

APPLICATION FOR TEACHING APPOINTMENT



WORKING TOWARDS EQUAL OPPORTUNITIES

CONFIDENTIAL

Office use only

Candidate Reference Number:

Dear Applicant

Thank you for showing interest in this post with Bury Council Children's Services Department.

This pack contains the following information:

- Job description
- Person specification
- Information about the school/ service and the post
- Information on how to make the most of your application: guidance notes

Please read all the documents enclosed before you complete your application form as they are designed to help you.

I would like to take this opportunity to wish you success in the future.

Yours sincerely

DAVE BARLOW
HEAD OF HUMAN RESOURCES (CHILDREN, YOUNG PEOPLE & CULTURE)

Bury Council aims to promote equality of opportunity for all with the right mix of skills, talent and potential and the council welcomes applications from a diverse range of applicants.

Each appointment is subject to an enhanced criminal bureau check, medical assessment and your entitlement to work in the UK. The post for which you have applied is exempt from the Rehabilitation of Offenders Act 1974 and you will therefore be required to disclose information regarding any convictions, cautions, reprimands, warnings or bindovers against yourself which would otherwise be considered as 'spent' in relation to this application. Any such information will be treated in strict confidence and will only be used in consideration of your suitability for the post for which you have applied.

Please complete your application in black ink/type to enable photocopies to be taken.

Shortlisted candidates will normally be informed within four weeks of the closing date and will be told the date and time of interview. If you have not heard within four weeks then please assume that on this occasion your application has been unsuccessful. Acknowledgement of receipt of applications can only be acknowledged if you enclose a stamped addressed envelope.

Please return your completed application form and supporting documents to:

Mr Jonathan Wilton

Headteacher

The Elton High School

Walshaw Road

Bury BL8 1RN

or please email your completed application form and supporting documents to:

greenj@eltonhigh.bury.sch.uk

<http://www.eltonhigh.bury.sch.uk/school-information/data-protection-and-privacy-notice/staff-privacy-notice>

Please see advertisement for the return address for your completed application.

SECTION A

To be detached and kept separately until the short listing process is complete. After the short listing stage the information will be needed to contact those candidates selected for interview.

1. Post Details

Post Applied For

School/Service

Location

Closing Date

2. Personal Details

Surname (block capitals) Preferred Title

Forenames Previous Name

Address

Post Code

Home Tel. No. Mobile Tel. No.

Work Tel. No. National Insurance No

E-mail Address

3. Reference

Please give the names of two referees. One should be your current or most recent employer, where appropriate. If you do not currently work with children but have done so previously please include the employer's details as a referee. References will not be accepted from relations or from people writing solely in the capacity of friends. If you are short-listed your referees will be contacted before interview.

1. Name	2. Name
Designation	Designation
Address	Address
Tel. No.	Tel. No.
Fax. No.	Fax. No.
Email address	Email address

Current employer/previous employer/other.

(Delete as appropriate, if **other** please explain)

Current employer/previous employer/other.

(Delete as appropriate, if **other** please explain)

May we approach if you are short listed?

Yes No

May we approach if you are short listed?

Yes No

4. How did you find out about this job? (e.g. name of the newspaper, journal, Council website/ other website, Council bulletin, or word of mouth, *please indicate*)

.....

5. Are you related to any member of the Governing Body? Yes No
If yes, please provide details

Declaration

I declare that to the best of my knowledge the information contained in Section A and B of the application are true and correct and I have noted and understood Note 8 in Section B head General Information. I understand that if it is found that I have deliberately given false or misleading information I will, if appointed, be dismissed without notice and the matter may possibly be referred to the police.

Signed: _____

Dated: _____

Qualified Teacher Status

Do you hold Qualified Teacher Status?

Yes No

If yes, please give date of the award.

.....

Have you successfully completed a period of induction as a qualified teacher in this country where the DfES required this?

Yes No

General Teaching Council (GTC)

Are you registered with the GTC?

Yes No

What is your GTC Teacher Reference Number (DfES Number)?

.....

Are you subject to any conditions or prohibitions placed on you by the GTC (or another GTC in the UK)?

Yes No

If yes, give full details below:

.....
.....
.....

Disclosure of Criminal Background and Child Protection Matters

This post is exempt from Section 4 (2) of the Rehabilitation of Offenders Act (1974). You are required therefore, to disclose below all convictions against yourself, cautions or reprimands, warnings or bind-overs, including those which in other circumstances would be considered as 'spent' under the provisions of the Act in relation to this application. If you are appointed to the post failure to disclose such convictions could result in the offer of appointment being withdrawn or disciplinary action being taken.

If you are successful any information declared will be considered and discussed with you prior to a decision being made on your appointment. The School/ Authority has a policy on the recruitment of ex-offenders and that a criminal record will not automatically debar anyone from employment with the School/ Authority.

Have you ever been convicted of a criminal offence in a Court of Law, cautioned, reprimanded or warned by a Senior Police Officer or boundover?

Yes No

If you have answered yes please give details below:

.....
.....
.....

Are you registered on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body?

Yes No

If yes, please give details below:

.....
.....
.....

If you are offered the position the Criminal Records Bureau will be contacted to assess the possible existence and content of an enhanced criminal record. Any such information will be strictly confidential and will only be used to consider your suitability for the post for which you are applying.

I have read the above statement and agree to the Criminal Records Bureau being contacted:

..... (Signature)

EQUAL OPPORTUNITIES MONITORING

Office use only
Candidate Reference Number:

The information in this section will be treated in strict confidence.

The results will be used to produce statistics about recruitment and selection. They will help us to take action to prevent discrimination. This part of the form will be detached and kept separately before the shortlisting stage.

Please answer all the questions.

1. Gender

I am: *(Please tick appropriate box)* Male Female

2. Date of Birth _____

3. Marital Status

I am: *(Please tick appropriate box)*
 Single Married or in a Civil Partnership Divorced Widowed

4. Caring Responsibilities in your Personal Life

Are you responsible for looking after children under the age of 16?
(Please tick appropriate box)

Yes No

Are you responsible for helping any other person carry out their daily routine?
(Please tick appropriate box)

Yes No

5. Language(s) Spoken

	English	Other
First language learnt	<input type="checkbox"/>	<input type="checkbox"/>
Main language used now	<input type="checkbox"/>	<input type="checkbox"/>
If other, please write in _____		

6. Sexual Orientation

- Person of the same sex (lesbian or gay man)
- Persons of opposite sex (heterosexual)
- Persons of the same sex and opposite sex (bisexual)
- Prefer not to disclose

7. Which religion/belief do you follow?

- | | |
|---|--|
| <input type="checkbox"/> Buddhism | <input type="checkbox"/> Judaism |
| <input type="checkbox"/> Christianity | <input type="checkbox"/> Sikhism |
| <input type="checkbox"/> Hinduism | <input type="checkbox"/> Other religion, please write in _____ |
| <input type="checkbox"/> Islam | <input type="checkbox"/> None |
| <input type="checkbox"/> Prefer not to disclose | |

8. Ethnic Origin

What is Ethnic Origin?

Please tick the box that you believe best described your ethnic origin. Your ethnic origin is not related to your nationality, place of birth, or citizenship. It describes your culture and broad ethnic group. UK citizens can belong to any of the groups indicated below.

What would you describe to be your ethnic origin? *(Please tick appropriate box)*

White

British

Irish

Traveller of Irish Heritage

Gypsy/Roma

Any other White background, please write in _____

Mixed

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed background, please write in _____

Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background, please write in _____

Black or Black British

Black Caribbean

Black African

Black British

Any other Black background, please write in _____

Chinese or other ethnic group

Chinese

Any other ethnic group, please write in _____

Other or unknown

Other

Unknown

Prefer not to disclose

9. Disability

A disabled person is someone who 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. The Disability Discrimination Act 2005 has extended protection to cover people with HIV infection, cancer and multiple sclerosis from the point of diagnosis.

Do you consider yourself a disabled person? Yes No

SECTION B

Only Section B will be made available to the short listing panel.

Office use only
Candidate Reference Number:

1. Post Details:

Application for the post of:	_____	Post Ref. No.	_____
School/Service	_____		
Location	_____		

2. Current or Most Recent Employment:

If you have just left education or have not yet been employed please use Section B7 to explain how you meet the requirements in the person specification.

Post Title:	_____	Date Started Current Post:	_____
Name and Address of Employer	_____		

Tel. No.	_____		
Salary Scale/Allowance:	_____		
Present Annual Salary:	_____		
Reason for Leaving:	_____		
How much notice do you need to give?	_____		

Section B continued

3. Previous employment, including voluntary work/reasons for any gaps:

(Please list in date order, starting with the most recent and continue on a separate sheet if necessary)

Please note that it may be necessary to contact some or all of your previous employers for information to verify particular experience or qualification prior to any interviews.

Dates		Local Authority Name and Address of School/Employer	No. of pupils in school + age range worked with	Job Title/ Salary/Grade of post (include allowances)	Reason for Leaving
From	To				

Section B continued

4. Education and Professional Qualifications:

(Please list in date order, starting with the most recent, include any qualifications you are currently working towards)

<ul style="list-style-type: none"> • Secondary Education (only include GCE A Levels or equivalent e.g. NVQ Level 3 and above) • Professional Qualifications 	<p align="center">Qualifications Obtained Or To Be Taken</p>	<p align="center">Date Passed Or To Be Taken</p>	<p align="center">Grade Obtained</p>

5. Age Range Trained for:

Early Years <input type="checkbox"/>	Key Stage 3 <input type="checkbox"/>
Key Stage 1 <input type="checkbox"/>	Key Stage 4 <input type="checkbox"/>
Key Stage 2 <input type="checkbox"/>	Post 16 <input type="checkbox"/>

Section B continued

6. Relevant Training Courses/Programmes Attended:

(Please give details of any other relevant training not covered in previous sections, e.g. short courses)

From	To	Course Title	Organising Body

Please continue on a separate sheet if necessary

Section B continued

7. Your Application:

Application for the Post of: _____

(Please read the Guidance Notes before you answer this section and ensure it covers items in the person specification)

Please provide a covering letter of no more than 2 sides of A4 (font size 11) which outlines your reasons for applying, your experience thus far and the skills and attributes that make you suitable for this post. The guidance notes may also help you understand the importance of this section.

PLEASE DO NOT WRITE IN THIS BOX. YOU SHOULD PROVIDE A COVERING LETTER OF NO MORE THAN 2 SIDES OF A4 PAPER (FONT SIZE 11).

Section B continued

8. GENERAL INFORMATION

Insufficient Postage

When returning your completed application form, it is your responsibility to ensure that you have used sufficient postage as we will not be responsible for collecting the form and paying excess postal charges. If your form is received after the closing date due to insufficient postage **it will not be considered for shortlisting.**

CVs

Prepared CVs will be accepted by the short listing panel and used in the recruitment process only in support of a fully completed application form.

DATA PROTECTION ACT 1998 EMPLOYMENT APPLICATION AND ASSOCIATED FORMS

DATA PROTECTION ACT 1998

The Council maintains a Register Entry in respect of Staff Administration. Personal information provided by you on this form and any others in connection with your application is treated in confidence and complies with the requirements of the Act.

Verification of Information

The Council may verify information you have provided on the Application Form (e.g. Qualifications, Skills, Knowledge, Experience and Salary) either prior to the interview or as part of the appointment process. This may involve contacting organisations or persons you have quoted on the form. You will have the opportunity to make representations should any checks produce discrepancies.

Local Authority Fraud Initiatives

The Council must protect the public funds it handles and we may use the information you have provided to prevent and detect fraud. We may also share this information with other organisations which handle public funds.

INFORMATION ON HOW TO MAKE THE MOST OF YOUR APPLICATION

GUIDANCE NOTES

Applying for a job with Bury Council

When you apply for a job in Bury Council selection for interview is based upon the information you provide on the application form. With the application form you will have:

A Job Description – this gives you details about the job. It lists all the main tasks and duties which the postholder will be required to carry out.

A Person Specification – this tells you what qualifications, skills, knowledge and experience a person must have to be able to do the job. These are listed as essential and desirable criteria. In order to be invited for interview you must be able to show that **you meet all the essential criteria** and ideally all the desirable criteria. However, if you do not meet some or all of the desirable criteria, you may still be invited for interview.

Some points to bear in mind before you start

- Look carefully at the job description, person specification and application form. Ask yourself why you are interested in the job and what qualifications, skills, knowledge and experience you have which would help you to do the job. Do not copy the same application for a series of jobs.
- Make sure your application relates to the requirements of the job description and person specification.
- Please use the application form provided.
- When completed, read through your application form carefully and check that each section has been filled in. If you have additional pages, please ensure that they are numbered and securely attached. On each additional page you should also write down the post title.
- Sign and date your form and make sure that it is sent in plenty of time to arrive before the closing date.

Completing your Application Form

The application form is in two parts – Section A and Section B.

Section A

In this section we ask for your personal details, such as your name, date of birth and any other information from which a shortlisting panel may identify you. Section A also asks you to provide information which will help us to monitor and improve our equal opportunities policy. Section A of the form will be detached and kept separately early on in the recruitment procedure. This means that the shortlisting panel will only have access to the information contained in Section B.

Section B

This section asks for the information we need to consider when we draw up a shortlist based on the person specification.

Section A

Personal Details:

Make sure that your full name, address, preferred title, previous names and home and work telephone numbers (if you are on the telephone) are entered.

Reference:

You should give the name, address, email address and designation of two referees one of whom should be your current employer (or most recent employer if you are unemployed). If you do not currently work with children but have done so previously please include the employer's details as a referee. If you have not been employed before, you should give the name of a teacher or lecturer who knows you well enough to comment on your ability to do the job. If you have no previous experience, have recently entered the country or the company you worked for has closed down, a reference from a non-employer (e.g. your doctor, your solicitor, your former lecturer) may be acceptable. References from relatives, partners or friends will not be acceptable. ***It is the policy of the Council not to accept elected members as referees.***

Equal Opportunities Monitoring:

Remember to complete this part of the form as it helps us to find out whether our equal opportunities policy is effective with regard to recruitment and retention of staff, e.g. the development of work life balance policies.

Every job applicant's suitability for a job will be judged on the basis of their skills, knowledge, experience and/or qualifications.

Section B

Post Details:

Please copy the relevant information detailed in "Section A 1. Post Details".

Current or Recent Employment:

If you are currently employed give details of your present job. If you are not currently working leave this section blank.

Previous Employment

Starting with your most recent previous employer, list all the employers you have worked for. Give the dates you worked for them and their name and address. Write down your job title and, for more recent posts, your grade and salary. Check that dates are correct and in order and that reasons are given for any gaps.

Education and Professional Qualifications:

Give a list of all your qualifications, including grade/level achieved, starting with those you obtained most recently. We need this information to assess whether you fulfil the essential qualifications for the vacancy. If you have any professional qualifications that you feel are relevant to the vacancy although they may not be an essential or desirable requirement for the post, please list them here. If you have overseas qualifications you will need to provide evidence to show that they are equivalent to any qualification required. If you need help with this you can contact the National Council for Academic Recognition on 0161 957 7064.

Other non-qualification training:

Detail here any other training you have undertake which may be relevant to the post along with the dates the training was carried out.

Your application:

Relevant Skills, Knowledge and Experience:-

This is the most important part of your application. Do not repeat your whole career history. Try and match your relevant skills, knowledge and experience to the essential and/or desirable requirements on the shortlisting criteria contained within the person specification.

As a guide it may be helpful to use the criteria on the person specification as headings. Under these headings you could outline the relevant skills, knowledge and experience you have obtained. It is not acceptable to just say you have done something, you must qualify this by giving details of how you did it and what was involved.