

## APPLICATION FOR THE POST OF TEACHER

*(Please return this form to the email or postal address as shown in the advertisement)*

Job applied for	School	Reference No
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### PERSONAL DETAILS

Surname/Family Name		First Names	
Preferred Title	National Insurance Number	Are you required to hold a work permit? Yes <input type="checkbox"/> No <input type="checkbox"/>	
QTS Certificate Number	Date QTS Awarded	Are you registered with the GTC Yes <input type="checkbox"/> No <input type="checkbox"/> GTC Ref Number	
Have you successfully completed a period of induction as a qualified teacher in this country? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, date of completion			
Address			
Post code			
Home phone		Work phone	
Email		Mobile phone	

### PRESENT EMPLOYMENT

Present Post (Title)	Full/Part Time/Job Share	Date Appointed
Current Salary Point	Current Salary	Allowances (incl TLR)
Name of School		
Address		
Post Code		
Type of School	Age Range	
No on Roll	Age Range Taught	
Name of Education Authority or Private Institution		

**REFERENCES** (One of these should be your present employer)

Name	Name
Address	Address
Post Code	Post Code
Tel Number	Tel Number
Position in organisation	Position in organisation
Email	Email

**EDUCATION**

Name of Institution	Dates		Qualifications including membership of any relevant professional association
	From	To	
Secondary School, Further Education College			
Higher Education			
Further post graduate study			
For what age range were you trained?	Main teaching subjects offered:		Additional subjects offered:

**PROFESSIONAL DEVELOPMENT COURSES ATTENDED WITHIN THE LAST FIVE YEARS**

Title	Organising Body	Duration	
		From	To

**PREVIOUS EMPLOYMENT** (Please enter most recent first and continue on a separate sheet if necessary)

*If you have had any breaks in employment since leaving school/college, please give details of these periods and your activities during these times (eg unemployment, raising a family, voluntary work, training and so on)*

LA/Employer's name and address and school name if applicable	Job Title (and responsibility point if applicable)	Exact dates employed ie 01.09.03 to 30.04.06		Reason for leaving
		From	To	

**SUPPORTING STATEMENT**

*(Please use this section to tell us how your knowledge, skills and experiences match the requirements of the job set out in the person specification. Please expand this section, if necessary, by not more than 1 side of A4).*

## DISCLOSURE OF CRIMINAL BACKGROUND

### Please refer to WF Guidelines on Employing People with Criminal Records

Because of the nature of the work for which you are applying, you are required to disclose any unspent criminal convictions you have, in line with the Rehabilitation of Offenders Act 1974 (Exception) (Amendment) Order 1986. If you are offered employment an Enhanced Disclosure will be sought from the Criminal Records Bureau before the appointment is confirmed. This will provide details of any criminal convictions, cautions, reprimands and final warnings, and any other information that may have a bearing on your suitability for the post.

Disclosure of a criminal background will not necessarily debar you from employment – this will depend upon the nature of the offence(s), frequency and when they occurred. Failure to declare a conviction, caution or bind-over may disqualify you from an appointment, or result in summary dismissal if the discrepancy comes to light.

Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the Police of a criminal offence?      **Yes**       **No**

Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post?      **Yes**       **No**

If your answer is yes, you should provide brief details on a separate sheet, marked confidential. The information you will provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.

## ADDITIONAL INFORMATION

Are you related to a councillor or senior officer of this council or any school in this council?      **Yes**       **No**

If yes please state the name and relationship

*NB canvassing or failure to disclose your relationship to a councillor or senior officer of the council may disqualify you.*

Do you have a valid driving licence?      **Yes**       **No**

Are you in good health?      **Yes**       **No**

Please tell us the number of days you have been absent from work due to sickness in the last two years and tell us why

(Please note that successful applicants will be required to complete a medical questionnaire)

**I certify that, to the best of my knowledge, the information provided and the statements made in this application are factually correct and I understand that any false information may, in the event of employment, result in disciplinary action or dismissal.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

In order to process your application and for no other reason, you are requested to complete and return this application form. Waltham Forest is fully committed to compliance with the Data Protection Act 1998 and the information given will not be revealed to any organisation other than those declared to the Office of the Information Commissioner.

**Please return this form to the email or postal address as shown in the advertisement.**

**Thank you for applying for this post.**

**MONITORING INFORMATION**

In order to monitor the effectiveness of Waltham Forest Councils Equal Opportunities Policy, and to comply with the requirements of the Race Relations Amendment Act 2000 you are required to complete Section A. Completion of Section B is voluntary, however completion will ensure all staff are treated fairly and equally.

Appointment of: insert post title here

**Monitoring Ethnic Origin**

Please indicate your ethnic origin by ticking one of the five broad divisions shown below:

**White**

- British
- Irish
- Any other White background  
(please specify below)

**Black or Black British**

- African
- Caribbean
- Any other Black background  
(please specify below)

**Asian or Asian British**

- Bangladeshi
- Indian
- Pakistani
- Any other Asian background  
(please specify below)

**Dual or Multiple Heritage**

- White and Asian
- White and Black African
- White and Black Caribbean
- Any other dual or multiple heritage  
(please specify below)

**Chinese or Other Ethnic Group**

- Chinese
- Any other ethnic background  
(please specify)

**Monitoring Disability**

Do you consider yourself to have a disability as defined\* in the Disability Discrimination Act 1995. The Act defines disability as: "a physical or mental impairment which has substantial and long-term effect on a person's ability to carry out normal day to day activities".

YES

NO

**Monitoring Gender**

Please tick one box

Female

Male

**Monitoring Media**

(for response monitoring purposes only)

Name of media or how you knew about this job

**SECTION B**

To which one of the following age groups do you belong?

Under 20     20-29     30-39     40-49     50-59     60 and over

What is your religion? *Please tick one box only*

None     Christian     Buddhist     Hindu     Muslim   
Sikh     Jewish     Other     If "other" please specify:

What is your Sexuality? *Please tick one box only.*

Heterosexual     Gay Man     Bisexual     Lesbian