
GUIDANCE NOTES TEACHING APPLICATION FORM

THE APPLICATION FORM

Completing the application form is the first step in the recruitment process which may lead to an interview and the possible offer of a job. It is, therefore, most important that you complete **ALL** sections of the application form which are relevant to you as clearly and fully as possible. Please do **not** include a Curriculum Vitae with your application, but try to include all relevant information on the form itself using additional sheets if necessary. If you are unable to complete the form, you may ask someone to do it on your behalf. If you have a disability and would prefer to submit your application on tape – you may do so. Your recording should follow the format of the application form. The following notes will explain the application form and give some useful advice on how to complete it. Please use black ink or type since it will be necessary to photocopy your form.

SECTION 1: Vacancy details

This section has been partially completed. However, please check that all the details are complete and correct.

SECTION 2: Personal details

Please enter your personal details fully and clearly so that we may contact you about your application.

Right to work in the UK: If you are accepted onto the Pool and subsequently invited for interview at a school, your original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your 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: This should be completed as it will be used to verify Qualified Teacher Status and ensure you are not barred from teaching or subject to an interim prohibition order. If you are a NQT we recognise that you may not have received your teacher reference number at the time of application.

If you are related to a Birmingham Councillor, Birmingham School Governor or an employee of the City Council we ask you to tell us so that we can make sure all applications are treated fairly. Canvassing any Councillor, Governor or employee of the City Council (i.e. seeking to gain an unfair advantage through personal contacts) will disqualify your application.

SECTION 4: Statutory Induction

If you are a Newly Qualified Teacher and you have served a period of induction you need to confirm where the induction was served and when. If you have not completed the full period of induction you are asked to provide copies of your induction report/s for the period of induction served and these should be included with your application.

SECTION 5 & 6: Education/qualifications

Please enter details starting with the most recent first. We are interested in **ANY** form of education you have followed, including any courses which did not lead to an examination or qualification. We will take full note of any education or qualifications gained overseas or as part of an employment training scheme. Successful candidates will be required to provide proof of qualifications.

SECTIONS 7: Previous career and other

It is ESSENTIAL that you give full details in chronological order, starting with the most recent first, of all employment and other experience since leaving secondary education. This should include any breaks or unpaid activities such as voluntary work, child rearing, travel abroad, etc. Please ensure there are no gaps in your completed service history before returning your form as this could result in your form being rejected.

We require information on all past or present employment. If you have recently left university, college, or a training programme and have not yet had a full-time or permanent job, please give details of any other employment that you may have had such as work experience, part-time, holiday work or voluntary work. Please include your current job title and where applicable school and Local Authority.

SECTION 8: Training

Starting with most recent first, please include any training gained through work or other activities, which you feel is relevant to the job you are applying for.

SECTION 9: Arrangements for interview

If you have a disability, please complete this section so that suitable arrangements can be made if you are called for an interview and/or a work based exercise.

SECTION 10: Written references

Please give the names and addresses, both postal and e-mail/telephone number if available of two referees.

Newly Qualified Teachers: NQTs should name a college principal/training tutor as their first referee and an appropriate representative at the school where they undertook their final or most recent teaching practice as their second referee.

Please note it is your responsibility to forward the attached reference forms to them. Do not forget to send them a copy of the job role.

Once completed references should be returned to nqtreference@birmingham.gov.uk by 1 Mar 2013.

Please be aware that if you are currently or have previously worked with children, on either a paid or voluntary basis, the employer will be asked if there are any disciplinary offences relating to children, including any in which the penalty is 'time expired'. They will also be asked if they have any child protection concerns and the outcome of any enquiries or disciplinary procedures.

In line with 'Safeguarding Children and Safer Recruitment in Education', written references will be required for all shortlisted candidates in order that any relevant

issues can be taken up at interview. Previous employers may also be approached to verify particular relevant experience or qualifications prior to interview.

SECTION 11: Other relevant information in support of your application

Pick out those aspects of your experience or skills that are **RELEVANT** to this post. Explain how your experience, abilities, skills and knowledge match those required for the vacancy as set out in the job role. Remember to consider experience in previous employment and relevant experience from voluntary/leisure/college activities. Other information should include relevant information particularly related to the school e.g. the curriculum on offer, ethos of the school, etc. Give clear examples where you can in support of your application. Please provide no more than 3 sides of A4 in total.

SECTION 12 & 13: Data Protection Act 1998 / Confirmation of details

When completed, read through your application form carefully, checking for errors and omissions. Ensure that you have signed and dated the relevant areas of your application form to confirm that your details are correct and complete. Providing false information is an offence and could result in the application being rejected, or summary dismissal if appointed, and possible referral to the police.

Your application will need to be received by the specified closing date. It is advisable to keep a copy of your application form. All applications are treated confidentially.

SECTION 14: Disclosure

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, warnings, reprimands and bind-overs, including those regarded as 'spent' must be declared. Please note that a conviction will include circumstances where the offender has been put on probation, has been discharged either conditionally or absolutely, or has been bound over to keep the peace or for good behaviour.

It is essential that you declare details of any offences with your application, indicate this in section 14 and provide details in a sealed envelope marked 'Private and Confidential'. This should be returned by post to the address at the bottom of the application form.

Please be assured that any declaration will be treated in the strictest confidence and full consideration will be given to:

- Whether the information is relevant to this position;
- The seriousness of the offence/s;
- Length of time since the offence/s;
- Whether this was part of a pattern of offending or one off incident;
- The age of the applicant at the time and circumstances of the offence and explanation of the applicant.

A copy of the DBS's Code of Practice is available at www.homeoffice.gov.uk or NACRO can offer advice on disclosing convictions and can be contacted on 020 7582 6500.

Recruitment monitoring

You are asked to complete this section to enable us to monitor the effectiveness of our Equal Opportunities in Employment Policy. To do this we need to know:

- your ethnic origin
- whether you are male or female
- your age
- whether you have a disability
- your employment status

Please help us by ticking or completing the appropriate boxes in this section. Any information gathered will not identify individuals, but will only be used to measure how we are progressing. This information will not be used by those in the selection process and is for statistical purposes only.

We look forward to receiving your application.