



Teacher Application Form

Promoting equal opportunities and celebrating diversity

Job applied for: _____

Grade: _____ Reference number: _____

Personal details

Your title (for example, Mr, Mrs, Miss, Ms): _____

First name or names: _____

Last name: _____

Address: _____

Home phone number: _____ Work phone number: _____

Mobile phone number: _____ E-mail address: _____

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 _____

Other allowances you are currently receiving including TLR/SEN _____ Current salary rate _____

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

Dates employed (from and to): _____

Reason for leaving: _____

Notice you need to give: _____

Relevant Education

Education: Please include any qualification, training and current membership of professional associations that are relevant to the post. Please see the person specification and continue on a separate sheet if necessary

Date from	Date to	Secondary school, college, professional body and so on	Subjects, status and qualifications achieved	Level and grade	Date achieved

Professional Courses attended within the last five years

(Please continue on a separate sheet if necessary)

Brief description and course title	Date of attendance	How long it lasted

Personal Statement

Please use this session to tell us how your knowledge, skills and experience match the requirements of the job set out in the person specification (please continue on a separate sheet). The selection panel will make the decision to appoint you based in the evidence you provide in support of your application, assessed against the person specification for the post.

Extra Information

- Can you provide evidence of your legal right to work in the UK?
(For more information, please see the recruitment booklet)

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)

- 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. If you have been convicted of a criminal offence, please give details (offence, date and sentence). In the event of a successful application, you will be required to apply for an enhanced CRB disclosure.

Disability

Barking and Dagenham Council are positive about employing people with disability and have a commitment to employ, keep and develop the abilities of those staff. All applicants with disability 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 headteacher position and are already a headteacher one referee should be from the Local Authority or Diocese and the other from your current chair of governors.

1. Name: _____	2. Name: _____
Address: _____	Address: _____
_____	_____
Daytime phone number: _____	Daytime phone number: _____
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.barking-dagenham.gov.uk/9-council/fair-processing/fair-processing.html> 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**, to the address or e-mail address given on the advertisement.

Equal Opportunity Policy

We are committed to ensuring equal opportunities in employment, and by law must monitor the racial diversity of people applying to us for employment. You must fill this section of this form as it will help 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).

Thank you for your co-operation.

Personal details

Status: (tick only one)

Single

Divorced

Legally separated

Prefer not to say

Married / Civil partnership

Name:

Post applied for:

Reference number:

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 as a child, 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”.