --- | --- |
| **JOB REFERENCE No.** | **DCC /**     **/**       |
|  |  |
| **DATE OF BIRTH** | **DD** |    | **MM** |    | **YYYY** |      |  |
|  |  |  |  |  |  |

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| **RACIAL OR ETHNIC ORIGINS** |
|  |
|  | White BritishWhite IrishWhite otherWhite & Black CaribbeanWhite & Black AfricanWhite & Asian | [ ]  *WB*[ ]  *WI*[ ]  *WO*[ ]  *MC*[ ]  *MB*[ ]  *MA* | Other mixed backgroundIndianPakistaniBangladeshiOther Asian backgroundArab  | [ ]  *MO*[ ]  *AI*[ ]  AP[ ]  *AB*[ ]  *OA*[ ]  *AR* | Black CaribbeanBlack AfricanOther black backgroundChineseGypsy or Irish TravellerAny other | [ ]  *BC*[ ]  *BA*[ ]  *BO*[ ]  O*C*[ ]  O*G*[ ]  OT |  |
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| **DISABILITY** |
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|  | 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. |  |
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| **GENDER** |
|  |
|  | Male | [ ]  | Female | [ ]  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| --- |
| **RELIGION / BELIEF – please tick only one box** |
|  |
|  | BuddhistChristian (all denominations)Hindu | [ ] [ ] [ ]  | JewishMuslimSikh | [ ] [ ] [ ]  | NoneOther religion or beliefPrefer not to say | [ ] [ ] [ ]  |  |
|  |  |

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| --- |
| **SEXUAL ORIENTATION – please tick only one box** |
|  |
|  | BisexualHeterosexual | [ ] [ ]  | Lesbian or gay womanOther | [ ] [ ]  | Gay manPrefer not to say | [ ] [ ]  |  |
|  |  |

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| **HOW DID YOU FIND OUT ABOUT THIS JOB?** |
|  |
|  | e.g. council website, newspaper (please tell us which), Job Centre etc. |  |
|  |       |  |

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| **EMPLOYMENT** |
|  |
|  | Do you work for the Derbyshire County Council at the moment? | Yes [ ]  No [ ]  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |