

If you need a copy of this information in large print, Braille, another language or on cassette, please ask us

Application for the Post of:		Job No:	
School Name:		Candidate Ref No.	

If you are a current employee are you applying for this post as a redeployee? Yes No

1. Personal Information

Last Name Previous Name(s): (if applicable)

First Name(s):

Home Address:

Please specify alternative correspondence address on a separate sheet.

Postcode:

E-mail address:

National Insurance Number:

Telephone Numbers:

Do you have a current driving licence? Yes No Home:

Do you have daily use of a vehicle? Yes No Work:

Do you have any penalty points on your licence? Yes No Mobile:

If so how many?

Do you consider yourself to have a disability? Yes No

(NB: The Disability Discrimination Act defines a person as having a disability if he/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")
The County Council operates an interview guarantee scheme for people with a disability and who meet the essential criteria of the post.

If you have a disability, are there any arrangements which we can make for you if you are called for interview? Yes No

If Yes, please outline your requirements:

How did you find out about this job ?

Are you applying on a job share basis? Yes No

If so, please state the proportion of full-time you are willing to work:

2. Qualified Teacher Information

a) Date of gaining Qualified Teacher Status:

b) DfES reference number:

c) If you qualified after 7th May 1999, have you completed your induction year?

Yes No If Yes Give Date

d) Have you passed your skills tests?
(Trainees only)

Numeracy Literacy ICT

If not, when do you expect to complete them?

3. Previous Teaching Experience – Please list most recent first.

(Include information such as: % of time teaching, ability levels, subjects taught etc.)

If newly qualified please give information of teaching practices in "Details of the Post:"

A. CURRENT POSITION

School name:			
Address & Telephone Number:			
LEA:			
Post Title:			
Grade/Scale: (Please specify salary point)		Allowances: (Please specify)	
Upper pay spine: (If applicable)	What date did you pass the threshold?	What date did you progress to -	UPS 2: Date
			UPS 3: Date
Approximate Number on roll:		Age range taught:	
Dates: From - To:		Subject/ Specialisms:	
Details of Post:			

3. Previous Teaching Experience Continued

B.

School name:			
LEA:		Post Title:	
Approximate Number on roll:		Age range taught:	
Dates: From - To:		Subject/ Specialisms:	
Details of Post: (Please include any management allowances held)			

C.

School name:			
LEA:		Post Title:	
Approximate Number on roll:		Age range taught:	
Dates: From - To:		Subject/ Specialisms:	
Details of Post: (Please include any management allowances held)			

D.

School name:			
LEA:		Post Title:	
Approximate Number on roll:		Age range taught:	
Dates: From - To:		Subject/ Specialisms:	
Details of Post: (Please include any management allowances held)			

4. Employment Outside Teaching

(Which is relevant to this application)

Employer & Address:	Job Title & Main Duties:	Full or Part Time	Dates:	
			From:	To:
A.				
B.				
C.				
D.				

5. Other Relevant Experience

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6. Education

Please give details of all nationally recognised qualifications awarded/results awaited, from **GCE Advanced Level to Further Degree Level** or their equivalents in chronological order.

Attended		Name of School/College:	Qualification:	Subject:	F/T or P/T:	Grade/Level:	Date Gained:
From	To						

8. Letter Of Application

Please attach a separate letter of application – of no more than 2 sides of A4 to support your application. Details of the specific topic to be addressed will be found in the recruitment literature.

9. Sickness Absence Details

Please give details of sickness absence during the last 24 months.

Number of days:

Number of Periods:

Reason(s) for
Absence(s):

10. Rehabilitation Of Offenders Act 1974

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended). All criminal convictions, cautions and bind overs must be declared regardless of when they occurred. This is completely confidential.

Do you have a prosecution pending or have you ever been convicted at a court or cautioned by the Police for any offence?

Yes No

If yes, please give date(s) of conviction/caution(s) and brief details:

Staffordshire County Council aims to promote equality of opportunity for all with the right mix of talent, skills, and potential. We welcome applications from diverse candidates. Criminal convictions, cautions and bind-overs will be taken into account for recruitment purpose only when relevant.

I object/ do not object to my details being checked against Staffordshire Social Service Client and Personnel Records. **(Delete as appropriate)**

It will not be possible to proceed with your Application if you do not agree to these checks – please see Guidance Notes.

11. Asylum And Immigration Act 1996

The successful applicant will be required to provide original material evidence of a National Insurance Number or other approved documentation before being allowed to commence employment. Can you provide evidence? (For further information please contact the HR Unit, Children & Lifelong Learning)

Yes No

12. Health Requirements

Appointment is subject to a satisfactory medical report from the County Occupational Health Physician.

13. Recruitment Data

How did you find out about this job?

Are you applying on a Job Share basis?

Yes No

If so, please state the proportion of full-time you are willing to work:
e.g. 0.1, 0.2, 0.3 etc. (0.1 = ½ day)

14. General Application Information

(Only to be completed if making a general application)

Tick which phases you are trained to teach:

Early Years

Key Stage 1

Key Stage 2

Key Stage 3

Key Stage 4

Post 16

Special (Specify which key stage)

In which district(s) would you prefer to teach?

(Tick all that apply)

Stafford

Tamworth

Cannock

South Staffordshire

East Staffordshire

Newcastle-under-Lyme

Staffordshire Moorlands

Lichfield

Main curriculum area:

(If applicable)

Subsidiary curriculum area:

(If applicable)

Other relevant areas of interest:

(If applicable)

15. References

One should relate, if applicable to your present job, or most recent employer, or a member of the School/University Academic Staff. (If newly qualified your 1st reference should be from your College/University and your 2nd should be from your final teaching practice placement.)

**1st Referee's
Name and
Address:**

Telephone No:

Email Address:

Position Held:

Please indicate here if you are happy for this referee to be contacted at this stage Yes No

**2nd Referee's
Name and
Address:**

Telephone No:

Email Address:

Position Held:

Please indicate here if you are happy for this referee to be contacted at this stage Yes No

Please note that, in any case, references will be taken up before a firm offer of appointment is made.

16. Declarations

Canvassing will disqualify. Please state below if you are related to any member or senior officer of the County Council, member of staff or Governor of the school.

Yes No

If 'Yes', whom and position held:

I declare that all the information I have provided is true, that I have not canvassed a member/officer of the Council, directly or indirectly, in connection with this application and further, that I will not do so. I understand that such canvassing will disqualify me as a candidate. I further understand that failure to disclose any relationship with a member/officer of the Council or providing information which is untrue or omitting information relevant to the application, will also disqualify me and that if such failure/untrue information is discovered after appointment I may be liable to dismissal without notice. I agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of personnel management.

Signed: _____ Date: _____

The information given in this form will form part of The Contract of Employment for successful candidates. Under the terms of The Data Protection Act 1998 the information you give us will be kept confidential and will be used only for the purpose of personnel management. We may contact other relevant organisations to check factual information you have given in this application form. The information will be stored manually and electronically and disposed of after 12 months (maximum) if your application is unsuccessful.



INVESTOR IN PEOPLE

"WORKING TOWARDS EQUALITY FOR ALL"

