

Jobs and Careers

Application for Teaching Appointment

(including Vice-Principal/Deputy Head Teacher)

(Please read notes at the end of this application form before completing)

School/college	
Post	

1. Personal Information

Surname		Initials	
Postal Address (for correspondence)			
Post Code			
Home Tel. No.		Business Tel. No.	
Date Recognised as qualified teacher			
DFEE Reference No. /			

2. Present appointment

If teaching: Name and Address of Education Authority (give Area/Division if any)			
Name and Address of School/College			
Group Size		No. on Roll (approx)	
Age range		Date appointed	
Please state Status and Salary giving details of any specific responsibility and level of any Incentive Allowance payable.			
FE Head of Department Grade. Principal/Deputy.		£	
If other than teaching: Post			
Name and Address of Employer			
Date Appointed		Salary	£

5. Previous Employment

(This information will be used in the assessment of your salary, if appointed).

(a) Previous teaching posts held

Please list in chronological order and be explicit about type of School/College at time post held

Name of Education Authority and Division or Area	Name and type of School/College and Whether single sex	Approx No. on Roll and Group No.	Post Title, Grade or Scale, Full or Part time	Dates (month and year)	
				From	To

(b) Employment other than teaching

Please give details including dates of other employment or occupational including HM Forces

Name of Employer and Address	Post and Nature of Employment	Dates (month and year)	
		From	To

(c) Where breaks of service are shown in 5(a) and(b) please give explanatory details below.

Please include any periods of full time commitment eg VSO, HM Forces not included in 2 or 5 (b).

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(d) Professional Development

(i) In-Service Courses attended during past three years

Subject	Organising Body	Duration

(iii) Details of courses towards which you have contributed

6. Other relevant experience, interests and abilities

7. Selection Arrangement: In finalising our selection arrangements, are there any issues that you would like us to consider? eg dates and time you are unavailable, Large print or braille test material, Sign language interpreter, fully accessible venue, etc.

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We will aim to cater for individual circumstances, but cannot guarantee that we will always be able to do so.

8. Equality Monitoring: We ask for this information to monitor achievement of our Employment Equality policies. Appointments are not based on information given here. For each item below, please type "Y" in the appropriate box or respond as indicated.

Sex: I am <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">a woman</td> <td style="width: 20%;"></td> </tr> <tr> <td>a man</td> <td></td> </tr> </table>	a woman		a man		Disability: I am <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">disabled</td> <td style="width: 20%;"></td> </tr> <tr> <td>not disabled</td> <td></td> </tr> </table>	disabled		not disabled		Date of birth: My date of birth is <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 100%; height: 20px;"></td> </tr> </table>		Media source: where did you see hear about this post?											
a woman																							
a man																							
disabled																							
not disabled																							
I am White of <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Irish origin</td> <td style="width: 20%;"></td> </tr> <tr> <td>Other origin</td> <td></td> </tr> </table>	Irish origin		Other origin		I am Black of <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Caribbean origin</td> <td style="width: 20%;"></td> </tr> <tr> <td>African origin</td> <td></td> </tr> <tr> <td>Other origin</td> <td></td> </tr> </table>	Caribbean origin		African origin		Other origin		I am Asian of <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Indian origin</td> <td style="width: 20%;"></td> </tr> <tr> <td>Pakistani origin</td> <td></td> </tr> <tr> <td>Bangladeshi origin</td> <td></td> </tr> <tr> <td>Chinese origin</td> <td></td> </tr> <tr> <td>Other origin</td> <td></td> </tr> </table>	Indian origin		Pakistani origin		Bangladeshi origin		Chinese origin		Other origin		I belong to some other group(s) Please specify
Irish origin																							
Other origin																							
Caribbean origin																							
African origin																							
Other origin																							
Indian origin																							
Pakistani origin																							
Bangladeshi origin																							
Chinese origin																							
Other origin																							

9. Referees - one of whom should be your present (or last) employer. References will only be taken up for applicants selected for interview, and you should ensure your referees are in a position to respond promptly.

Name:	Name:
Position held by Referee:	Position held by Referee:
Organisation:	Organisation:
Address:	Address:
Postcode:	Postcode:
Telephone:	Telephone:
Fax:	Fax:
Email:	Email:

9. Letter of Application

You are requested to submit a letter in support of your application, addressing issues you regard as relevant to the post as prescribed in the job Details supplied. If necessary, use a Curriculum Vitae to present factual information which may not have been included in this application form.

10. Declaration

I declare that all information submitted in this application form is true, that I have not canvassed any Member, Employee or Committee of the City Council or Governor of the school/college either directly or indirectly, in connection with this application, and will not do so. I understand that such canvassing will disqualify me as a candidate. I further understand that failure to disclose my relationship with a Member or Employee of the City Council or Governor of the school/ college may also disqualify me and that if such failure is discovered after appointment I will be liable to dismissal without notice, and confirm that I have read the notes relating to convictions and spend convictions of a criminal nature. I attach a letter of application in support of this form along the format prescribed in the job Details supplied to me.

Date:..... Signed:

11. NOTES

- (a) When completed, this form should be addressed to the Principal/Head teacher c/o the school/college, to be received by the closing date expressed in the job details.
- (b) Receipt of your application will be acknowledged.
If you receive no further communication by the proposed interview date, your application will have been unsuccessful.
- (c) Canvassing, directly or indirectly, will disqualify.
- (d) Teachers aged 50 and over are advised that, if they have previously accepted early retirement from a teaching post and, if appointed to a new post, they should advise the Paymaster General, the Department of Education and Employment and their previous employer of their change of circumstances.
- (e) Candidates recommended for appointment will be required to complete a medical questionnaire, which will be supplied after the interview, for submission to the Occupational Health Unit and may then be required to undergo a medical examination.
- (f) 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 1974 (Exceptions) Order 1975. Applicants are therefore, not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act, and, in the event of employment being taken up, any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. The fact that a conviction has been recorded against you will not necessarily debar you from the consideration for this appointment.

The object of this Notice is not, in any way, to reflect upon applicants' integrity, but is necessary to protect the public and the Council. - (See separate sheet attached).

12. EQUAL OPPORTUNITIES IN EMPLOYMENT - IMPORTANT

(a) Policy

Leicester City Council is an Equal Opportunities Employer. It is the policy of the City Council that no job applicant or employee shall receive less favourable treatment because of his or her sex, marital status, ethnic, cultural or national origins, disability, age or any other condition which cannot be shown to be justifiable.

Reference should be made where necessary to the Sex Discrimination Act, 1975, The Race Relations Act, 1976, the Disabled Persons Acts, 1944 and 1958 and the Disability Discrimination Act 1996. A full copy of the City Council's Policy Statement is enclosed.

(b) Monitoring

For the policy of equal opportunities to be effective it must be certain that unfair or illegal discrimination is not taking place. The City Council, supported by its Trades Unions, considers that in order to achieve this and to ensure the continued development of its policies, it must keep up-to-date information about job applicants. All applicants for employment are, therefore asked to complete Equality Monitoring Section of this form.

The information which you give WILL NOT be used by those involved in the selection procedure; it is for STATISTICAL PURPOSES ONLY.

Leicester City Education Committee

Notice to Applicants

Re: Convictions and "Spent" Convictions of a Criminal Nature

You will appreciate the Education Authority must be particularly careful to inquire into the character and background of applicants for appointments to posts involving contacts with young children under the age of 18. It is therefore essential that, in making your application, you disclose whether you have ever been convicted of a criminal offence and, if so, for what offence(s). Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4 (2) of Re-habilitation of Offenders Act 1974, by virtue of the Re-habilitation of Offenders (Exemptions) Order 1975 and the Re-habilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986. The fact that convictions have been recorded against you will not necessarily debar you for consideration for this appointment.

You must therefore answer the question at the foot of the notice **"have you ever been convicted of a criminal offence?"** (please answer **"yes or no"**). If the answer is "yes", you must give details which may, if you wish, be enclosed in a separate, sealed envelope, marked "confidential" and attached to the application. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies. The object of this notice is not, in any way, to reflect upon applicant's integrity but is necessary to protect the public and the Council.

In accordance with the recommendations of the Home Office successful candidates for all posts where there is to be contact with children, will be the subject of a request to Leicestershire Constabulary for a search by the Criminal Records Office, regardless of the answer given to the question concerning previous convictions.

Acceptance of an offer of appointment will be deemed to be acceptance that such an investigation may take place. Applicants are informed that providing false information is a disciplinary matter and may result in summary dismissal.

A copy of this notice will be sent to your referees.

Question

Have you ever been convicted of a criminal offence?

Yes/No

Date..... Signed