

# Application Form



## Teacher & School Leadership Posts

*Confidential*

### Information for applicants:

**Data Protection:** In accordance with the Data Protection Act 1998, the information you provide may contain sensitive personal data. If you are subsequently employed, the information you provide will be held on our files. The Council may process the information for reporting purposes and we will ensure that your information is handled in accordance with the principles of the Data Protection Act and you will not be personally identifiable from the reports.

Please complete this form in **black ink** or **type** and complete all sections of the form. We do not accept CVs.

### Details of Post Applied For:

Job Title	
Job Reference Number (if any)	
Please confirm the date you would be able to start work / notice period, if you are appointed	
Where did you see this post advertised?	

### Personal Details:

Title	Mr / Mrs / Miss / Other	First Name(s)								
Surname		Date of Birth	d	d	m	m	y	y	y	y

Previous Surname			
Address			
Postcode			
Contact	Home no:		
	Mobile no:		
	E-mail :		
National Insurance Number			
Teacher Reference Number			
Are you required to hold a work permit or a certificate of sponsorship?	YES	NO	Are there any time limits, limitations, restrictions on your right to work in the U.K.? If yes, please outline details below
<b>Declaration of Relationships:</b> Any candidate who canvasses a Councillor, School Governors or School or Council employees in respect of appointments will be disqualified.			
Are you related to or partner of, or do you have a close personal relationship with, any elected member or senior officer of the local authority or a member of staff or governor of the school?			YES / NO
If YES, please provide below his/her name and role, and state your relationship:			
<b>Pension</b>			
Have you opted out of the Teacher Pension scheme?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If 'YES', please state your opting-out date:			

<b>Education and Qualifications:</b>				
Please begin with Teaching Qualifications, PGCE or other qualifications, (e.g. BTEC, degrees, post graduate or equivalent), GCSE, "A" Levels, "O" Levels or equivalent and any other relevant professional qualifications.				
Educational Training Establishment Name of Institution (e.g. School, College or University)	Course / Subject	Dates Attended		Grade / Award (if applicable)
		From Month/Year	To Month/Year	

<b>Qualified Teacher Status or Qualified Teacher Learning and Skills Status – Do you hold?</b>			
Qualified Teacher Status (QTS)	YES	NO	Date awarded or expected to be awarded, if applicable
	<input type="checkbox"/>	<input type="checkbox"/>	Date:
Qualified Teacher Learning & Skills Status (QTLS)	YES	NO	Date awarded (as above)
	<input type="checkbox"/>	<input type="checkbox"/>	Date:
<b>National Professional Qualification for Headship (NPQH)</b>			
Do you hold NPQH?	YES	NO	If yes, date/if no, date expected to be awarded?
	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Membership of Professional Bodies:</b> Please give details of any relevant professional bodies to which you belong.		
Name of Professional Body	Membership Status	Date Membership Commenced

Please add additional rows if required

<b>Other Training and Professional Development:</b>				
Please give details of any courses undertaken or which you are currently undertaking which you have not already detailed in Education and Qualifications section and which you consider to be relevant to this application.				
Course Title	Course Provider	Dates Attended		Award (if any)
		From (Month/Year)	To (Month/Year)	

Please add additional rows if required

<b>Details of Current or Most Recent Teaching Appointment: Referee 1</b>				
Post Held (and subjects taught if appropriate)				
Please give a brief outline of significant responsibilities/duties in your present or most recent post directly relevant to the post for which you are applying.				
Dates Employed From & To (month/year)	From		To	
School Name and Address				
Name of Local Authority (If Applicable)				
Type of School (High, Community, Aided, Independent etc.)				
Pupil Number on Roll: Information				
Age Range:				

Gender / Single /Mixed:		
Salary Details	Pay Range (e.g. Main Pay Range, Leadership Pay Spine): specify spinal point	
	Basic Annual salary (if part-time, specify the FTE):	£
	Additional allowances (state type e.g. TLR, and annual value): Plus London Weighting if applicable	
Are you still employed by this establishment?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for Leaving		
<b>Previous Teaching Appointments:</b> (N.B. if you are newly qualified please specify your teaching practices)		
Please give details of <b>all previous teaching appointments</b> you have undertaken, starting with the most recent. Details of employment undertaken outside of teaching, and any other gaps in employment, should be recorded on the next section. Please use a continuation sheet if necessary.		
Name & Address of employer:		
Name of Local Authority:		
Name & Address of School/Establishment:		
Type of school:	<input type="checkbox"/> Boys <input type="checkbox"/> Girls <input type="checkbox"/> Mixed (Please select as appropriate)	
Number on roll:		
Telephone no:		
Position title:		
Subjects taken:		
Dates Employed:	From:	To:
Pay Range and Spinal Point (e.g. Main Pay Range, Leadership Pay Spine or Upper Pay spine or any other):		
Basic Annual Salary		
Additional allowances e.g. TLR (Please specify)		

Reason for Leaving	
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Name & Address of employer:		
Name of local authority		
Name & Address of School/Establishment:		
Type of school:	<input type="checkbox"/> Boys <input type="checkbox"/> Girls <input type="checkbox"/> Mixed    (Please select as appropriate)	
Number on roll:		
Telephone no:		
Position title:		
Subjects taken:		
Dates Employed:	From:	To:
Pay Range and Spinal Point (e.g. Main Pay Range, Leadership Pay Spine or Upper Pay spine or any other):		
Basic Annual Salary		
Additional allowances e.g. TLR (Please specify)		
Reason for Leaving		

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Number on roll:		
Telephone no:		
Position title:		
Subjects taken:		
Dates Employed:	From:	To:

Pay Range and Spinal Point (e.g. Main Pay Range, Leadership Pay Spine or Upper Pay spine or any other):	
Basic Annual Salary	
Additional allowances e.g. TLR (Please specify)	
Reason for Leaving	

Please add additional rows if required

<b>Other Skills and experience:</b>		
Please give details below of any voluntary work or other paid or unpaid employment that you have not detailed elsewhere in your employment history		
Date From (Month/Year)	Date To (Month/Year)	Details

<b>Periods When Not Working/Unaccounted for:</b>		
Please give details of any periods that are not accounted for by full time employment, education training. This would include periods of unemployment etc. since leaving secondary education.		
Date From (Month/Year)	Date To (Month/Year)	Reason

**Supporting Statement:**

Please explain (ideally in no more than 2 sides of A4) how your knowledge, skills and experience, gained in paid or unpaid work, study or training, meet the person specification as set out in job description. Make sure you address all the criteria marked "A" for Application Form.



**Please continue on separate sheet if necessary**

Please supply us with a minimum of two references which covers all employers during your last 3 years of employment. The first referee must be your current, or if you are not employed, your most recent employer - this reference must be given on behalf of the School/ Organisation. Other references must be previous employers, not friends, or former colleagues (unless a former Head teacher/School Governor/Manager who has since left that School/Organisation) and must not be related to you. Occasionally references may be sought from previous employers not listed below. **All references for positions within schools will be taken prior to interview.**

- If you are not currently working with children but have done so in the past, your second referee must be that employer. If you are a Newly Qualified Teacher, one referee must be your Teacher Training tutor/college tutor and the second referee from a school where you have had teaching practice. References relating to your employment at a school or college must be from the Head teacher or Principal. If you are a serving (or ex) Head teacher or Principal, your referee should be the Chair of the Governing Body. If you are a Deputy Head teacher your referee should be the Head teacher.

We reserve the right to contact other previous employers for information, prior to interview, to verify details on your application form, such as particular experience or qualifications.

Referee 1		Referee 2	
Title, Name, Surname		Title, Name, Surname	
Job Title/Company		Job Title/Company	
Address		Address	
Tel. Number		Tel. Number	
Email Address		Email Address	
What capacity do you know the referee?		What capacity do you know the referee?	
Referee 3		Referee 4	
Title, Name, Surname		Title, Name, Surname	
Job Title/Company		Job Title/Company	
Address		Address	
Tel. Number		Tel. Number	
Email Address		Email Address	

What capacity do you know the referee?		What capacity do you know the referee?	
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We welcome applications from candidates with disabilities. Please let us know if you require any reasonable adjustments to enable you to attend the interview.

## DISCLOSURE AND BARRING CHECKS

### Criminal Records Checks - Overseas

From April 2017, if an employee has lived, worked or studied overseas for a period of 12 months or more in the past 10 years and require a visa they will now be required to provide an overseas criminal record certificate. Schools now have a statutory duty to inform Tier 2 skilled worker applicants of the need to source and submit overseas criminal record certificates as part of the application process.

<b>Are you currently registered with the DBS Update Service?</b>	YES/NO		
<b>If YES, please provide the information below. If NO, please proceed to the next section.</b>			
DBS Registration Number		Annual Registration Renewal Date	
Level of check obtained at point of registration? (select one)	STANDARD / ENHANCED		
Which workforce was your check requested for at point of registration? (select one)	CHILDREN / ADULT / ADULT & CHILDREN / OTHER		
<b>Declaration:</b> By signing this application form and providing the information above I understand that I am authorising the school to consult the DBS Update Service in the context of its recruitment and safeguarding procedures and agree to provide the relevant disclosure certificate to facilitate this process.			
The post for which you are applying is <b>exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)</b> . If you are appointed you will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check.			
<b>Declaration of Convictions:</b> Do you have any criminal convictions, cautions, reprimands, final warnings, bind overs or pending prosecutions? Yes <input type="checkbox"/> No <input type="checkbox"/>			

You are required to declare below any convictions, cautions, reprimands or final warnings bind overs or pending prosecutions.

Please give details below:-

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By submitting this application form you are declaring that the information you have provided is true and accurate to the best of your knowledge. Providing false information or knowingly omitting or concealing any relevant fact about your eligibility for employment will result in your application being withdrawn.

If any of the information within your application is found to be untrue or misleading after appointment, you may be dismissed without notice.

Harrow Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

I hereby certify that all the information given by me on this form is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications which I hold.

Signature:

Date:

## Equalities Monitoring Form

Please note this form will be separated from your application upon receipt and will not be shared with the panel.

### Why do we monitor?

Harrow Council is committed to the fair treatment of all it's staff, potential staff and users of it's services regardless of age, sex, disability, race, religion or belief, sexual orientation or gender reassignment, marriage and civil partnership, pregnancy and maternity, or offending background. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates. We select all candidates for interview based on their skills, qualifications and experience. Harrow Council has a legal responsibility to promote and advance equality. The information will also enable us to monitor our progress with regards to addressing inequality and allow our employees and service users to see how we are performing on equality.

Harrow Council is committed to recruiting the best applicant for the job, regardless of any factor than the ability to do the job. To help us monitor, please complete this recruitment monitoring form. All information will be treated in the strictest confidence and will be separated from your application on receipt. **It will not be seen by those involved in the assessment of your application.** Your cooperation in completing this is therefore welcome and helpful.

### Age - What is your age group?

Under 16 years		16 – 24 years	
25-44 years		45 – 64 years	
65 years and over			

### Disability – Are your day-to-day activities limited because of a health problem or disability which has lasted or is expected to last at least 12 months?

No		Yes, affecting mobility	
Yes, affecting hearing		Yes, affecting vision	
Yes, a learning disability		Yes, mental ill-health	
Yes, another form of disability, (please specify)			

**Ethnic origin - What is your ethnic origin?****Asian or Asian British**

Afghan		Bangladeshi	
Chinese		Indian	
Pakistani		Sri Lankan	
Any other Asian background – (please specify)			

**Black or Black British**

African		Somali	
Caribbean			
Any other Black background – (please specify)			

**Mixed background**

White and Black African		White and Asian	
White and Black Caribbean			
Any other mixed background - please specify			

**Other ethnic background**

Arab		Iranian	
Any other Ethnic group – please specify			

**White or White British**

Albanian		English	
Gypsy / Irish Traveller		Irish	
Polish		Romanian	
Scottish		Welsh	
Any other White background - please specify			

**Marriage or Civil Partnership**

Are you married?	Yes		No	
Are you in a Civil Partnership?	Yes		No	

**Pregnancy or Maternity**

Have you been pregnant and / or on maternity leave during the past 2 years?	Yes		No	
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**Religion and belief - What is your religion?**

Buddhism		Judaism	
Christianity (all denominations)		Sikhism	
Hinduism		Zoroastrian	
Islam		No religion / Athiest	
Jainism		Other please specify	

**Sex – Are you?**

Male		Female	
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**Gender Reassignment - Is your gender identity the same as the gender you were assigned at birth?**

Yes		No	
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**Sexual orientation – What is your sexual orientation?**

Bisexual	
Gay Man	
Gay Woman / Lesbian	

Heterosexual	
Other please specify	