

Striving to be an Equal Opportunities Employer  
**Application form School Teachers/Support**

Posts subject to Disclosure and Barring check.  
Please return to the address stated in the advert/recruitment pack.  
Please note that late applications and CVs cannot be accepted.

*The School/Council is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.*

Application for the post of	
School	
Grade	
Job Reference number	

**Personal Details**

Mr/Mrs/Miss/Ms/Dr	
Surname	
Forename(s)	
Previous Surname	
Date of Birth	
Address	
Town/City	
Postcode	
Telephone number (home)	
Mobile Number	
Telephone number (work)	
Email address	
National Insurance Number	

**Current Employment**

Date started in current post	
Post Title	
School/Organisation Name and Address	
Name of Local Authority / Academy/Trust	
Date left (if applicable)	
Reason for leaving (if applicable)	
Salary	
Salary Point/Grade/Range	
Notice Period	
Additional Payments, e.g. TLR, SEN please state amount	

<b>School group size</b>	
<b>Age Range Taught</b>	
<b>Current Responsibilities</b>	

### Previous employment

<b>Employer name and address</b>	<b>Dates employed (From/To)</b>	<b>Job Title (<i>for Teaching posts include age range taught</i>)</b>	<b>Reason for Leaving</b>	<b>Salary/Grade/Range</b>

### Qualifications and Training

<b>Name of School / College / University</b>	<b>Subject / Title of Qualification or course</b>	<b>Qualification and Level Obtained</b>	<b>Full / Part time</b>	<b>Date awarded</b>

### Unpaid / Voluntary Experience

<b>Organisation</b>	<b>Dates From / To</b>	<b>Experience gained</b>	<b>Hours per week</b>

### Gaps / Breaks in Employment

Please provide a written explanation of any gaps/breaks in your employment history, e.g. looking after children/family, gap year.

## In Service Training / Development

Please provide information about training courses you have attended. Add more rows or continue on a separate sheet if needed.

Title of Course	Date completed	Length of course	Organising Body

## Details of your experience and your reasons for applying for the post

Explain how you would relate your education, training and experience (including examples from your paid or voluntary work) to the requirements of the person specification for the post for which you are applying.

The **Essential Criteria** are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The **Desirable Criteria** are used to help decide between candidates who meet **ALL** the Essential Criteria.

The **How Identified** column shows how the school will obtain the necessary information about you.

If the **How Identified** column says **Application Form** next to an **Essential Criteria** or a **Desirable Criteria**, you **MUST** include in your application enough information to show how you meet these criteria.

Please use additional sheets as necessary.

## Teachers only

Teacher Reference Number	
Are you subject to any conditions or prohibitions by the Teacher Regulation Agency or GTCE? ( <i>Enter Yes / No</i> )	
If Yes, please provide details	

Type of teacher training	
Foundation/Early Years	
KS1	
KS2	
KS3	
KS4	
Special	
FE	
Subject specialism (Secondary)	

Have you successfully completed your NQT Induction Year? (Please X)	
Yes	No
If yes please state the year of qualification	

Do you hold QTLS and are a member of the Society for Education & Training (Please X)	
Yes	No

Applicants for posts in Voluntary Aided schools only:	
Please indicate your religious denomination	
Do you have the Church College's Certificate in Church School Studies?	

## Membership of Relevant Professional Bodies or Associations

Body	Status of Membership	Membership by Exam? (Yes / No)

## References

Please nominate **TWO** referees.

If currently employed, one referee **MUST** be your current employer/school

If currently unemployed, one referee must be your last employer/school.

If you are at present a student or newly qualified, one of your referees must be your academic referee or a person who knows you as a helper or volunteer.

If you have previously worked with children on a paid or a voluntary basis you will need to provide a referee who can provide a reference on your suitability to work with children.

References will not be accepted from relatives, friends or personal referees.

You may not name persons who are members of the Governing Board (unless a current Headteacher) of the school to which you are applying or are elected members of the Council.

**Please note that references will be requested if you are shortlisted for interview.**

### Headteacher applications only:

**If you are applying for the post of Headteacher, one of your referees **MUST** be either the Director of Education or their nominated representative in your current or last employing Authority. If you are employed in an Academy/Multi Academy Trust one of your referees must be the Chair of Governors/Chair of the Trust/Director of the Trust or their nominee.**

<b>Reference 1</b>	
<b>Name (including Title)</b>	
<b>Designation</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Telephone number</b>	
<b>Email address</b>	

<b>Reference 2</b>	
<b>Name (including Title)</b>	
<b>Designation</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Telephone number</b>	
<b>Email address</b>	

<b>Faith Reference (if applicable)</b>	<b>In the case of an applicant for a post in a Voluntary Aided School, a third reference should be obtained from your local clergy.</b>
<b>Name (including Title)</b>	
<b>Designation</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Telephone number</b>	
<b>Email address</b>	

**Declarations**

Are you related to, or the partner of any existing employee of the school?  
*(State Yes / No and details)*

Are you related to, or the partner of any member of the school Governing Board?  
*(State Yes / No and details)*

**Failure to declare any such relationship may lead to disqualification for appointment or to dismissal**

**Early Retirement/Voluntary Redundancy**

Are you in receipt of an occupational pension from the Teachers Pensions or the Local Government Pension Fund?  
*(Yes/No)*

**Dismissals (excluding redundancy and retirement)**

**Failure to provide true and accurate information may lead to disqualification or to dismissal.**

Have you ever been dismissed from any employment? *(Yes/No)*

If yes please state on what grounds and date

**Safeguarding**

Have you ever been the subject of any child protection concern either in your work or personal life, or disciplinary action relating to any child protection concern, including any which is time expired? *(Yes / No)*

If yes please provide details, including dates

## Declarations

1. I have read or had explained to me and understand all the questions on the form.
2. I have read the guidance notes with accompanies the application form
3. I am not subject to any immigration controls or restrictions that prohibit my undertaking work in the UK.
4. I understand that:
  - a) Under the Rehabilitation of Offenders Act if shortlisted, I will be asked to sign a written declaration stating any convictions, cautions, reprimands or final warnings on my record or pending, which would not be filtered in line with current guidance. I understand that if successful, I may be questioned about the content of the declaration. I further understand that failure to disclose such convictions may result in dismissal or disciplinary action.
  - b) I understand that as a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.
  - c) I have read the guidance <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide> and I am aware that I should seek legal advice if I am unsure whether i need to disclose criminal information.
  - d) I have noted that impartial advice can be sourced by contacting  
**Nacro** - <https://www.nacro.org.uk/criminal-record-support-service/>  
or email [helpline@nacro.org.uk](mailto:helpline@nacro.org.uk) or phone 0300 123 1999  
  
**Unlock** – <http://hub.unlock.org.uk/contact/> phone 01634 247350 text 07824 113848
  - e) Under the Home Office guidelines regarding the protection of children I will be asked, if shortlisted, to agree to a check being made by the Disclosure and Barring Service about the existence and content of a criminal record.
  - f) In accordance with the Data Protection Act, the personal details submitted on this application form are collected by Rochdale Borough Council. Personal data will be used for the purpose of selection, interview and employment records. In addition personal data may be disclosed to third parties where a legal basis is satisfied.
  - g) Providing false information is an offence and could result in my application being rejected or summary dismissal if selected and possible referral to the police.

5. The information I have given on this form is true and accurate to the best of my knowledge.

<b>Signed:</b> (If you submit your application by email, you will be asked to sign this declaration if you are invited for interview.)	<b>Date:</b>
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Thank you for your interest in working at this School. If you do not hear within 4 weeks of the closing date, please assume that you have been unsuccessful.

Candidates are reminded that if this is an application for a post in a Voluntary Aided School, where the Governing Board is the employer, the post will be subject to the terms and conditions of the Voluntary Aided Schools' contract. Where the appointment is for a position in a Foundation School or Academy, the post will be subject to the terms and conditions on the school's contract.

**Source of Application** How did you find out about this post? Put a cross (X) next to the relevant item.

Greater.Jobs website		Job centre Plus	
Times Educational Supplement	→	Please specify if TES online or paper copy	
Manchester Evening News Group		Other, please specify	

**Gender / Age**

Are you male or female?		Is your gender identity the same as the gender you were assigned at birth?	
Date of birth		Age	

**Race / Ethnicity** Put a cross (X) next to ONE of the following

<b>1. White</b>		<b>3. Black or Black British</b>	
1.1 White British		3.1 Black Caribbean	
1.2 White Irish		3.2 Black African	
1.3 Any other white background		3.3 Black British	
		3.4 Any other Black background	
<b>2. Asian or Asian British</b>		<b>4. Mixed</b>	
2.1 Pakistani		4.2 White and Black Caribbean	
2.2 Bangladeshi		4.2 White and Black African	
2.3 Kashmiri		4.3 White and Asian	
2.4 Indian		4.4 Any other Mixed background	
2.5 British Asian		<b>5. Chinese</b>	
2.6 Any other Asian background		5.1 Chinese	
<b>6. Any other Ethnic group</b>		5.2 Other	

Please specify:

**Religion** Put a cross (X) next to ONE of the following

Christian (including CofE, Catholic, Protestant & all other Christian denominations)		Muslim	
Buddhist		Sikh	



Hindu		No Religion	
Jewish		Taoism	
Prefer not to specify		Any other religion (please indicate)	

**Applicants with Disabilities** (Put a cross - X - in the appropriate boxes and give details if necessary)

Applications from suitably qualified disabled people are positively welcomed. Any disabled person demonstrating they meet the essential requirements of the person specification will be guaranteed an interview.

Do you consider you have a disability?	Yes		No	
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If you are shortlisted for interview, do you have any specific requirements? (e.g. British Sign Language interpreter, wheelchair access, induction loop system, etc.)	Yes		No	
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If Yes please specify below

**Caring Responsibilities**

I look after children	Yes		No	
I help an adult with her/his daily routine	Yes		No	

**UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018**

I consent to the data on this form being used for statistical purposes to assist Rochdale Council in the monitoring of equality and diversity.

Signed		Date	
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