Birmingham City Council

Think Big
Think Birmingham

Teaching job application form

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This school is committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic or national origin, nationality, sexuality, gender identity, marital status, responsibility for dependants, religion, trade union activity and age.

Successful applicants will be required to undertake an Enhanced DBS check.

Please complete all sections on the form. If any section does not apply to you, enter not applicable (n/a).

It is important that you refer to the Guidance Notes before completing this form.

Electronic versions of this form are available at www.birmingham.gov.uk/jobs

This form is also available in large print, Braille or on audio tape on request.

1. VACANCY DETAILS

Position Applied For: Birmingham NQT Pool 2013

School/Establishment: BCC

Please enter phase/s you wish to teach

Nursery: ☐ Reception: ☐ KS1: ☐ KS2: ☐ KS3: ☐ KS4: ☐ Special: ☐

Main Subject (where appropriate):

Subsidiary Subject:

Other Subject Interests, e.g. Sport, Music, Drama, Community Language. *(Please give details below.)*

2. PERSONAL DETAILS

First Name(s): **Last Name:** **Any Previous Name/s:**

Title e.g. (Mr,Mrs,Miss,Ms): **Date of birth:** **Daytime Tel:**

Evening Tel: **Mobile Tel No:** **Email Address:**

Address: **Postcode:**

Correspondence Address if different : **Postcode:**

Telephone:

Do you have the right to work in the UK? Yes: ☐ No: ☐

Please note: Original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If you application is successful and you commence employment, the copy of your identification documents will be retained on file under regulations governed by the Immigration, Asylum and Nationality Act.

Teacher Reference Number:

National Insurance Number:

Do you have QTS Yes: ☐ No: ☐ If No date expected

Have you passed Skills tests: Yes: ☐ No: ☐ If No date expected

Are you related to or do you have a close relationship with: A Birmingham Councillor; Birmingham School Governor; an employee of the school to which you are applying, or an employee of Birmingham City Council? Yes: ☐ No: ☐

If yes, please provide details:

Name: **Relationship:**

Position: **Department:**

Do you wish to job share the position you are applying for? Yes: ☐ No: ☐

3. DISMISSAL

Have you ever been dismissed from a school for misconduct? Yes: ☐ No: ☐

If yes, date:

Name of school and LA:

Please attach full details of the reason for the dismissal in a sealed envelope marked 'Private and Confidential' and return with you application.

Have you ever been dismissed for misconduct from a Birmingham City Council Department? Yes: ☐ No: ☐

If yes, date:

Name of Department:

Please attach full details of the reason for the dismissal in a sealed envelope marked 'Private and Confidential' and return with you application.
(Please be assured that providing this information will not necessarily bar you from employment)

4. STATUTORY INDUCTION

Did you gain QTS after May 1999? If yes, where was the induction served?:

Between what dates did you serve your induction?:

Did you pass the induction?…..…….. Yes: ☐ No: ☐

Do you have any period left to serve on your induction?…….. Yes: ☐ No: ☐

If yes, how much longer have you got to serve?:

If not complete, please attach copies of your induction reports for the period served.

5. EDUCATION/QUALIFICATIONS IN FURTHER/HIGHER EDUCATION (MOST RECENT FIRST) Including Quals awarding QTS

From		To		Cert, Diploma, Degree, Higher Degree, etc.	Awarding body	Class/Grade obtained	Date gained/expected
Mth	Yr	Mth	Yr				

6. EDUCATION/QUALIFICATIONS IN SECONDARY (MOST RECENT FIRST)

From		To		Name of school / college	Subjects	Type of exam	Awarding body	Grade	Date gained
Mth	Yr	Mth	Yr						

7. EXPERIENCE – PREVIOUS CAREER AND OTHER (MOST RECENT FIRST)

Please complete the following, in full chronological order, starting with your current employment and include all employment including non-teaching. For safeguarding purposes, it is essential that **all gaps** in your employment history are fully accounted for. Any employment with Teacher Supply Agencies must show the Agency as the employer and not the school where the work was carried out. Please also include any breaks in employment history together with the reason for the break. This information may form part of your salary assessment, so please complete the following accurately and include all experience since the age of 18, including any part time or voluntary work. Failure to provide the correct and accurate information may result in an incorrect salary assessment and/or rejection of your application.

From		To		Employer	Job Title	Reason for change
Mth	Yr	Mth	Yr			

8. IN SERVICE TRAINING/PROFESSIONAL DEVELOPMENT (MOST RECENT FIRST)

Year	Organising body	Course title	Length of course

9. ARRANGEMENTS FOR INTERVIEW

If you have disability, are there any arrangements which we can make for you if you are called for an interview

and or/work based exercise? Yes: ☐ No: ☐

If Yes, please specify, *(e.g. ground floor venue, sign language, interpreter, audioloop, etc)***:**

10. WRITTEN REFERENCES

Please give the name of two referees. First should be your college/university principal and second should be an appropriate representative at the school where you undertook your final/most recent teaching practice. **Please refer to guidance notes.**

Written references will not be accepted from relatives or people writing solely in the capacity of friends:

Name:

Address: **Postcode:**

Telephone Number:

Email:

Tel/Fax Number:

Relationship to You:

Name:

Address: **Postcode:**

Telephone Number:

Email:

Tel/Fax Number:

Relationship to You:

Please Note: **It is your responsibility to forward the attached Reference Request Forms on to your Referees. They should be returned to nqtreference@birmingham.gov.uk by no later than 1 March 2013. Do not forget to include a copy of the Job Role.**

11. OTHER RELEVANT INFORMATION IN SUPPORT OF YOUR APPLICATION

(No more than 3 sides of A4 paper in total)

12. DATA PROTECTION ACT 1998 – Consent and Certification of Details

The information collected on this form and other information which constitutes your personnel record will be used in compliance with the Data Protection Act 1998. The information is being collected for the purpose of administering the employment and training of employees.

The information may be disclosed, as appropriate, within the City Council, to governors of schools, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to the Teaching Agency, Law Enforcement Authorities, the West Midlands Metropolitan Authorities Pension Fund, pension providers and relevant statutory bodies. You should also note that because we have a duty to protect the public funds we handle, we might need to use the information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations, which handle public funds.

I, (print name)

consent to my employer recording and processing the information detailed in this application form. I understand that this information may be used by the/my employer in pursuance of its business purposes and my consent is conditional upon my employer complying with their obligations under the Data Protection Act 1998.

External Agencies

Occasionally, we are approached by external schools or agencies. Due to the high volume of applications that we receive to the pool, we like to work alongside such organizations to ensure we help as many students as possible find a vacancy. By applying to pool, you also give consent to your details being passed on unless you indicate otherwise below:

I do not consent to my details being passed on ☐

Application forms of unsuccessful candidates will be destroyed prior to the opening of next years pool.

13. CONFIRMATION OF DETAILS

I hereby certify that all the information given on this form is correct and that all questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. I understand that should the information given in this application be incorrect it may result in my application being rejected, or if selected for the position, summary dismissal, and possible referral to the police.

Signature:

Date:

Print Name:

If you are making your application in Braille or on audio tape you must declare that you have read and understood this section and that the information you have given is true and correct at the time of completion. You may also be required to sign a declaration to this effect at a later date.

14. DISCLOSURE

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, as well as cautions, warnings, reprimands and bind-overs, for any offence (not just those involving children) which for other purposes are ‘spent’ under the provisions of the Act. You should disclose in this section any previous convictions, cautions, warnings, reprimands and bind-overs.

Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs 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.

I confirm that I have no criminal convictions, cautions, warnings, reprimands or bind-overs, or are barred, disqualified from working with children, or subject to an interim prohibition order by the Teaching Agency.

Signature:

Print Name:

If you do have any criminal convictions, cautions, warnings, reprimands or bind-overs, or are barred, disqualified from working with children, or subject to an interim prohibition order by Teaching Agency, please enclose full details in a sealed envelope marked 'Private and Confidential' and tick this box. ☐

Details should be sent by post to the address below:

Having a criminal conviction will not necessarily bar you from employment.

15. RETURN ADDRESS

Please return to: nqt@birmingham.gov.uk

If you do not have access to e-mail, please return to:

NQT Pool 2013
P.E.C.S.
PO Box 16461
Birmingham
B2 2DB

RECRUITMENT MONITORING

Name:

Job title:

Job ref no if applicable:

GENDER

I am: ☐ Female ☐ Male

Date of Birth: Age:

To help us monitor our Equal Opportunities in Employment Policy please tick or complete the following boxes as appropriate:

ETHNIC ORIGIN

Choose one section from (A) to (E) then tick the appropriate box to indicate your cultural background. These are based on the 2011 Census with additional categories included.

A White

☐ British ☐ Irish ☐ Gypsy or Irish Traveller ☐ Albanian

Any other White background, please indicate:

B Mixed

☐ White/Black – Caribbean ☐ White/Asian ☐ White/Black – African ☐ Black/Asian

Any other mixed background please indicate:

C Asian or Asian British

☐ Indian ☐ Kashmiri ☐ Pakistani ☐ Bangladeshi ☐ Chinese

Any other Asian background, please indicate:

D Black or Black British

☐ Caribbean ☐ African

Any other Black background, please indicate:

E Other ethnic group

☐ Arab ☐ Kurdish ☐ Vietnamese

Any other please indicate:

Not disclosed ☐

DISABILITY

The Equality Act 2010 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/her ability to carry out normal day to day activities.

Do you have a disability as defined above? Yes: ☐ No: ☐

If all of the above does not apply to you, however, you consider yourself to have a disability, please tick here. ☐

EMPLOYMENT STATUS

Are you currently employed by Birmingham City Council? Yes: ☐ No: ☐

Are you currently employed by a school in Birmingham? Yes: ☐ No: ☐

If yes please state if you are employed on a temporary, casual or permanent basis:

Are you currently unemployed? Yes: ☐ No: ☐

WHAT IS YOUR SEXUAL ORIENTATION?

☐ Bisexual ☐ Lesbian or Gay ☐ Heterosexual ☐ Not Disclosed

RELIGION

☐ Christian – (including Catholic, C of E, Protestant and all other Christian denominations)

☐ Buddhist ☐ Hindu ☐ Jewish ☐ Muslim ☐ Sikh

☐ No religion ☐ Not disclosed Other - please specify:

JOB ADVERTISEMENT

How did you first find out about this job? Please specify the source or publication.

☐ Jobs4U jobs bulletin ☐ Birmingham City Council Website ☐ Jobsgopublic

☐ WMJobs.co.uk ☐ TES on-line ☐ TES printed publication

☐ Guardian ☐ Website, other (please specify) ☐ Professional Journal (please specify)

☐ Birmingham Evening Mail ☐ Other Newspaper (please specify) ☐ Radio (please specify)

☐ Word of Mouth ☐ Careers/open day (please specify) ☐ Jobcentre Plus

☐ Search Consultant ☐ Other (please specify):

Birmingham City Council

WHICH SUBJECTS DO YOU WISH TO TEACH??

Please state Main Subject and Subsidiary Subject

Subject	Main	Subsidiary
Foundation Stage/Early Years		
Primary		
RE		
ICT		
Maths		
English		
History		
Music		
Science – General		
Science – Physics		
Science – Biology		
Science – Chemistry		
Sport		
PE		
Geography		
Creative Arts		
Literacy		
Numeracy		
Design & Technology		
Special Educational Needs		
Art		
Drama		
EAL		
MFL: French		
MFL: Spanish		
MFL: Arabic		
MFL : Other		
Other (Please State):		

VOLUNTARY AIDED OR CONTROLLED SCHOOLS

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Additional notes for applicants seeking first teaching appointments in voluntary aided or controlled schools.

Birmingham City Council is committed to a policy of equal opportunities in employment. However, teachers in voluntary aided schools are employees of the governors of the schools (even though paid by the City Council), who are entitled to take into account the religious affiliation of candidates in making appointments. Teachers in voluntary controlled schools are employed by the City Council and, though these schools retain a connection with the church, the governors cannot insist on teachers having religious affiliation.

There are over one hundred voluntary aided schools in Birmingham. Most of these are Church of England or Roman Catholic, but also others, including a Jewish School, non-denominational and ecumenical schools. Only the Church of England has voluntary controlled schools.

Applicants who wish to be considered for jobs in voluntary aided schools should complete the box below for the information of the governors of such schools in the City. Applicants may also indicate if they would be happy to teach in a voluntary controlled school.

Completion or otherwise of the box below will have no implication, either positive or negative for the likelihood of your appointment to the Authority in other types of schools.

SURNAME:	FIRST NAME(S):
RELIGIOUS DENOMINATION:	#
PRIEST OR MINISTER TO WHOM REFERENCES MAY BE MADE (TO BE AVALIABLE ONLY TO GOVERNORS OF VOLUNTARY AIDED SCHOOLS)	
NAME:	#
ADDRESS:	
POSTCODE:	TEL. NO
WOULD YOU BE WILLING TO TEACH IN A VOLUNTARY CONTROLLED SCHOOL SHOULD A VOLUNTARY AIDED SCHOOL NOT BE AVAILABLE?	
YES	12#
CANDIDATES MAY GIVE REASONS HERE FOR WISHING TO TEACH IN A VOLUNTARY SCHOOL	

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Birmingham City Council

WHICH AREAS OF THE CITY ARE YOU AVAILABLE TO WORK?

Map showing Area Boundaries for Schools

Name: ……..

Will you have regular use of a car? Yes ☐ **No** ☐

ALL AREAS		Frankley		Moseley		Soho	
Acocks Green		Hall Green		Nechells		Sparkbrook	
Aston		Handsworth		Northfield		Sparkhill	
Bartley Green		Harborne		Oscott		Stockland Green	
Billesley		Hodge Hill		Perry Barr		Sutton Four Oaks	
Bournville		Kingsbury		Quinton		Sutton New Hall	
Brandwood		Kings Norton		Selly Oak		Sutton Vesey	
Edgbaston		Kingstanding		Shard End		Washwood Heath	
Erdington		Ladywood		Sheldon		Weoley Castle	
Fox Hollies		Longbridge		Small Heath		Yardley	

Please tick (√) those areas of the city in which you are prepared to work.

Please ensure you return this form with your application. #