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**APPLICATION FOR TEACHING APPOINTMENT**

**This application form must be completed, but additional information may be attached. Please make sure you read any accompanying information before you complete this form.**

**Position applied for:**

**(Subject specialism)**

**School/location:**

**Personal Details**

**Surname: Title:**

**Forenames:**

**Previous name(s):**

**Address:**

**Postcode:**

**Mobile Tel: Home Tel:**

**Work Tel: Email:**

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| **Offers of Appointment are subject to satisfactory references, medical clearance and an enhanced Disclosure & Barring Service (DBS) check** |

The work for which you are applying involves substantial opportunity for access to children. It is therefore exempt from the Rehabilitation of Offenders Act 1974. You are therefore required to declare any pending prosecutions or convictions you may have, even if they would otherwise be regarded as ‘spent’ under this Act, and any cautions or bind overs. If your application is successful, you will be sent a DBS Application form with your contract on which you must make any declarations. Please declare any convictions on the Continuation Sheet.

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| BRACKNELL FOREST COUNCIL 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 AND ADMINISTERING FUNDS FOR THESE PURPOSES.  FOR FURTHER INFORMATION SEE [WWW.BRACKNELL-FOREST.GOV.UK/NFI](http://WWW.BRACKNELL-FOREST.GOV.UK/NFI) OR CONTACT INTERNAL AUDIT ON 01344 352322. |

**Education**

|  |  |  |
| --- | --- | --- |
| Please give details of **secondary** and **further education** including A Levels or equivalent vocational courses | | |
| **Dates (mm/yyyy)**  **From To** | **Name of school/college/other institution** | **Qualifications obtained including grade/level** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Please give details of any **higher** education and equivalent courses | | |
| **Date (mm/yyyy)**  **From To** | **Name of college/university**  **(address if outside UK)** | **Degrees/ Postgraduate Qualifications**  **including subject and grade/level** |
|  |  |  |
| **Teaching and Other Professional Qualifications**  If you gained QTS via an employment based route, please give details and the date QTS was awarded. If you are currently working towards QTS please give the likely date of completion and route being followed (e.g. PGCE, GTP) | | |
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**Do you have UK Qualified Teacher Status? YES/NO Teacher DCSF No:**

**You will be asked to bring your original certificates with you to interview**

**Employment History**

**Please complete details of your present and previous employment as requested below. Please include any part time or voluntary employment.**

**Continue on a separate sheet if necessary.**

**Name of current/last school:**

**Job title: Local authority:**

**Dates of employment: Full time/Part time (FTE):**

**Age range taught: No. on roll:**

**Duties & responsibilities:**

**Reason for leaving/considering leaving:**

**Current salary:**

**Current allowances: £ (please identify all applicable) TLR/SEN/Recruitment/Retention/Unqualified**

**Does this pay spine include London Inner/Outer/Fringe (please identify which**

**Allowance YES/NO allowance you receive)**

**Full Employment History Excluding Current/Last Teaching Post (show most recent first)**

Please include all positions including those outside of teaching. Continue on a separate sheet if necessary. Please record any

periods of unemployment giving a reason in the section below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates**  **From MM/YYYY**  **to MM/YYYY** | **School/LA/Employer** | **Job title, main responsibilities &**  **reason for leaving** | **Salary/s**  **scale** |
|  |  |  |  |

**Please provide a brief explanation for periods not in employment, education or training**

**About You and Why You are Interested in This Position**

**Please state why you are interested in this position and give details of skills and experience relevant to this post, taking**

**account of any additional information relating to this job. Reference can be made to voluntary work and other interests.**

**References**

Please give the names and addresses of TWO people who will provide a reference. At least one should be from your current/last employer, but references from schools/colleges are also acceptable. If you give a home address for a referee, please indicate which employer or college/university they represent. In the interests of safeguarding we would ask for all applicants to give permission for references to be acquired prior to interview. Also, in relation to work with children, we may seek information about any past disciplinary issues relating to children and/or child protection concerns. For posts in contact with children/young people or vulnerable adults employment references will not be accepted from relatives or people solely in the capacity of friend.

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| **1.**  **Name:**  **Address:**  **Tel No:**  **Fax No:**  **Email:**  **Position Held:**  **May we contact prior to interview? YES/NO** | **2.**  **Name:**  **Address:**  **Tel No:**  **Fax No:**  **Email:**  **Position Held:**  **May we contact prior to interview? YES/NO** |

**Further Information**

**We are serious about providing employment opportunities for disabled people and welcome applications. Do you consider you have a disability, as defined by the Equality Act 2010 (this has replaced the Disability Discrimination Act)? For these purposes this means if you have “a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.” If you have been diagnosed with cancer, HIV or MS this will also apply. We will guarantee an interview to all applicants with a disability who meet the essential criteria on the person specification. In order for us to assess your right to a guaranteed interview please indicate below whether you have a disability. YES/NO**

**Are you related to any employee of Bracknell Forest Council, any elected member of the council or any school governor? YES/NO**

**If YES please give details.**

**Declaration**

I declare that the information set out in this application form is true in all respects and I understand that false information may render me liable for dismissal if I am appointed. I am also aware that canvassing of Members of the Council directly or indirectly is strictly prohibited and will disqualify me from the post.

In signing this application I declare that I am not on the Children’s Barred list, I have not been disqualified from work with children and I am not subject to sanctions imposed by a regulatory body.

**Signed: Date:**

**(If submitting this form electronically you will be asked to sign this at interview)**

**EQUAL OPPORTUNITIES MONITORING**

The remaining part of the form will not be seen by those involved in the shortlisting process.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Surname:** | | | | | | | | | **Title:** | | | | | | | |
| **Forename(s):** | | | | | | | | | | | | | | | | |
| **Position applied for:** | | | | | | | | | | | | | | | | |
| **Age Range – please tick as appropriate:** | | | | | | | | | | | | | | | | |
| 19 or under | | |  | 50 - 59 | | | | | | | |  |  | | |  |
| 20 – 29 | | |  | 60 - 65 | | | | | | | |  |  | | | |
| 30 - 39 | | |  | Over 65 | | | | | | | |  |  | | | |
| 40 - 49 | | |  |  | | | | | | | |  |  | | | |
| To help us ensure that our equal opportunities policy is fully and fairly implemented please complete this section of the monitoring form. The information provided is kept separately from the remainder of your application and is not seen by anyone involved in short listing either during or after the recruitment process. | | | | | | | | | | | | | | | | |
| **Please tick as appropriate:** | | | | |  | |  | |  | | | | | | | |
| Female: | | | | |  | |  | |  | | | | | | | |
| Male: | | | | |  | |  | |  | | | | | | | |
| **How would you describe your ethnic origin?** | | | | | | | | | | | | | | | | |
| **ASIAN OR ASIAN BRITISH** | | **BLACK OR BLACK BRITISH** | | | | | | ARAB/ OTHER ETHNIC GROUP | | | MIXED | | | | WHITE | |
| Indian |  | Caribbean | | | |  | | Arab | |  | White & Black Caribbean | | |  | English/ Welsh/ Scottish/ Northern Irish/ British |  |
| Pakistani |  | African | | | |  | | Other Ethnic Group | |  | White & Black African | | |  | Irish |  |
| Bangladeshi |  | Other | | | |  | |  | |  | White & Asian | | |  | Gypsy/Irish Traveller |  |
| Nepali |  |  | | | |  | |  | |  | Mixed Other | | |  | Show people/Circus |  |
| Chinese |  |  | | | |  | |  | |  |  | | |  | Other |  |
| Filipino |  |  | | | |  | |  | |  |  | | |  | Prefer not to say |  |
| Other |  |  | | | |  | |  | |  |  | | |  |  |  |

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| **Which of the following best represents your religion/belief?** | | | | | |
| Buddhist |  | Muslim |  | Prefer not to say |  |
| Christian |  | Sikh |  |  | |
| Hindu |  | Other religion/belief |  |  | |
| Jewish |  | No religion/belief |  |  | |
| **Which of the following best represents your sexual orientation?** | | | | | |
| Bisexual |  | Heterosexual/Straight |  | Prefer not to say |  |
| Gay man |  | Lesbian/Gay woman |  |  | |

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