



### CONFIDENTIAL

## APPLICATION FORM FOR APPOINTMENT TO A POST IN A SCHOOL

Please complete clearly in black ink or typescript. This application form must be completed in full. A CV will not be accepted as a replacement for any part of this form.

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**

For non-teaching posts you can disregard the shaded boxes if these are not relevant to you.

Please return this form to the school to which you are applying unless you are applying for a head teacher post where you must return it to the Chair or the Clerk to Governors. If you have not been invited for an interview within 4 weeks of the closing date, please assume that your application has been unsuccessful on this occasion.

**Post Details**

Post applied for: .....

at: ..... School

**Personal Details**

Your title: (optional) ..... Date of Birth: 

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First name(s): .....

Surname: .....

Previous names known by: .....

Address and postcode: .....

.....

Home phone number: ..... Work phone number (optional): .....

Mobile phone number: ..... E-mail: .....

DCSF Reference Number: (Formerly DfES/DfEE)	NI Number <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>								
If you do not have an NI number please give details on a separate sheet.									

**Referees**

Please give details of two referees. If you are, or have recently been employed, one **must** be your current or last employer. If you have worked with children in the past, one of your referees must be able to make reference to your work with children. If your current or last employment was within a school, one referee **must** be the head teacher. If you are a student, one should be a senior staff member from your place of study. Your referees **must not** be a relative or a partner.

1. Name .....	2. Name .....
Job Title .....	Job Title .....
Address .....	Address .....
.....	.....
.....	.....
Daytime phone number .....	Daytime phone number .....
E-mail: .....	E-mail: .....
Capacity in which known to you: .....	Capacity in which known to you: .....

**References will be taken up after shortlisting and before interview.  
We may request additional referees.**

**Present or last employment**

If you have more than one post please provide details of the most relevant post here and include your other post/s under 'Previous Employments.'

- 1. Present Post Title .....
- 2. Name & Address of workplace .....  
.....
- 3. Salary, Point and any additional responsibility points or allowances .....  
.....
- 4. Date appointment from ..... to .....

- 5. Type of School including Single/Mixed Sex .....
- 6. Number on Roll .....
- 7. Age Range Taught .....

**Key Duties and Responsibilities**

### Previous Teaching/Leadership Posts

Please list in chronological order. Be explicit about the type of school or college and the length of time that the post was held. Please give reasons and duration for any gaps when you have not been in employment.

Name of Local Authority	Name, contact details and type of School/College and whether single/mixed sex	Approx Number on Roll	Age Range Taught	Post Title, Grade or Scale, Full or Part time	Dates From / To (month and year)	Reason for leaving

Continue on a separate sheet if necessary and attach it securely to your application form.

### Previous Employments (other than teaching)

Please include any voluntary work, giving reasons and the duration of any gaps when you have not been in employment.

Name and contact details of previous employers	Position and Responsibilities	Dates From / To (month and year)	Reason for leaving

Continue on a separate sheet if necessary and attach it securely to your application form.

## Education, Training, Qualifications & Professional Memberships

Please list in chronological order. Documentary evidence of relevant qualifications/memberships must be presented at interview. These must be originals.

Secondary, Higher & Further Education/ Organising Body/ Professional Association	Qualification achieved	Level & Grade	From / To (month and year)
	If relevant include key stage training, subject specialisms, specialist training or special studies (publications or research dissertations)		Full or Part Time

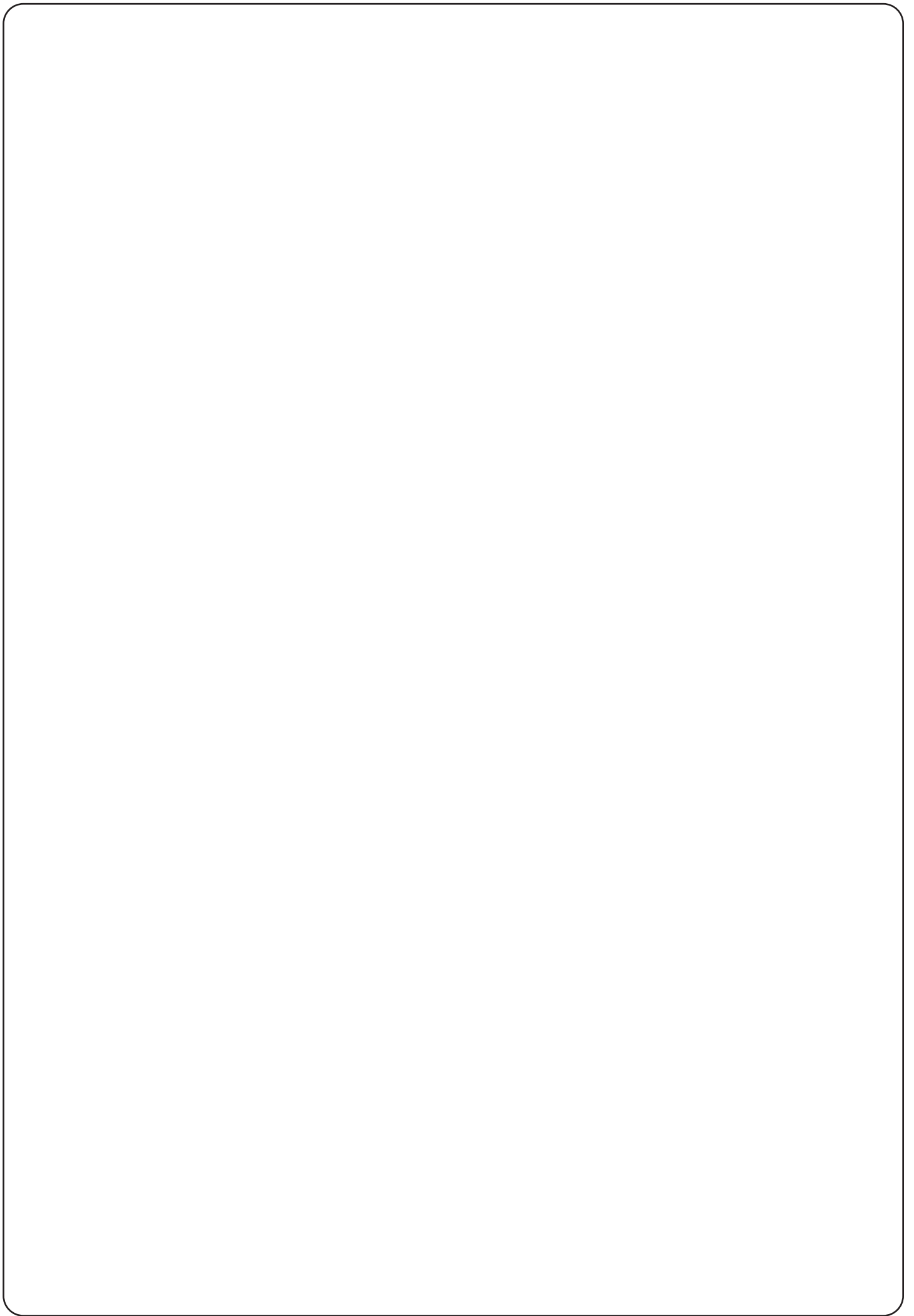
Continue on a separate sheet if necessary and attach it securely to your application form.

## Personal Statement

While referring to the Job Description and Person Specification, explain how you would relate your education, training and experiences (including those not related to employment) to the requirements of the post for which you are applying.

If you are applying for a head teacher post describe:

- Your educational philosophy
- The extent of your experience with respect to staff, curriculum and financial management
- Your professional attitude towards
  - Staff appointments
  - The professional development of teachers
  - The school governors, parents and the local community
  - The management of change



**Asylum & Immigration Act, 1996**

Can you provide evidence of your legal right to work in the UK?  
(You will be required to produce this documentation at Interview)

Yes  No

**Positive About Disabled People**



Lincolnshire County Council welcomes applications from disabled people. We have been awarded the 'Positive About Disabled People' symbol in recognition of our commitment to ensure that disabled people are supported and treated fairly at every stage of their selection, employment and career development.

We are committed to interviewing all disabled applicants who meet the minimum criteria of the role applied for. Please tick the box below if you consider yourself to have a disability\*. In addition please advise us of any reasonable adjustments which are needed to ensure the interview is accessible to you.

\*For this purpose, disability is defined as any physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities. Long term means the effect of the impairment has lasted at least twelve months, is likely to last for twelve months, or is likely to last for the rest of a person's life.

Do you consider yourself to have a disability?

Yes  No

Do you have any special requirements in relation to your interview arrangements?

Yes  No

If 'Yes' please give details .....  
.....  
.....  
.....

Are you, to the best of your knowledge, related to any Councillors at Lincolnshire County Council, Senior Staff or Governors of the School to which you are applying?

Yes  No

Name: ..... Position: .....

A candidate who fails to disclose their relationship to a Lincolnshire County Councillor, Senior Staff Member or Governor of the School may have their application rejected. If appointed they may be subject to disciplinary action or dismissal.

## **Criminal convictions – Rehabilitation of Offenders Act 1974**

All applicants are required to provide full details about any criminal record they may have.

The successful applicant will be required to make an application to the Criminal Records Bureau (CRB) for disclosure under the provisions of the Police Act (1977). The Authority will confirm your identity at the interview and submit the application to the CRB, paying the necessary fee.

The 1977 Police Act allows employers to obtain information about people who are being considered for appointment to positions involving work with children, vulnerable adults or other positions of trust. The post you are applying for is subject to an enhanced disclosure and you must provide details of all convictions, either in the UK or abroad, including those 'spent' under the Rehabilitation of Offenders Act 1974 and Exceptions Order 1975, cautions and bind-overs, reprimands, warnings, investigations or prosecutions pending. You must also inform us if you are on List 99, disqualified from working with children, or subject to sanctions imposed by a regulatory body, e.g. The General Teaching Council.

Criminal records will only be taken into account for recruitment purposes when the conviction is relevant. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background of your offence(s). Any information disclosed will be treated sensitively and in confidence and will only be used in deciding a candidate's suitability for the post applied for.

Failure to disclose any information required of you may result in your application being rejected, disciplinary action or dismissal. Do you have any criminal record information to disclose?

No  Yes  If Yes, please give details below including the nature of the offence/alleged offence, date and full name at the time of the offence.

If you are a foreign national or a UK resident who has lived or worked abroad you must obtain a Certificate of Good Repute from that country(ies) Embassy in the UK. For example, if you have worked in France, you must obtain a Certificate of Good Repute from the French Embassy in the UK.

### **CONVICTIONS**

### **PROSECUTIONS PENDING**

### **DISQUALIFICATION ORDER**

### **GOVERNMENT DEPARTMENT LISTS** including

DCSF List 99 (formerly DfES/DfEE), Department of Health (DoH) Protection of Children Act List (PoCA), or Department of Health (DoH) Protection of Vulnerable Adults (PoVA)

Continue on a separate sheet if necessary, following the above format, and attach it securely to your application.



### **Retired Teachers**

Under the Teachers Pensions Regulations those teachers who are in receipt of a pension and retired on or after 01/04/1997 on grounds of ill health cannot be employed unless you surrender your pension and are deemed fit to be employed as a teacher again.

### **General Teaching Council for England**

It is a legal requirement for qualified teachers teaching in a maintained school, non-maintained special school or pupil referral unit in England to be registered with the General Teaching Council for England (GTC(E)). This includes supply teachers and centrally employed teachers who spend any proportion of their time teaching in these schools.

You need to be aware that if appointed a check will be carried out by the Authority with the GTC(E) to ensure that you are registered with them. The check will also cover any disciplinary sanctions that may have been imposed by the GTC(E) in respect of an individual teacher through their own disciplinary process.

### **Where did you see this vacancy advertised?**

(Please be specific, eg Lincolnshire County Council website / Netlinc website / Lincine / Lincolnshire Echo / Connexions/ Jobcentre Plus / Word of mouth)

### **Declaration**

1. The information I have given on this form is true and accurate to the best of my knowledge.
2. I have read or had explained to me and understand all the questions on this form.
3. I understand that deliberate omissions and incorrect statements could lead to my application being rejected or to my dismissal if appointed to the post.
4. I understand that evidence of my qualifications will be required during the selection interview process.
5. I understand that satisfactory references, CRB disclosure, medical clearance and evidence of the right to work in the UK are required before any final offer of employment can be made.

Signed ..... Date .....

**If submitting this form via email you are declaring that the information stated is true and accurate. You will be asked to sign this form if you are invited to an interview.**

All information provided on this form will be dealt with in accordance with the Data Protection Act 1984, Amended 1998. This information may be computerised and used for administrative purposes within Lincolnshire County Council. All personal information computerised by the Council has to be registered and may only be used and disclosed as described in the Data Protection Register.



## Recruitment Monitoring

Lincolnshire County Council is committed to achieving fairness and equality in employment as contained within the Council's Equality and Diversity policy. We aim to ensure that unfair discrimination does not take place at any stage of employment including within the recruitment procedure. By completing this monitoring form you will be supporting the council in meeting its commitments to review and monitor the effectiveness of the recruitment procedure and help us ensure that these procedures are open and available to everyone. This page will be detached from your application form, stored securely and confidentially and will not be taken into account when making the appointment.

Surname:	Title (Optional):	First Name(s):
Nationality:	Date of Birth:	
Are you: Male <input type="checkbox"/> Female <input type="checkbox"/>		
Post Applied For:	Post Ref No:	
Location:	Full Time/Part Time:	

## What is your ethnic group?

Choose ONE section from A to F, then tick the appropriate box to indicate your cultural background.

### a) White

- British
- Irish
- White other

### d) Black, Black British

- Caribbean
- African
- Black other

### b) Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Mixed other

### e) Chinese or other ethnic group

- Chinese
- Other ethnic group

### c) Asian, Asian British

- Indian
- Pakistani
- Bangladeshi
- Asian other

### f) Romany / Traveller

- Romany Gypsy
- Irish Traveller
  
- Ethnicity unknown
- I prefer not to disclose

To which age band do you belong?    16-19     20-24     25-29     30-34     35-39   
40-44     45-49     50-54     55-59     60+

## The Disability Discrimination Act 1995 defines disability as:

A disability is defined as any physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities. Long term means the effect of the impairment has lasted at least twelve months, is likely to last for twelve months, or is likely to last for the rest of a person's life.

Do you consider yourself to have a disability?    Yes     No     I prefer not to disclose

## Religion / Belief

Christian (all denominations)     Buddhist     Hindu     Jewish     Muslim     Sikh   
No denomination     Other     I prefer not to disclose