

CONFIDENTIAL

# APPLICATION FOR THE POST OF TEACHER



Please return this application form to the email or postal address as requested in the advertisement /recruitment pack

POST DETAILS			
Post Title		School	
Grade	Advert Reference No.		Closing Date
PERSONAL DETAILS			
Surname/Family name		First Name(s)	
Preferred Title (Mr/Mrs/Miss/Ms/Other)	Do you have the right to work in the UK? YES <input type="checkbox"/> NO <input type="checkbox"/>		National Ins No
Do you require a Certificate of Sponsorship? YES <input type="checkbox"/> NO <input type="checkbox"/> Visa Expiry Date		QTS Certificate No	Date QTS Awarded
Are you registered with the GTC Yes <input type="checkbox"/> No <input type="checkbox"/>		GTC Ref Number	Expiry
Have you successfully completed a period of induction as a qualified teacher in this country? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, date of completion			
Permanent Private Address			
		Postcode	
Telephone (Day)		Telephone (Evening)	
Mobile		E-Mail	
Do you speak any of other languages? - if so which?			
PRESENT EMPLOYMENT			
Present Post (Title)		Full/Part Time/Job Share	Date Appointed
Current Salary Point		Current Salary	Allowances (incl TLR)
Name and address of School			
Postcode		Telephone	
Type of School		Age Range	
No on Roll		Age Range Taught	
Name of Education Authority or Private Institution			
Reason for Leaving (if no longer employed):			

EDUCATION			
Name of Institution	Dates		Qualifications including membership of any relevant professional association
	From	To	
Secondary School, Further Education College			
Higher Education			
Further post graduate study			
For what age range were you trained?	Main teaching subjects offered:		Additional subjects offered:

PROFESSIONAL DEVELOPMENT COURSES ATTENDED WITHIN THE LAST FIVE YEARS			
Title (e.g. NPQ/LPQ)	Organising Body	Duration	
		From	To

**Please provide your Professional registration number and send in a Photocopy of your certificate**

PREVIOUS EMPLOYMENT HISTORY (please enter most recent first and continue on a separate sheet if necessary) <i>If you have had any breaks in employment since leaving school/college, please give details of these periods and your activities during these times (eg unemployment, raising a family, voluntary work, training and so on)</i>				
LA/Employer's name and address and school name if applicable	Job Title (and responsibility point if applicable)	Exact dates employed (i.e.) 01.09.03 to 30.04.06		Reason for leaving
		From	To	

## SUPPORTING STATEMENT

You must use this section to tell us how your knowledge, skills and experiences match the requirements of the job set out in the person specification. ***Please provide evidence of your ability to challenge inappropriate behaviour and treat others with respect and dignity.***

(Please expand this section, if necessary, by not more than 1 side of A4).

## ADDITIONAL INFORMATION

Are you related to a Councillor or a Senior Officer of the London Borough of Waltham Forest?  
YES  NO

If yes state the name and relationship.

N.B. canvassing or failure to disclose relationship to a Councillor or Senior Officer of the Council will disqualify you.

Do you have a valid driving licence? YES  NO

Are you in good health? YES  NO

Type of licence?

Please tell us the number of days you have been absent from work due to sickness in the last two years and tell us why

(Please note that successful applicants will be required to complete a medical questionnaire)

## DISCLOSURE OF CRIMINAL BACKGROUND

Please refer to WF Guidelines on Employing People with Criminal Records

Because of the nature of the work for which you are applying, you are required to disclose any criminal convictions, cautions or bind-overs which you have incurred, including any that would be regarded as 'spent' under the Rehabilitation of Offenders Act 1974 (Exception) (Amendment) Order 1986. If you are offered employment an Enhanced Disclosure will be sought from the Criminal Records Bureau before the appointment is confirmed. This will provide details of any criminal convictions, cautions, reprimands and final warnings, and any other information that may have a bearing on your suitability for the post.

Disclosure of a criminal background will not necessarily exclude you from employment – this will depend upon the nature of the offence(s), frequency and when they occurred. Failure to declare a conviction, caution or bind-over may disqualify you from an appointment, or result in summary dismissal if the discrepancy comes to light.

Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the Police of a criminal offence?      **Yes**       **No**

If **YES**, please give brief details of the offence, including the date of the conviction.

Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post?      **Yes**       **No**

If your answer is yes, you should provide brief details on a separate sheet, marked confidential. The information you will provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.

Do you have any criminal charges or summonses pending against you?      **Yes**       **No**   
If **Yes**, please give details.

**NB:** Prior to employment Waltham Forest Council check your details provided in this application against the ISA list of those barred from working with children. Once an offer has been made we will then request an enhanced Criminal Records Check.

## REFERENCES

**(One of these should be your present employer)**

Please note if you are currently working with children, one reference **must** be obtained from the employer relating to children. Once received, references will be reviewed. If there are any queries about the quality of the reference we will discuss with you.

NB: Please note that Waltham Forest Council requires two references prior to employment commencing.

### External Applications:

If you are selected for interview we will take up references. One referee should be a senior person in your present employment (or most recent employment or training provider) who has knowledge of your work. If an employer's reference cannot be provided due to longevity with a previous employer or employment history etc, a suitable alternative shall be agreed.

### Internal Applicants:

If you are selected for interview we will seek references from your current Headteacher/Line Manager.

Name	Name
Address	Address
Post Code	Post Code
Tel Number	Tel Number
Position in organisation	Position in organisation
Email	Email
Relationship	Relationship
How long have they known you?	How long have they known you?
Please advise if we can contact your referees prior to interview: YES <input type="checkbox"/> NO <input type="checkbox"/>	

## DECLARATION

- I understand that an offer of appointment will be subject to satisfactory references, CRB clearance, proof of identity and qualifications, medical clearance.
- I understand that providing false or misleading information will disqualify me from appointment or if appointed will render me liable to summary dismissal.
- I declare that the information I have given is, to the best of my knowledge, true and complete.
- I agree that the information given may be used for registered purposes under the Data Protection Act 1998.

Signed	Date
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(Please note if you are applying on the web you will be required to sign this declaration at interview)

### DATA PROTECTION ACT 1998

In order to process your application and for no other reason, you are requested to complete and return this application form. Waltham Forest is fully committed to compliance with the Data Protection Act 1998 and the information given will not be revealed to any organisation other than those declared to the Office of the Information Commissioner.

***Please return this form to the email or postal address as requested in the advertisement/recruitment pack.***

***Thank you for applying for this post.***

**MONITORING INFORMATION**

In order to monitor the effectiveness of Waltham Forest Councils Equal Opportunities Policy, and to comply with the requirements of the Race Relations Amendment Act 2000 you are required to complete Section A. Completion of Section B is voluntary, however completion will ensure all staff are treated fairly and equally.

Appointment of: insert post title here

**Monitoring Ethnic Origin**

Please indicate your ethnic origin by ticking one of the five broad divisions shown below:

**White**

- British  
 Irish  
 Any other White background  
 (please specify below)

**Black or Black British**

- African  
 Caribbean  
 Any other Black background  
 (please specify below)

**Asian or Asian British**

- Bangladeshi  
 Indian  
 Pakistani  
 Any other Asian background  
 (please specify below)

**Dual or Multiple Heritage**

- White and Asian  
 White and Black African  
 White and Black Caribbean  
 Any other dual or multiple heritage  
 (please specify below)

**Chinese or Other Ethnic Group**

- Chinese  
 Any other ethnic background (please specify)  Do not wish to declare

**Monitoring Disability**

Do you consider yourself to have a disability as defined\* in the Disability Discrimination Act 1995. The Act defines disability as: "a physical or mental impairment which has substantial and long-term effect on a person's ability to carry out normal day to day activities".

YES  NO  Do not wish to declare

**Monitoring Gender**

Please tick one box

Female  Male  Do not wish to declare

**Monitoring Media**

(for response monitoring purposes only)

Name of media or how you knew about this job

**SECTION B**

To which one of the following age groups do you belong?

Under 20  20-29  30-39  40-49  50-59  60 and over

What is your religion? *Please tick one box only*

None  Christian  Buddhist  Hindu  Muslim   
 Sikh  Jewish  Other  If "other" please specify  Do not wish to declare

What is your Sexuality? *Please tick one box only.*

Heterosexual  Gay Man  Bisexual  Lesbian  Do not wish to declare