

CHILDREN'S SERVICES DEPARTMENT  
**APPLICATION FOR TEACHING APPOINTMENT**

*Please use black ink in completing this form*

1. Application for the post of  (as advertised)  
 at  School/College

2. Surname  First Names   
 Title  Any Previous Surnames   
 Address   
 Daytime Tel No.  Evening /Mobile Tel No.   
 E-mail

**3. Education and qualifications** (If part-time study, state and give details throughout). N.B. details of courses studied and not completed successfully must also be given.

**(a) Secondary / Further Education**

Name of school/college	Dates		Subject and Qualification	Grade and date awarded	
	From	To			

**(b) Higher Education and Courses leading to other relevant qualifications**

Such as those leading to qualified status or graduate status and to membership of professional institutions.

Higher Education: Establishments attended	Dates		Qualification obtained and date of award	Subjects	
	From	To		Main	Subsidiary

**4. Present appointment**

Local Education Authority

School/College  Number on Roll

Post Held (specify any management allowance)

(If part-time, please give details)  Date appointed

Subjects, age groups taught and other responsibilities

Notice required and / or date available if appointed

Salary Scale  Gross Salary £  Incremental point

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**5. Previous experience** If part-time appointment please state. A separate curriculum vitae should **not** be enclosed in substitution. **A continuous employment history is required from when you left full time education.**

**(a) Teaching (most recent employment first)**

Local Education Authority and School/College	Type of School	No. on Roll	Age Range	Status of Post, subjects taught	Reason for Leaving	Inclusive Period (month & year)	

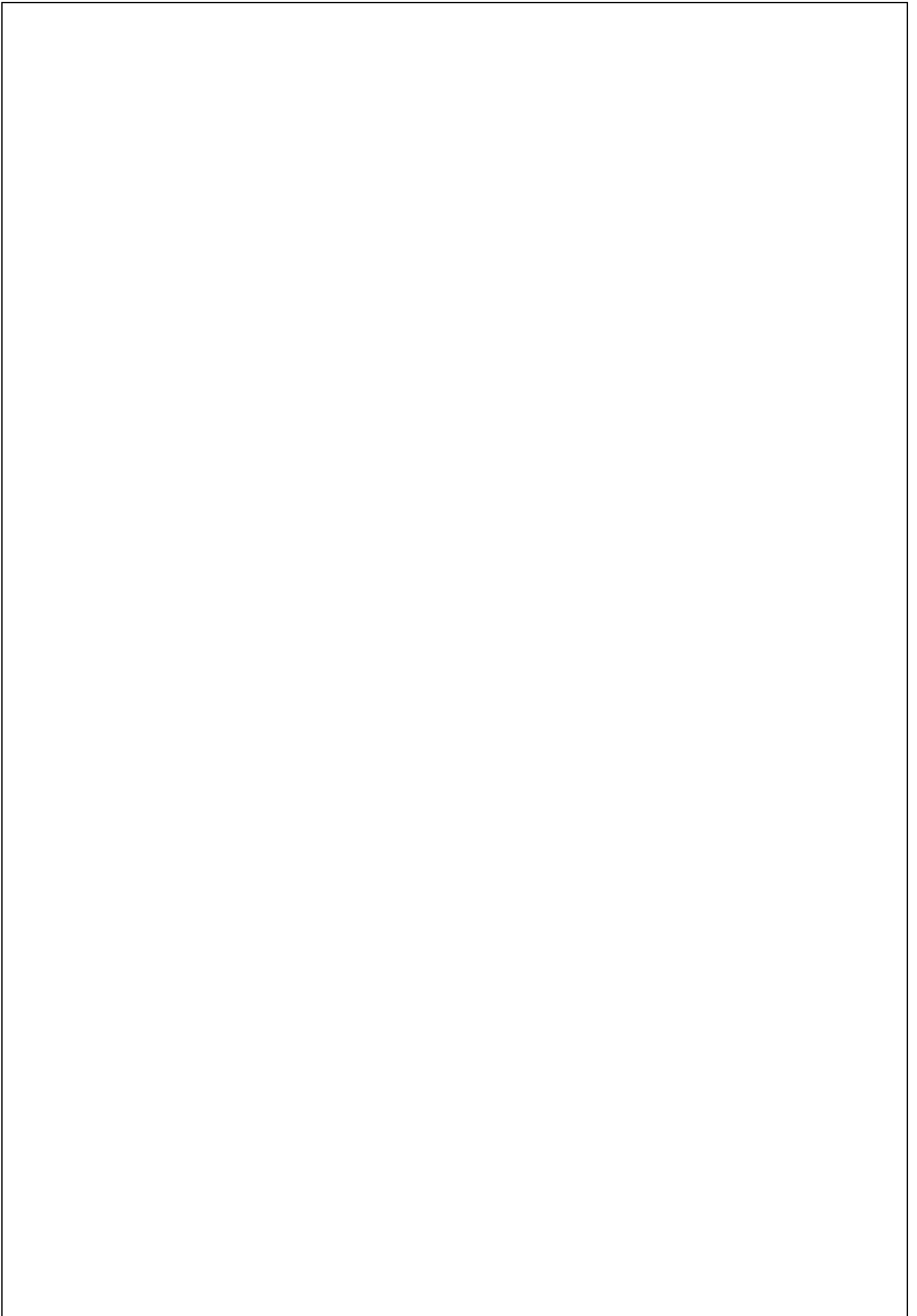
**(b) Other paid employment (including Service in H.M. Forces, industry). State responsibilities and reasons for leaving. Please indicate details of gaps in employment here.**

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**6. Statement in support of application.**

Applicants should confine this to pages 3 and 4 or the equivalent space on separate sheets.

**An additional letter is not required.**



## 7. Confidential References (Please ensure referees know this reference is being requested)

Names, addresses and status of two referees (one of whom, if employed, must be your present manager e.g. your Headteacher). References will be sought on short listed candidates and previous employers may be contacted to verify particular experience or qualifications before interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are "time expired" and any child protection concerns.

<b>(1) Present Employer</b>
Name
Address
Tel No ( <i>inc. STD code</i> )
Fax No
Email address
Occupation

<b>(2)</b>
Name
Address
Tel No ( <i>inc. STD code</i> )
Fax No
Email address
Occupation

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## 8. Further information

National Insurance No.

DfES No.  (as provided by the DfES letter. You may be asked to provide this.)

Qualified Teacher Status? **YES / NO**      Date      Registered with the GTC? **YES / NO**

If qualified after 7 May 1999, statutory induction year completed? **YES / NO**

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## 9. Employment Checks

This post is covered by the **Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975** because it is a post which involves working directly with children or young people. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are "**spent**".

Have you ever been convicted of any criminal offences or been officially cautioned, warned or reprimanded in relation to any such offence? **YES / NO**

Are you included in any list of people barred from working with children by the Department for Education and Skills (DfES) or the Department of Health (DoH) or the General Teaching Council? **YES / NO**

If Yes, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form.

### PLEASE NOTE;

- If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Criminal Records Bureau**. This will require you to complete a separate CRB application form and to provide a range of more than one piece of documentary evidence of your identity.
- Although a criminal record **involving offences against children** is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment.

- Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.
- **It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DfES or DoH.**
- Copies of the County Council's policy on the employment of ex-offenders and the CRB Code of Practice are available on request.
- Copies of disclosure certificates are retained by the Local Authority until after the commencement of employment. The fact that a disclosure has been processed, with dates, is then recorded on our computerised personnel record system and the disclosure certificate itself is destroyed, in accordance with the Data Protection Act 1998.

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**10.** Please state whether, to the best of your knowledge, you are related to a County Councillor, senior member of Hampshire Children's Services Department, or a governor or senior employee of a school maintained by this Authority. **YES / NO.** If YES, please state the nature of relationship and the name of the County Councillor, senior member of Hampshire Children's Services Department, governor or senior employee of the school.

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**11.** The Disability Discrimination Act (1995) defines a disabled person as: "a person who has or has had in the past a physical or mental impairment which had a substantial and long term adverse effect on their ability to carry out normal day-to-day activities".

Under this definition, do you consider yourself to be disabled? **YES / NO**

If YES, are there any adjustments that would assist you in your application for selection process, or for carrying out the duties of this post?

Applications from people with disabilities are welcome

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**12.** I understand that if I am appointed, personal information about me will be computerised for personnel / employee administrative purposes in accordance with the Data Protection Act 1998. This may including analysis for management purposes and statutory returns.

In signing this form I give my authority for use of my personal data for these purposes.

I hereby confirm that the information I have given above is true.

Where applicable, I will be subject to the regulations on political restrictions as defined in Local Government and Housing Act 1989.

I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.

Signature of Candidate

Date

