Birmingham City Council

NQT Frequently Asked Questions

Key Dates

18th January = Pool Opens
8th February = Pool Closes @ 12 noon
1st March = Deadline for References
15th March = Confirmation emails to be sent by this date
15th March = Deadline for Returned Forms with queries
18th – 22nd March = 'Query Week' - speak to applicants who are missing refs etc
15th April – Pool opens to School

References

Due to the high volume of applications and references that we will receive, we are unable to confirm whether or not we have received documents on an individual basis. We will email everyone to confirm their acceptance onto the pool once we've processed your applications along with 2 references. If you have not heard from us by 15/03 please get in touch to see what we are missing, preferably via email to nqt@birmingham.gov.uk – **Please do not call the section to confirm receipt of references** unless you have not heard anything by this date.

We will also post regular updates on our Facebook page

www.facebook.com/pages/Birmingham-NQTs/185491778127731

One reference must be from your University / College and the second from your most recent Teaching placement.

Closing Date

12 noon on Friday 8th February 2013.

Applications **will not** be accepted if received after this time and date.

We will email to confirm receipt of your application, this may take a few days so please be patient – this e-mail does not confirm your acceptance onto the pool. You will receive a seperate confirmation email once we have processed your application **AND 2** references. You will only be accepted onto the pool once we have received and processed 2 references, which must be received no later than 1st March. Please note that if references are not received by 1st March, applicants will be contacted by Schools HR to resolve any issues.

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Safeguarding

When completing your application form, please bear in mind that candidates must provide a full chronological record of employment/education history. Incomplete applications will be returned. If you are unemployed for any period(s) of time, you will need to state this.
If your application form is returned to you to complete further, you must return it to us no later than 15th March, otherwise your form will automatically be rejected.

If you have anything to declare in relation to DBS, please forward this by post and we will ensure it is stored securely with your application details.

Signing your application form

When submitting your application form electronically, please type your name in the signature field. If you are selected for interview, you will be required to sign to verify your form at the point of interview/selection.

Returning your application form

Please note when returning your application form the office is not equipped to open SkyDrive documents, so if you do use this format it will be returned.

External Schools/Agencies

Occasionally, we are approached by external schools and recruitment agencies. Due to high volume of applications that we receive to the pool, we like to work alongside such organisations to ensure that we help as many students as possible find a vacancy. By applying to the pool, you also give consent to your details being passed on unless you have indicated otherwise in your application form.

Securing a Job

If you secure a job, either via the pool or directly with a School, it is essential that you notify the team via email (nqt@birmingham.gov.uk) so that we can remove your details from the pool. **This will save time for both you and the schools and help maintain an accurate database.**

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