



**Nottinghamshire  
County Council**

# Application Form for Teaching Posts

(Including Head Teachers & Deputy Head Teachers)

## CONFIDENTIAL

**This form is also available in other formats. Please use TYPE or BLACK ink and complete ALL sections.  
This part of the application form WILL be used to shortlist candidates for interview.**

APPLICATION FOR THE POST FOR:		ADVERT REFERENCE NO:
DEPARTMENT/ESTABLISHMENT:		CLOSING DATE:
<b>1. PERSONAL DETAILS (PLEASE COMPLETE IN BLOCK LETTERS)</b>		
Surname:		Forenames:
Title by which you wish to be referred: (Mr/Mrs/Miss/Ms/Other)		Date of Birth:
Address for Correspondence:		Permanent Address (if different):
Postcode:		Postcode:
Home telephone no:		Mobile telephone no:
Work telephone no:		Email address:
Extension (if applicable):		DfES Ref. No:
National Insurance No:		GTC Registration No:
<b>2. EMPLOYMENT</b>		
Name and address of employer:		Name and address of establishment where employed (if different):
Postcode:		Postcode:
Present Post:		Date Appointed:
Current annual salary:	Point on pay spine:	Additional responsibility points:
Age range of pupils:		Number on roll:
School Group:		
Brief Description of duties:		

### 3. PREVIOUS EMPLOYMENT

(Starting with the most recent first and exact dates.

(Please continue on separate sheet if necessary)

Employer (if employed by an LEA, give LEA and school/college)	Post	Grade/Scale	Full or Part-time (if part-time, give hours)	Dates			
				From		To	
				Month	Year	Month	Year

### 4. POST 16 EDUCATION & TRAINING

(Including teacher training)

Dates		Full or Part-time	Name of Educational Establishment	Qualification gained	Class of degree (eg Hons II (ii))	Date of award
From	To					

**DETAILS OF TEACHER TRAINING**

If qualified since 1999, please give date when Newly Qualified Teacher status awarded:

For newly qualified teachers only – please confirm current status of Induction Period including dates/outcomes of reviews:

1<sup>st</sup> Review:

2<sup>nd</sup> Review:

3<sup>rd</sup> Review:

Primary/Secondary/Further  
(please delete)

Age range for which trained:

Main teaching subject:

Subsidiary subject(s):

Other recent courses and INSET in which you have been involved in the past 3 years and which you consider relevant to this post. (Please continue on separate sheet if necessary)

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**5. PERIODS OF UNREMUNERATED ACTIVITY**

Have you had any periods of unremunerated activity after the age of 18 years, e.g. raising family, unpaid voluntary work?

YES/NO

If yes, please give details:	Dates	
	From	To

**6. ADDITIONAL INFORMATION**

You may wish to include additional information in support of your application. This should be brief but in any case no more than three sides of A4 size paper. This additional information should include some indication of why you are interested in this particular post and what experience, interests and skills you can offer in relation to the job description/person specification.

## 7. REFERENCES

Please provide details of two referees below. One of the referees should be your present or most recent employer and normally no offer of employment will be made without reference to him/her. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees. The Authority reserves the right to approach any previous employer or manager.

Name:	Name:
Status:	Status:
Address:	Address:
Postcode:	Postcode:
Telephone No:	Telephone No:
Email address:	Email address:

Do we have your permission to approach the above prior to interview?

YES/NO

If no, you may wish to give reasons:

Where references are taken up on shortlisted candidates prior to interview, an opportunity will be given to discuss the content of references with the interviewing panel.

## 8. PENSION

Please give details of any pension scheme to which you have contributed:

If you have opted out of the Teachers' Pension Scheme please give details:

Have you elected to have your part-time relief employment treated as pensionable?

YES/NO

If YES, please give date of election:

## 9. GENERAL

You are required to declare below any relationship with or to a Member of the County Council or an employee of the Authority.

Please state name and position:

Have you ever been the subject of formal disciplinary proceedings?

YES/NO

If yes, please give details including dates.

**10. DISCLOSURE OF CRIMINAL BACKGROUND**

The Authority is required under the Police Act 1997, the Protection of Children Act 1999 and the Criminal Justice & Court Services Act 2000 to check the criminal background of those employees whose jobs give them access to children or other vulnerable members of society. Decisions to appoint will be subject to consideration of a disclosure from the Criminal Records Bureau.

Due to the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore you must provide information about all convictions, including those which for other purposes are 'spent' under the Provisions of the Act.

Please answer the following questions.

Have you ever been convicted of a criminal offence? YES/NO

Have you ever been cautioned for a criminal charge? YES/NO

Are you at present the subject of a criminal charge? YES/NO

If YES to any of the above questions, please give brief details including dates.

**11. HEALTH/MEDICAL DETAILS**

Have you been absent from work through ill-health for a total of 20 days or more during the last 12 months?

YES/NO (please delete as necessary) – if YES, please state dates and give reasons for your absences:

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination.

## 12. DISABILITY DISCRIMINATION ACT 1995

The Disability Discrimination Act 1995 defines disability as, "a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities." The Act requires an employer to make "Reasonable Adjustments" to working conditions, in order to enable disabled applicants to have equal access to employment opportunities. The information disclosed here will only be used to enable a fair decision to be made and will not be used to discount applicants.

Do you consider yourself to have a disability?                      Yes ( )                      No ( )

If you have answered Yes to the above, please answer the following question:

Is there any information that we need in order to offer you a fair selection interview?

## 13. DATA PROTECTION ACT

The personal information collected on this form will be processed on computer to manage your application. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and personnel administration. It will not ordinarily be disclosed to anyone outside the Council without first seeking your permission. You can ask our Data Protection Officer about your legal rights regarding personal information or you can contact the Information Commissioner whose website is [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk) .

## 14. DECLARATION

If you return your application form to us by email and you are subsequently invited to interview, you will be required to sign a printed copy of your form.

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the Authority.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Please return your completed form BY POST/HAND to arrive by the closing date to: the contact name and address shown in the advertisement/information pack. If you have not received a reply within the next 6 weeks, you should assume that your application has been unsuccessful.**

# Equal Opportunities Monitoring Form

## Nottinghamshire County Council Equality in Employment Statement

*This part of the application form will NOT be used to shortlist candidates for interview and will NOT be viewed by the Recruitment panel.*

Nottinghamshire County Council, together with the recognised Trade Unions and self-managed support groups, is committed to the development of positive policies to promote equal opportunities in employment and in the delivery of our services, regardless of race, disability, gender, belief or religion, age or sexual orientation. This commitment will apply to recruitment and selection practices, training and promotion, in the application of national and local agreements, in respect of pay and conditions of service and in the provision of all services. One aim of this policy is to make sure that you and other applicants for jobs are not discriminated against. The policy also aims to make sure that you are not disadvantaged by job conditions or requirements that are not relevant.

In order to monitor and ensure the successful development of this policy, all applicants for jobs are requested to complete the Recruitment and Selection Monitoring information detailed below and overleaf.

### PLEASE SELECT AS APPROPRIATE:

**YOUR GENDER:** Male ( ) Female ( )

Male to female transgender ( ) Female to male transgender ( )

**YOUR AGE:** 16-25 ( ) 26-35 ( ) 36-45 ( ) 46-55 ( ) 56 & over ( )

**YOUR SEXUAL ORIENTATION:** Lesbian ( ) Gay ( )  
Bisexual ( ) Heterosexual/Straight ( )

### YOUR ETHNICITY:

#### WHITE

British ( )  
Irish ( )  
Gypsy/Romany ( )  
Other White ( )  
Please specify \_\_\_\_\_

#### MIXED (DUAL HERITAGE)

White and Black Caribbean ( )  
White and Black African ( )  
White and Asian ( )  
Other Mixed ( )  
Please specify \_\_\_\_\_

#### ASIAN OR ASIAN BRITISH

Indian ( )  
Pakistani ( )  
Bangladeshi ( )  
Other Asian ( )  
Please specify \_\_\_\_\_

#### BLACK OR BLACK BRITISH

Caribbean ( )  
African ( )  
Other Black ( )  
Please specify \_\_\_\_\_

#### OTHER ETHNIC GROUP

Chinese ( )  
Other Ethnic Group ( )  
Please specify \_\_\_\_\_

**PART B** Application No:

For office use only:

<b>YOUR RELIGION OR BELIEF:</b>	Christian	( )	Sikh	( )	No religion	( )
	Hindu	( )	Muslim	( )	Other (please specify)	_____
	Jewish	( )	Buddhist	( )		

**How did you find out about this vacancy?**

“Opportunities in Nottinghamshire”	( )	Word of Mouth	( )	NCC Employee Support Group	( )
JobCentrePlus	( )	Local Press (please specify)	( )	(please specify)	
Internet	( )	_____		_____	
NCC Website	( )				
Education Wired Site	( )	National Press (please specify)	( )	Other (please specify)	( )
Education Advertiser	( )	_____		_____	

**APPEALS PROCEDURE**

The Authority operates a recruitment appeals procedure. If you consider that you have been discriminated against during recruitment because of your race, disability, gender, belief or religion, age or sexual orientation, send full details within 14 days of the alleged act taking place or being discovered (or within 14 days of the recruitment procedure) to **either** the Chair of Governors of the school (at the address shown in the advertisement/information pack) **or** to the Head of Employee Services, Oak House, Nottinghamshire County Council, County Hall, West Bridgford, Nottingham NG2 7QP, as appropriate. Please state the post title, advert reference number, location, department and the grounds on which it is considered that the discrimination has occurred.

**DECLARATION**

**I consent to the collection, storage and use of my race, disability, gender, belief or religion, age or sexual orientation details. I understand that these details will not be used as part of the selection process. I understand that any use of these details will only involve producing anonymous statistics to monitor the effectiveness of Nottinghamshire County Council’s Equal Opportunities policy.**

Signed \_\_\_\_\_

Date \_\_\_\_\_

If you are applying on-line and are subsequently the successful candidate, you will be required to sign a printed copy of the Equal Opportunities Monitoring Form.