

JOB APPLICATION FORM

An Equal Opportunities Employer

TEACHER APPLICATION FORM

Please note – this post involves working with children so the appointment will be subject to a Disclosure and Barring Service check. See supporting information for further details.

Please complete in BLACK ink or TYPE. Please complete every section.

YOU CAN ALSO APPLY ONLINE AT www.derbyshire.gov.uk

JOB DETAILS

Job title			
Vacancy number e.g. DCC/09/1234		Closing date	

PERSONAL DETAILS

Title		Surname		First name/s	
Previous names (if any)			Preferred first name		
Address				Daytime telephone	
				Mobile telephone	
Postcode				Do you have a disability? *	Yes No
Email address	If an email address is provided, this will be used for any communication with you				

* The Disability Discrimination Act defines disability as 'a physical or mental impairment which has a substantial and long-term effect on your ability to carry out normal day-to-day activities'

TEACHING INFORMATION

DfE reference number:	-	Date qualified as a teacher:	
Type of teacher training undertaken:	Secondary	Primary (nursery, infant, junior)	
Subjects qualified to teach:			
Do you have Qualified Teacher Status?	Yes	No	
Have you successfully completed:			
Your probationary/induction year?	Yes	No	
Skill tests in literacy, numeracy and ICT?	Yes	No	

POST 18 EDUCATION AND TRAINING

Please give details about all the education and qualifications you have, including degrees with class and division and teaching certificates. If you are shortlisted, evidence of all qualifications should be brought to interview. Please continue on a separate sheet if necessary.

University Degree					
Establishment	Full-time or part-time	Qualifications (indicate class and division)	Dates attended From:	Dates attended To:	Date of final exam

Teaching Qualification					
Establishment	Full-time or part-time	Qualifications (indicate class and division)	Dates attended From:	Dates attended To:	Date of final exam

OTHER QUALIFICATIONS, FULL OR PART-TIME STUDY (include NPQH for Headships)					
Establishment	Full-time or part-time	Qualifications (indicate class and division)	Dates attended From:	Dates attended To:	Date of final exam

OTHER COURSES AND INSET IN WHICH YOU HAVE BEEN INVOLVED DURING THE PAST THREE YEARS AND WHICH YOU CONSIDER RELEVANT TO THIS POST. PLEASE INDICATE WHO PROVIDED IT AND START/FINISH DATES.					

EMPLOYMENT RECORD

Please give details of **all** previous jobs including temporary or voluntary work in chronological order ending with your present post. This section is split into teaching and non-teaching. Please include periods when you were not working under the non-teaching section as **all time must be accounted for and may be checked**. Continue on a separate sheet if necessary.

TEACHING								
Local authority or employer	Name and type of school or establishment	Pupil age range	Approx number on roll	Post held and salary grade	Full-time or part-time	Dates From:	Dates To:	Reason for leaving

NON-TEACHING						
Please give details of all paid and non paid time outside teaching including family responsibilities since leaving full-time education						
Employer (if appropriate)	Post title (if appropriate)	Brief description of activity/responsibility or duties	Full-time or part-time	Dates From:	Dates To:	Reason for leaving

SUITABILITY FOR JOB

This section is for other relevant information to support your application. Please give examples where appropriate.

REFERENCES

Please give the details of two people we may contact for references and note that references will be taken up prior to interview for posts based in schools, and if you do not give your permission for this to be done, you should contact the head of the establishment to discuss. You must give your current employer or most recent employer and, where possible, another professional referee. Referees cannot be family or people writing solely in the capacity of a friend. Written references will be needed for any candidate who is successful at interview. Please ensure your referees are aware of this, and are happy to provide this information. Referees will be asked for detailed information including disciplinary issues and sickness absence where appropriate.

Name of your first referee	
Their job title	
Their relationship to you, e.g. headteacher	
Organisation and address	
Postcode	
Email	
Telephone	

Name of second referee	
Their job title	
Their relationship to you, e.g. headteacher	
Organisation and address	
Postcode	
Email	
Telephone	

Please note – Derbyshire County Council and where appropriate the school's governing body reserve the right to contact previous employers to verify experience or qualifications.

ASSOCIATION WITH A COUNTY COUNCILLOR OR EMPLOYEE OF DERBYSHIRE COUNTY COUNCIL

Do you have a close association with a county councillor or employee of the county council, or any school governor?

Yes

No

If yes, please give details:

Their name	Their job	Department/ school	Your relationship

Please note - Any applicant who directly or indirectly seeks the support of any councillor, council officer or school governor for any appointment with the council will be disqualified.

DISCLOSURE OF CRIMINAL RECORDS/SANCTIONS

For teaching and lecturing posts you have to disclose any conviction, warning, reprimand, caution or other order including “spent convictions”, that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. Details of any such disclosure should be placed in a sealed envelope marked “Confidential” and brought to interview. Any information disclosed will be treated in the strictest confidence. Any offer of appointment will be subject to satisfactory Disclosure & Barring Service clearance.

You must disclose details of any current sanctions imposed by a regulatory body e.g. the General Teaching Council. Do you have any such sanctions?	Yes	No
Have you lived or worked abroad in any one country for 12 months or longer in the last 10 years?	Yes	No
If yes, please give dates and countries:		

DECLARATION

I declare that the information on this form is true and accurate. I understand that providing misleading or false information will disqualify me from the appointment or may lead to me being dismissed if appointed to the post.

Privacy Notice

The information contained in this form, and any other information received on or on behalf of the council relating to your application will be processed by the council as part of its legitimate interest in administering the recruitment process. Your personal details will be held only for this purpose and will be shared with our third party recruitment system provider, Giant Precision. Your data will only be accessed by employees in the legitimate performance of their duties and will be held in accordance with the HR retention schedule and in accordance with the Data Protection Act [2018] and the General Data Protection Regulation.

For details of the council's recruitment system Privacy Notice please see our website.

Signature		Date	
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Please advise us of any other information relevant to the recruitment process so we can ensure every attempt is made to meet your needs. This could include dates when you are not available for interview or any special requirements you may have such as necessary equipment and/or resources to enable you to attend an interview:

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EQUAL OPPORTUNITIES MONITORING FORM

The council is committed to its equality and diversity policy. We want to do all we can to prevent discrimination in any form and you can help us in this by completing the information below. The information given on this sheet will **not** be used to make decisions about who is recruited. The form will **not** be seen by the shortlisting/interview panel (but if you are disabled this fact will be passed on to the recruiting manager so that we can meet our obligations as a Disability Confident Employer). The form will be used to improve equality in recruitment and overall service delivery. Your help filling in this form is greatly appreciated. Thank you.

Job Reference No.	DCC /	/	
Date of Birth	DD	MM	YYYY

Racial or Ethnic Origins					
White British	WB	Other mixed background	MO	Black Caribbean	BC
White Irish	WI	Indian	AI	Black African	BA
White other	WO	Pakistani	AP	Other black background	BO
White and Black Caribbean	MC	Bangladeshi	AB	Chinese	OC
White and Black African	MB	Other Asian background	OA	Gypsy or Irish Traveller	OG
White and Asian	MA	Arab	AR	Any other	OT

Disability		
Are you disabled?	Yes	No
Derbyshire County Council welcomes applications from disabled people and undertakes to offer every appropriate support to enable them to gain and retain employment.		

Gender	
Male	Female

Religion / Belief – please tick one box only		
Buddhist	Jewish	None
Christian (all denominations)	Muslim	Other religion or belief
Hindu	Sikh	Prefer not to say

Sexual Orientation – please tick one box only		
Heterosexual	Lesbian or gay woman	Other
Bisexual	Gay man	Prefer not to say

How did you find out about this job?

(For example Derbyshire County Council website, newspaper (please tell us which), Job Centre etc):

Employment

Do you work for Derbyshire County Council at the moment?

Yes

No