



# Teacher Application Form

Promoting equal opportunities and celebrating diversity

Job applied for: \_\_\_\_\_

Closing date: \_\_\_\_\_

## PERSONAL DETAILS

Your preferred title: \_\_\_\_\_

First name or names: \_\_\_\_\_

Last name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Home phone number: \_\_\_\_\_ Work phone number: \_\_\_\_\_

Mobile phone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

National Insurance number: \_\_\_\_\_

## CURRENT OR MOST RECENT EMPLOYMENT

Employer's name and full address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Job title: \_\_\_\_\_ Main  Threshold

Number on Roll (NOR): \_\_\_\_\_

Local Authority: \_\_\_\_\_ LDS  UNQ

Spinal point \_\_\_\_\_ Current salary rate £ \_\_\_\_\_

Other allowances you are currently receiving including TLR/SEN \_\_\_\_\_

Subjects and ages taught (please continue on a separate sheet if necessary):

Dates employed: From \_\_\_\_\_ To \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Notice you need to give: \_\_\_\_\_

## PREVIOUS EMPLOYMENT

**Please list the most recent first and continue on a separate sheet if necessary**

Date from	Date to	Employer's name and address including local authority	Job title	Reason for leaving

If you have had any breaks in employment since leaving school, please give details of these periods and your activities during these times (for example, unemployment, raising a family, voluntary work, training and so on)

### Professional Status

Do you hold qualified teacher status?    Yes     No     If Yes, please give date of award .....

Teacher Reference Number (for example, 12/34567) .....

Have you successfully completed a period of induction as a qualified teacher in this country where the DFE required this?    Yes     No

If Yes, please give date of completion and which LA .....

Was your teacher qualification gained from one of the countries that automatically qualify for QTS equivalence?    Yes     No

If yes please confirm country .....

Do you hold NPQH    Yes     No

Are you subject to any conditions or prohibitions place on you by the Teaching Agency, Department for Education or similar departments?    Yes     No

If yes, give details: .....

.....



## PERSONAL STATEMENT

Please use this section to tell us how your knowledge, skills and experience match the requirements of the job. Please continue on a separate sheet if necessary.

## EXTRA INFORMATION

■ Can you provide evidence of your legal right to work in the UK? Yes  No

■ Do you have a friend or relative (including partner) that is a councillor, school governor or works for the council or one of the borough's schools? If yes please give details.

.....

.....

■ Have you been subject to disciplinary proceedings (excluding sickness absence)? Yes  No   
If yes please give details (continue on an additional sheet if necessary)

.....

■ Please answer the following questions only if the person specification for the post includes these requirements.

- Do you have a valid driving licence? Yes  No

- Do you have access to a vehicle which you are able to use for work purposes? Yes  No

- If not, are you able to travel, for work purposes, by another form of transport? Yes  No

This post is exempt from the Rehabilitation of Offenders Act 1974. In the event of a successful application for a post working with children, you will be required to apply for an enhanced DBS (previously known as CRB) disclosure. You must declare all convictions, however long ago they occurred. You must also declare details of all police cautions, both spent and unspent, any time spent in prison (both here or abroad), or time in police custody. You must declare if you have any bind-overs, if there are any cases outstanding, or if you are on the Children or Adult Barred List or are disqualified from working with children. This information is strictly confidential.

### IMPAIRMENT OR DISABILITY

Do you consider yourself to have a physical, learning, sensory or mental health impairment or disability?

Yes  No

If yes, please specify .....

.....

(Some examples of impairments that meet the definition of disability under the Disability Discrimination Act 1995 are hard of hearing, partially sighted, severe back problems, arthritis, phobias, depression, speech impairment, dyslexia, diabetes, epilepsy, asthma and cardiovascular conditions.)

All disabled applicants, including people with personal experience of mental health illnesses, who show on their application form that they meet the minimum criteria for the vacant job will be guaranteed an interview.

## REFERENCES

Please give details of two employers who can provide us with a reference, one of whom must be your current or most recent employer. In the case of a first appointment, one referee should be from your school or college. You should only give personal references if employment references are not available.

If you are applying for Head Teacher position and are already a Head Teacher one referee should be from the Local Authority or Diocese and the other from your current chair of governors.

Name: .....

Name: .....

Address: .....

Address: .....

Daytime phone no: .....

Daytime phone no: .....

E-mail address: .....

E-mail address: .....

Position or relationship: .....

Position or relationship: .....

We are looking for someone who will support the safeguarding and welfare of children in our school. Please note that, in line with DCSF Safeguarding Children and Safer Recruitment guidelines, reference will be taken on all shortlisted candidates prior to interview.

## FAIR PROCESSING NOTICE

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see

<http://www.lbbd.gov.uk/AboutBarkingandDagenham/CouncilDepartments/ChiefExec/Pages/FairProcessing.aspx> or contact the Corporate Anti-Fraud Team 0208 227 2264

## DECLARATION

I confirm that the information I have given on this form is true and correct, and you can treat it as part of any future contract of employment. I understand that if I do not provide complete and correct information, you may withdraw an offer of employment or, if I am already employed, dismiss me immediately. I also give you permission to use my personal information for monitoring and management purposes.

I understand that you will deal with all the information in line with the data protection legislation.

Your signature: .....

Date: .....

Please return this form by the closing date shown in the advertisement, by e-mail to: [ikenning@valenceprimaryschool.com](mailto:ikenning@valenceprimaryschool.com) or by post to HR Department, Valence Primary School, St. Georges Road, Dagenham, Essex, RM9 5AJ.

# Recruitment Monitoring form

We are committed to ensuring equal opportunities in employment, and by law must monitor the diversity of people applying to us for employment. By completing this form you will be helping us to monitor the effectiveness of our Equal Opportunity in Employment Policy.

The information requested below is for statistical purposes only and will not be available to people responsible for selection. This information is covered by the Data Protection legislation, so we can only use the information for the purpose given (that is, as statistical information for monitoring purposes).

## Personal details

**Status:** (tick only one)

Single       Divorced       Legally separated       Prefer not to say   
Married / Civil partnership

**Name:**

**Post applied for:**

**Date applied:**

**Where did you see the post advertised?** (if in a newspaper/journal or on a website, please state name)

**Sex:** Are you (tick only one)

Female?       Male?

**Age:** (tick only one):

16 to 19       50 to 59   
20 to 29       60 to 65   
30 to 39       66 to 74   
40 to 49       75+

**Where do you live**

Do you live in the Borough of Barking & Dagenham? (Tick only one)      Yes       No

**Employment**

Are you currently employed by the London Borough of Barking & Dagenham      Yes       No

**Ethnic origin**

I would describe my ethnic origin as the following:  
(please highlight or tick one).

**White**

- British (WB)
- Irish (WI)
- Any other white background  
(please specify below) (WO)

**Black**

- British (BB)
- African (BA)
- Caribbean (BC)
- Any other black background  
(please specify below) (BO)

**Asian**

- British (ABR)
- Bangladeshi (AB)
- Indian (AI)
- Pakistani (AP)
- Any other black background  
(please specify below) (AO)

**Mixed**

- White and black Caribbean (MWBC)
- White and black African (MWBA)
- White and Asian (MWA)
- Black and Asian (MBA)
- Any other black background  
(please specify below) (MO)

**Chinese**

- British (BC)
- Chinese (C)
- Any other black background  
(please specify below) (CO)

**Other ethnic group**

- (Please specify below) (O)

**Traveller**

- Irish Traveler (IT)
- Romany (R)
- English Gypsy (EG)
- Other  
(Please specify) (TO)

**Sexual Orientation**

This information will help us to monitor workforce and the effectiveness of our Equalities Policy. Which one of these best describe your sexual orientation?

- Bisexual
- Lesbian
- Gay Man
- Heterosexual ("straight")
- I prefer not to say
- Other  
(please specify below)

**Faith / Religion**

- Buddhist
- Christian
- Hindu
- Sikh
- Muslim
- Jewish
- I prefer not to say
- I don't know
- I do not identify with any religious groups
- Other  
(please specify below)

**Caring Responsibilities**

Do you have any caring responsibilities?

- Yes       No

**A carer is defined as some who:**

"...cares for, or expects to care for, husband, wife or partner, a relative such a relative such as a child, uncle, sister, parent-in-law, son-in-law or grandparent, or someone who falls into neither category but lives at the same address as the carer".