

Teaching Staff Application Form

Post Applied For:	
Reference Number:	
School:	
Closing Date:	

We are legally obliged to ask you to provide evidence of your right of work in the UK. If you are successful, we will ask you to provide appropriate documents, such as a passport, visa or full birth certificate to confirm this. (Further details are available from the UK Border Agency Website).

I hereby consent to SIPS Education processing and retaining the data contained within this form for recruitment, selection and employment related purposes only. I declare that all statements I make in this application are true and, to the best of knowledge and belief, that I have not withheld any relevant information. I understand that if I have made any false statements or omitted any information, I am liable to have my application rejected, or if appointed, liable to be dismissed. (Please note applications forms submitted electronically/online will require to be signed should you progress to the next stage of the process).

SIGNED

DATE

PRINT NAME

Please return completed form to:

Sandwell Community School, FAO Joanne Rana, School Business Manager, Tipton Campus, Alexandra Road, Tipton, DY4 7NR

Section 1

Personal Information

Title	
First name	
Middle name	
Last name	
NI Number	
Teacher Reference Number	
Date of Birth	

Contact Information

House Number/Name	
Address Line 2	
Address Line 3	
City/town	
Post code	
E-mail Address	
Phone (home)	
Phone (mobile)	
Phone (work)	

Section 2 - Equal Opportunities

As part of our equal opportunities policy we request that you complete the following information. This information is for monitoring purposes only. All information will be treated as confidential and will not be used when short-listing or deciding on whether an applicant is successful or unsuccessful in obtaining employment. The information you provide will help us to ensure that our recruitment procedures are fair by allowing us to identify and eliminate potential areas of discrimination.

Ethnic Origin

- | | |
|---|---|
| Asian or Asian British - Bangladeshi <input type="checkbox"/> | Mixed Ethnic - White and Black <input type="checkbox"/> |
| Asian or Asian British - Chinese <input type="checkbox"/> | Caribbean <input type="checkbox"/> |
| Asian or Asian British - Indian <input type="checkbox"/> | Mixed Ethnic Group - Other <input type="checkbox"/> |
| Asian or Asian British - Other <input type="checkbox"/> | Mixed Ethnic Group - Arab <input type="checkbox"/> |
| Asian or Asian British - Pakistani <input type="checkbox"/> | White Gypsy or Irish Traveller <input type="checkbox"/> |
| Black or Black British - African <input type="checkbox"/> | White - Irish <input type="checkbox"/> |
| Black or Black British - Caribbean <input type="checkbox"/> | White - Other <input type="checkbox"/> |
| Black or Black British - Other <input type="checkbox"/> | White - Welsh/English/Scottish/N.Ireland <input type="checkbox"/> |
| Mixed Ethnic - White and Asian <input type="checkbox"/> | Prefer not to say <input type="checkbox"/> |
| Mixed Ethnic - White and Black African <input type="checkbox"/> | Other (please specify) <input type="checkbox"/> |

Religious Beliefs

- | | | | |
|-----------------------------------|------------------------------------|--------------------------------|---|
| Buddhist <input type="checkbox"/> | Christian <input type="checkbox"/> | Sikh <input type="checkbox"/> | Prefer not to say <input type="checkbox"/> |
| Jewish <input type="checkbox"/> | Muslim <input type="checkbox"/> | Hindu <input type="checkbox"/> | Other (please specify) <input type="checkbox"/> |

Age Range

- | | | | |
|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| 16-17 <input type="checkbox"/> | 25-29 <input type="checkbox"/> | 40-49 <input type="checkbox"/> | 60-64 <input type="checkbox"/> |
| 18-24 <input type="checkbox"/> | 30-39 <input type="checkbox"/> | 50-59 <input type="checkbox"/> | 65+ <input type="checkbox"/> |

Sexual Orientation

- | | | |
|-----------------------------------|---|--|
| Bisexual <input type="checkbox"/> | Lesbian/Gay woman <input type="checkbox"/> | Prefer not to say <input type="checkbox"/> |
| Gay man <input type="checkbox"/> | Hetrosexual/Straight <input type="checkbox"/> | |

Gender

- | | | |
|-------------------------------|---------------------------------|--|
| Male <input type="checkbox"/> | Female <input type="checkbox"/> | Prefer not to say <input type="checkbox"/> |
|-------------------------------|---------------------------------|--|

Disability

The Equality Act (2010) defines a disabled person as someone with a ‘physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities’.

Do you consider yourself to have such a disability? Yes/No/Prefer not to say

- | | |
|--|--|
| None <input type="checkbox"/> | Neurological condition <input type="checkbox"/> |
| Hearing Impairment <input type="checkbox"/> | Physical co-ordination difficulties <input type="checkbox"/> |
| Learning difficulties <input type="checkbox"/> | Visual impairment (not corrected by spectacles) <input type="checkbox"/> |
| Physical impairment <input type="checkbox"/> | Speech impairment <input type="checkbox"/> |
| Prefer not to say <input type="checkbox"/> | Reduced physical capacity <input type="checkbox"/> |
| Mental health condition <input type="checkbox"/> | Long standing illness or health condition <input type="checkbox"/> |
| Mental illness <input type="checkbox"/> | Other (please specify) <input type="checkbox"/> |
| Mobility impairment <input type="checkbox"/> | |

I certify that to the best of my knowledge and belief, the information I have provided is true. I understand that any false information or failure to disclose any criminal convictions will result, in the event of employment, in a disciplinary investigation, and may result in dismissal.

Signed:..... Date:.....

If I am appointed, I give my permission for my name and contact details to be provided to the recognised Trade Unions in Sandwell (please tick as applicable)	Yes <input type="checkbox"/> No <input type="checkbox"/>
If I am appointed, I give my permission for my service and salary details to be accessed by other local authorities (please tick as applicable)	Yes <input type="checkbox"/> No <input type="checkbox"/>

N.B Canvassing for this appointment will disqualify.

Section 3 - Employment History

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Current/Most recent employer			
Job Title			
From		Until	
Address of employer			
Brief details of duties and responsibilities (no more than 200 words)			
Salary			
Reason for leaving			

Current/Most recent employer			
Job Title			
From		Until	
Address of employer			
Brief details of duties and responsibilities (no more than 200 words)			
Salary			
Reason for leaving			

Section 3 - Continued Employment History

Current/Most recent	
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employer			
Job Title			
From		Until	
Address of employer			
Brief details of duties and responsibilities (no more than 200 words)			
Salary			
Reason for leaving			

Current/Most recent employer			
Job Title			
From		Until	
Address of employer			
Brief details of duties and responsibilities (no more than 200 words)			
Salary			
Reason for leaving			

Section 4 - Teaching Qualifications and Relevant Training

I.T.T Provider (University, School, Etc.)	

Course undertaken to obtain QTS	
Age group specialism (tick as appropriate)	Nursery <input type="checkbox"/>
	Reception <input type="checkbox"/>
	Key Stage 1 <input type="checkbox"/>
	Key Stage 2 <input type="checkbox"/>
	Key Stage 3 <input type="checkbox"/>
	Key Stage 4 <input type="checkbox"/>
	Special <input type="checkbox"/>
Subject Specialisms	
Year Group(s) Preferred	

Course title	Result and awarding body	Completion date

Section 5 - Education History

Name of	Subject/Level	Date of completion	Result

school/college/university			

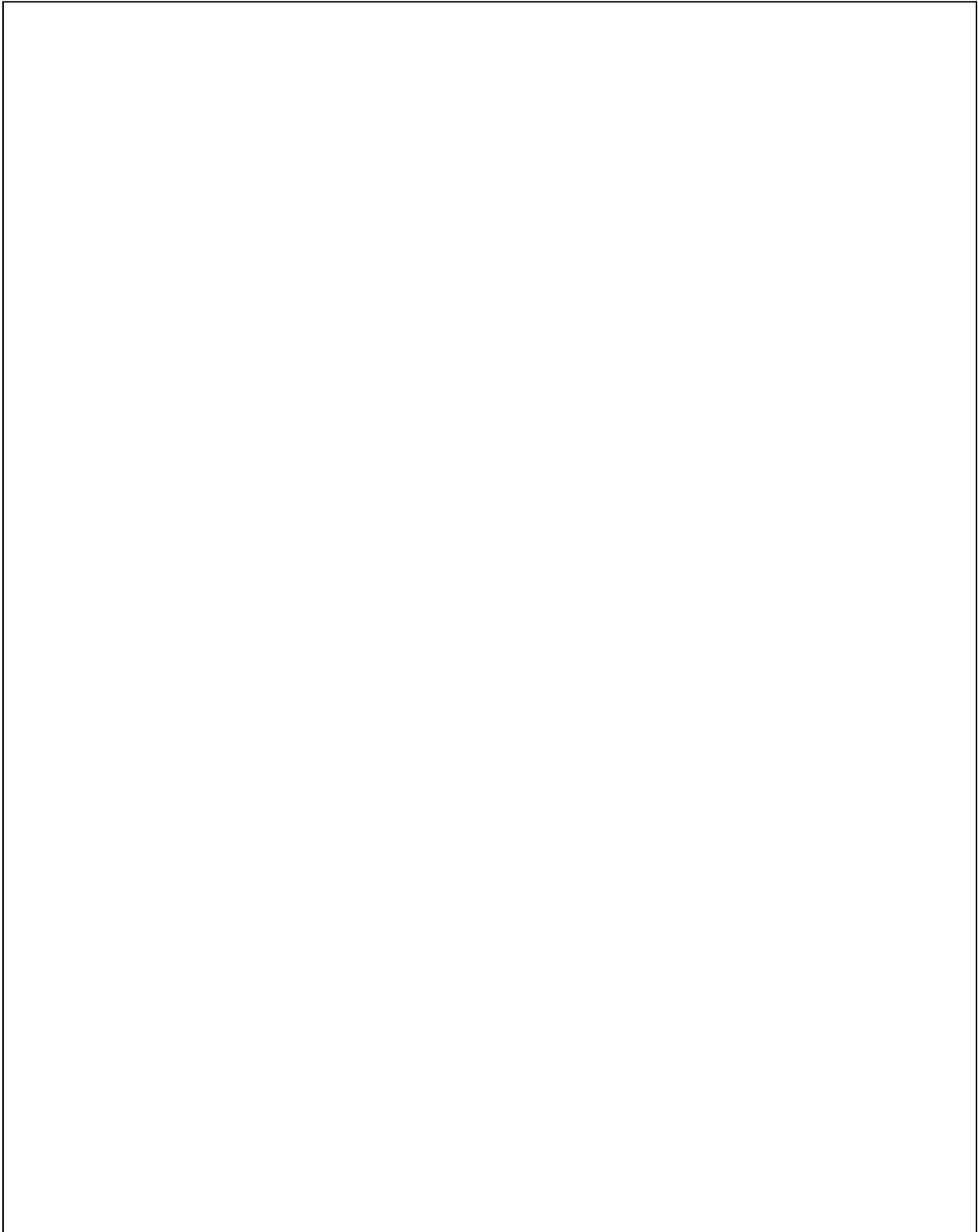
Section 6 - Memberships

Name of Association	Membership type and number	Expiry date

Section 7 - Information in Support of Your Application



Please review the Job Description and Personnel Specification, and indicate by means of examples how you are capable of carrying out the duties of the job as listed in the Job Description. You may give examples from your experience in employment, education, voluntary work or personal life.



Please provide two referees, one of whom must be your current or most recent employer. If you do not have employment history then please provide a character reference. This should not be a friend or family member.

Referee Name	
Organisation	
Job title	
Type of reference (personal/employer/other)	
E-mail	
Daytime phone number	
Address Line 1	
Address Line 2	
Post code	
Are we able to approach this referee? (yes/no)	

Referee Name	
Organisation	
Job title	
Type of reference (personal/employer/other)	
E-mail	
Daytime phone number	
Address Line 1	
Address Line 2	
Post code	
Are we able to approach this referee? (yes/no)	

Section 9 - Declaration

Are you related to any employee or council member for the organisation you are applying to? Canvassing or failure to make proper disclosure shall disqualify you for the appointment, and if appointed, shall render you liable to dismissal without notice. (Please delete as appropriate).

Yes/No

If yes please specify who and your relationship to them:

Self-declaration of suitability to work in posts requiring a criminal records check
Rehabilitation of Offenders Act 1974 (exceptions) Order 1975

IMPORTANT NOTE FOR ALL PERSONS APPLYING FOR POSITIONS IN SCHOOLS AND COLLEGES, AND OTHERS WHO WILL WORK WITH YOUNG PERSONS UNDER AGE 18.

The Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 does not allow employees with access to children and young persons under the age of 18 years the right to withhold information regarding previous criminal convictions, including cautions, reprimands and formal warnings, for any offence (not just those involving children) which for other purposes are 'spent' under the provisions of the Act. You must disclose in this section any previous convictions, cautions, reprimands and formal warnings.

Failure to disclose any previous convictions (including cautions, reprimands and formal warnings) could result in dismissal should it be subsequently discovered. Any information given, either when returning this application form or at interview, will be entirely confidential and will be considered only in relation to this application.

Please disclose details of reprimands, formal warnings, cautions and convictions, including spent and unspent convictions. Any information given will be treated as confidential and will be considered only in relation to posts which the order applies.

Do you have a criminal conviction? (Please delete as appropriate)

Yes/No

If yes please specify

Date	Type of Offence	Sentence/Fine	Comments