



Leeds
CITY COUNCIL

CONFIDENTIAL SO(48)

The information you provide on this form will be used for recruitment & selection and employment contract purposes

Teacher Application

Please complete in **black ink**
Please return completed application forms directly to the school.

Job Ref Number:

Closing date:

16/05/2019

Application For Employment as:

1. PERSONAL DETAILS

Last Name and Title:

First Name(s):

National Insurance Number:

Home Address:

Address for Correspondence (if different):

Postcode:

Postcode:

Tel No (home):

Work:

Email:

Correspondence relating to this application may be sent via email to the address supplied, please confirm that you are happy to receive such correspondence via email: **Yes / No**

Should you be selected for interview, please indicate dates when it would be impossible for you to attend.

For full time posts: I am applying for Job share / Part time (please delete as appropriate)

Please indicate the range of days and maximum number of hours you are able to work.

Do you hold Qualified Teacher Status: **Yes / No**

If **Yes** please provide date of award & Certificate No.

If **No** have you applied for Qualified Teacher Status: **Yes / No**

DfE Number:

If not known, please state the date and name under which you are qualified

Have you completed your NQT induction period in the UK: **Yes / No**

If yes, please give date of completion

Are you ready with the GTC: **Yes / No** If yes please provide your GTC Teacher reference No.

Are you in receipt of a public service pension?

YES/NO

If you are returning to teaching have you been granted Infirmity Retirement by the Department of Education and Skills

YES/NO

(If yes please give the date)

References It is expected that Teachers/Deputy Headteachers will name their present or most recent Headteacher as their first referee. Headteachers should list their LEA or Employing Body. University leavers should name their course tutor. One referee should be your current or last employer.

1. Title: Name:

2. Title: Name:

Position:

Position:

Address:

Address:

Postcode:

Postcode:

Telephone No:

Telephone No:

Email:

Email:

Capacity in which known:

Capacity in which known:

Your referees will be automatically contacted if you are selected for interview

2. SECONDARY, FURTHER AND HIGHER EDUCATION

Date (month and Year) From To	School, College, University or Educational Establishment	Examinations taken or being taken or any other qualifications obtained	Full or Part Time	Exam Result & Grade (with dates)
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3. CONTINUING PROFESSIONAL DEVELOPMENT/TRAINING (appropriate to the job)

Course Title	Provider	Dates and Duration	Course completed (Yes/No)	Awards (if any)

6. INFORMATION IN SUPPORT OF THIS APPLICATION

(You may use this space to provide any information you wish, including any interest or unpaid activity. Ensure that you provide a full description of all skills, knowledge and experience that you feel are relevant to the post for which you are applying. Please restrict any additional information you wish to supply to two sides of A4 paper).

Criminal Offences

You are required to give details of any convictions, which are not 'spent'. In addition you are required to disclose any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198. This will not necessarily bar you from applying but failure to disclose may lead to your later dismissal dependent on the nature of the position and the circumstances and background of your offences.

If you are invited for interview, a statement of these details should be sent under separate cover in an envelope marked 'Private and Confidential – For the Addressee Only' in the top left hand corner to the chair of the interview panel.

Privacy Notice

The information detailed in this application form will be used in order to process your application and in line with the school's Recruitment and Selection process. The lawful basis for processing this information is with a view to entering into a contract with you.

Your information may be shared may be shared with Leeds City Council HR in their role as data processor under the terms of the service level agreement where they have a legitimate business need to access it, and externally where required for the recruitment process, for example, in order to obtain references or where background checks are required. Your information will only be shared where necessary, and in accordance with data protection law.

If successful, this form will be retained on your personnel file and kept for a period of 6 years after the termination of your employment. Application forms submitted by unsuccessful candidates will be destroyed after six months from the date the post was appointed to.

For more detailed information about how your information will be processed, and for details of their Data Protection Officer, contact the school direct. Information regarding your rights in relation to your personal data are available via the Information Commissioner's Office: www.ico.org.uk.

Declaration

I can confirm that, to the best of my knowledge, the information provided on this form is correct and gives a fair representation of my qualifications and employment history.

Signature _____ **Date** _____

EQUAL OPPORTUNITIES

We promote diversity and want a workforce which reflects the people of Leeds. We will use your answers to monitor and check the fairness of our recruitment. Any information you provide will be kept confidential. You do not have to answer these questions and if you do not then it will not make any difference to your application.

Date of Birth: / / **Male** **Female**

Are you Disabled? **Yes** **No**

Where did you see this post advertised?

Please identify your marital status:

Married **Civil Partnership** **Co-habiting** **Single** **Other**

Please identify your religion:

Buddhist **Christian** **Hindu** **Jewish** **Muslim** **No Religion**
Rastafarian **Sikh** **Other**

Please identify your sexual orientation: (definitions below)

Heterosexual **Lesbian** **Gay man** **Bisexual**

Heterosexual – Someone who is attracted, emotionally and or physically, to persons of the opposite sex.

Lesbian – A woman who is attracted, emotionally and or physically, to other women.

Gay man – A man who is attracted, emotionally and or physically, to other men.

Bisexual – Someone who is attracted, emotionally and or physically, to both sexes.

Ethnic Origin

Asian or Asian British

Bangladeshi AB
Indian AI
Kashmir AK
Pakistani AP
Other (Specify) AO

Black or Black British

African BF
Caribbean BC
Other (Specify) BO

Chinese or other ethnic groups

Chinese CC
Other (specify) CO

Mixed

White and Asian MA
White and Black African MF
White and Black Caribbean MC
Other (specify) MO

White

British WB
Irish WI
Other (specify) WO

Gypsy/Roma/Travellers GR