

Application for Teaching Employment at a Bexley School

Applications are welcomed from all regardless of sex, race, ethnic origin, responsibility for dependants, and those with disabilities.

We are committed to equal opportunities in employment and service delivery.



Post applied for:
Job Ref. Number:
School: Welling School
Applicant Number <i>(office use only)</i> :

SECTION 1 - Personal Details

Title:	First Name(s):	Surname:
Date of Birth:	Previous Surname <i>(if applicable)</i> :	
Present Address:	Home Address:	
Phone Number:	Home Phone Number:	
Email:		
National Insurance Number:	DfE Reference Number <i>(if applicable)</i> :	
If currently employed may we contact you at work?		

SECTION 2 – References

Current / Most Recent Employer		Other Referee	
Name:		Name:	
Job Title:		Job Title:	
Address:		Address:	
Tel:	Fax:	Tel:	Fax:
E-mail:		E-mail:	
May this referee be contacted if you are short-listed?		May this referee be contacted if you are short-listed?	

SECTION 3 - Employment Record

Present or Most Recent Post	
Full Name of School/College:	Main Subjects Taught:
Address (& postcode):	Position Held:
	Full/Part Time:
	Date Appointed:
Type of School:	Notice Required:
Local Authority:	Scale/Grade:
Number of Pupils:	Present Salary:
Age of Pupils: 7	Details of any Special Allowances:
Boys/Girls:	

Superannuation			
Have you elected to join the part-time superannuation scheme?			
Previous Teaching Employment <i>(please list most recent first & indicate any unqualified posts)</i>			
Name of Employer & School/College	Type & Size of School/College	Dates From/To	Position/Subject Salary/Grade Full/Part Time
Continue here if necessary <i>(please explain any gaps between employment)</i>			
Previous Employment Other Than Teaching			
Employer's Name and Address	Type of Work & Position(s) Held	Dates From/To	Salary/Grade
Continue here if necessary -			

SECTION 4 - Education and Training		
Education		
Name of School, College, University or Institute	Date of Qualifying	
Continue here if necessary -		
Education Qualification(s) Currently Being Pursued		
Name of College, University or Institute	Expected completion	Qualification being undertaken (including subjects)
Continue here if necessary -		
Training <i>(any relevant courses, including organisation, dates and subjects covered)</i>		

SECTION 5 - Supporting Statement
Please give details of your experience, skills, abilities and additional information that you think would be useful in this job <i>(this may include leisure activities, languages spoken, unpaid/voluntary work, etc.)</i> :

SECTION 6 - Additional Information

How many days on how many occasions you have been absent from work due to sickness in the last 3 years?	
Would you describe yourself as having a disability or medical condition that affects your day-to-day activities?	
Are you a British National?	
Do you require a work permit to work in the UK?	

SECTION 7 - Rehabilitation of Offenders Act: Declaration of Criminal Offences

Before completing this section please read the 'help' guidance notes carefully. Having a criminal record will not necessarily prevent you from gaining employment.

Have you ever been convicted of a criminal offence or are you currently undergoing criminal investigation?	
If yes please give details of conviction(s) and date(s)	

SECTION 8 - Declaring an Interest

Please give details if you are related to or have a personal relationship with an Elected Member or Officer of Bexley Council; if you have any financial interest in contracts with the Council or pending tenders; or if you are currently employed by Bexley Council or another Bexley School:

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SECTION 9 - Data Protection Declaration

Under the terms of the Data Protection Act 1998 the information you provide in this application form and monitoring form will only be used for the purpose of assessing your suitability for employment, for monitoring policies and procedures, and for personnel management purposes.

If you are unsuccessful this information may be retained on file for at least 6 months. The information may be used in internal proceedings to consider a complaint about the selection process and / or to defend against a legal challenge to the fairness of the selection process from any interested party.

The information you have provided on this form may also be used in the prevention and detection of crime and fraud, or shared with other bodies administering public funds solely for this purpose.

I understand the information above and hereby:

1. Declare that the information provided in this application form and monitoring form is correct to the best of my knowledge and belief. I understand that any false statements on this form will justify withdrawal of an offer of appointment or my dismissal.
2. Agree that the information I give in connection with this application for employment may be stored and processed for the purposes stated above.
3. Confirm that I am in possession of the certificates I claim to hold, and consent to any checks deemed necessary in connection with my application as detailed in the information provided.
4. Agree to my previous employers being consulted regarding my sickness and disciplinary record and give my consent for my previous employers to disclose this information.
5. Understand that canvassing of Elected Members directly or indirectly in connection with any appointment shall disqualify me.

Do you agree with the conditions stated in the declaration above?	Date:
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Signature *(at Interview)*:

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Application for Employment - Monitoring Form

All appointments are made on merit. To help us monitor the effectiveness of this policy, you are asked to complete the following (it should only take a few minutes) by checking the appropriate boxes and submitting your responses.

The information you provide below is for administrative and statistical information only and will not be used for selection purposes.

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Post applied for:
Job Ref. Number:
School: Welling School
Applicant Number <i>(office use only)</i> :

Sex?			
Age?		Date of Birth?	
Ethnic Group			
How did you find out about this vacancy?			
Do you agree with the conditions stated in the Data Protection Declaration?			

The information above is to be treated confidentially and used only for the purpose described. The data is to be held securely on personnel information systems in accordance with the principles of the Data Protection Act 1998 for obtaining and processing "sensitive" personal data and is not to be published on an individual basis.

Submitting the information constituted consent for the information to be used only for the purposes of monitoring, assessing and developing employment policies and practices.

Office Use Only

Long Listed
 Short Listed
 Appointed

Guidance Notes

1 - Personal Details

Please complete this section fully. If you are currently working please make sure you indicate if you do not wish to be contacted at work.

2 - References

All offers of appointment depend on receiving satisfactory references. You must give two referees that have had managerial / supervisory responsibility for you, one of whom must be your manager with your current / most recent employer.

If you have not worked for some time or have not worked, give the name of someone who can comment on your ability to do the job.

Further advice on who is suitable as a referee is available from the relevant school. Schools reserve the right to ask for substitute referees, if the one you have provided are not deemed to be suitable.

For certain posts we may contact all previous employers. The information pack will explain whether the post you are applying for falls in this category.

We will specifically enquire if disciplinary action has ever been taken or was pending and details of your sickness record.

You may ask to see these references, however some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless the third party has consented for it to be released, or your right to know this information and

its source outweighs the right to privacy of the third party.

3 - Employment Record

Please complete this section in date order, beginning with your most recent post and listing all work undertaken since leaving school / college.

4 - Education & Training

Please complete this section as fully as possible, we will require evidence of your highest and / or relevant qualifications before confirming an appointment and may check your qualifications with the relevant awarding body.

Curriculum Vitae - You may provide a CV in lieu of **sections 3 and 4**, so long as all areas required in the form are covered. Please e-mail your CV to the relevant school, indicating that you have completed an online application form, and including the job title, reference number and closing date.

5 - Supporting Statement

This is an important section and must be completed fully to help in our assessment of your application during the short-listing process.

It is therefore very important that you address all the areas that you feel would be useful in the post you are applying for and give specific examples of your skills, abilities, experience and knowledge, along with any additional information you think may help our assessment.

You may have gained relevant experience through leisure activities, paid employment, voluntary work in the community or in a school environment, etc.

You may find it helpful to do a rough draft first.

6 - Additional Information

Please note that information given in this section will not be used for shortlisting purposes. However, we will ask if you require special arrangements to attend an interview and we may ask further questions at interview stage.

Sickness - If you are unsure of your sickness absence please contact your employer who should be able to advise you of your record. Your referees may be asked to confirm the information you provide.

Disability - The Council is committed to ensuring that employees who have a disability are given every possible assistance in the workplace, and have achieved the 'Positive about Disabled People' award, which gives all disabled applicants who meet the essential criteria in the person specification the opportunity to be interviewed. A person is defined by the Disability Discrimination Act 1995 as having a disability if he or she 'has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities'.

Work Permit - requiring a work permit will not necessarily disqualify you from being appointed to a post.

7 - Declaration of Criminal Offences

You must give details of any offences, convictions, cautions or bindovers you have, or any court cases pending. Under the 'Rehabilitation of Offenders Act 1974', you do not have to disclose information on spent convictions.

Jobs that involve access to persons who are disabled or addicted to drugs or alcohol or under 18 or over 65 are exempt under the 'Rehabilitation of Offenders Act 1974' by virtue of the Exception Order. In this case you must reveal details of all convictions spent or otherwise. These posts are also subject to the Criminal Records Bureau Disclosure, if this applies it will be specified in the information pack.

You may obtain further information on how much time needs to elapse before a conviction is spent, the Rehabilitation of Offenders Act, 1974, and the

Exception Order from the relevant school.

8 - Declaring an Interest

Failure to disclose an interest may disqualify you from being appointed to a post.

9 - Data Protection Declaration

Please read this section carefully before signing your application form. Failure to sign this part of form may disqualify you from being appointed to a post. Digital applications may be signed at interview stage.

CHECKLIST

Please read through your completed application form carefully, making sure you have provided correct contact details and fully answered all the questions, before submitting this form.

Make sure you submit your application in plenty of time before the closing date. You may wish to contact the school directly to check that your application has been received.

Read the Data Protection Declaration before submitting your application.