

**Private and Confidential**

**Application for Teaching Appointment**



Post applied for: .....

School: .....

Ref No. (official use only) .....



**Please complete in type or black pen to aid in photocopying.  
Please do not enclose a C.V. as it will not be considered.  
All sections of the form must be completed.  
Please read the enclosed guidance notes for more information.  
This form is available in large print, Braille on tape or in electronic format.**

**Personal Details**

Surname/Family name	Initials
Previous names if applicable	Email address
DFES Number:	National Insurance Number:
Address (in Full):	Do you require a work permit? Yes <input type="checkbox"/> No <input type="checkbox"/> If you already hold a work permit when does it expire? -----/-----/-----
Postcode:	Telephone contact Number:

If possible please provide copies of the following with this application form (if not attached and you are invited for interview **you will be required to provide copies at the interview**). (please specify if attached)

If you gained QTS after 1999 please state date of successfully completing the induction period or details of outstanding period if relevant. Also provide copy of certificate.

----- Y/N  
 General Teaching Council letter of registration confirmation Y/N  
 Qualified Teachers Certificate Y/N

If you are applying for your first Headteacher post please give details of the National Professional Qualification for Headship (NPQH) programme you hold or have secured:

**Present or most recent post (Newly qualified teachers should omit this section)**

Title of post	Present or Final Salary: (or enclose copy of current Point Score) <b>This information is essential</b>
Name and address of school	
Type of School (e.g. Primary/Secondary/ mixed/boys/girls)	LEA (Please name or Grant Maintained)
Number of pupils on Roll	Age Range of pupils
Date of Appointment	Reason for leaving (if applicable)
Main Duties	

**Teaching and other Employment History**

This may be paid or unpaid. Please put most recent job first. **Reason for leaving must be clearly stated. All periods of unemployment or gaps must be explained.** Please continue on separate sheet if necessary.

Job Title	Name and Address of employer	From	To	Brief description of duties	Reason for leaving	Salary on leaving

**Any periods not accounted for in the above must be explained below:**

Please continue on separate sheet if necessary.

**Education**

If offered a post you will be asked for original evidence of your qualifications and the Council reserves the right to approach any number of education providers to verify qualifications stated.

**Secondary Education (CSE, GCSE, RSA, A Levels or equivalent)**

Where you studied	Subject	Level	Grade	Date of exam/award

**Further and Higher Education (Degree, Diploma, BTEC, City & Guilds, NVQ etc, or equivalent)**

Where you studied	Subject	Qualification Gained	Grade	Date of exam/award

Please continue on a separate sheet if necessary



**Professional Qualifications**

Qualification Gained	Date of examination/award

**Membership/Registration with Professional Bodies**

Professional Body	Membership status	Registration number	Renewal date

**Courses**

Please give details of recent relevant in-service training courses etc attended. (Newly Qualified Teachers are invited to outline the key elements of their course and dissertation work). These should be listed on a separate sheet indicating the organising body, dates, and nature/title of the course.

Please continue on a separate sheet if necessary

## Supporting Information

Please provide additional information in support of your application. You need to read the job description carefully, and then explain how your skills, knowledge and experience fit you for this post. These may have been gained through paid employment, voluntary/community work, domestic responsibilities, spare time activities and training. Please continue on a separate sheet if necessary.

Please continue on a separate sheet if necessary

## References

It is the Council's practice to take up references when applicants are invited for interview. Please provide the name and address of two referees from whom the Council may seek information regarding your suitability for employment. If you are currently employed, one of the referees **must** be your current employer. Otherwise, it must be your most recent employer. Family members, Ex or current partner and close friends are not acceptable referees.

Please note if the position involves working with children, young people or vulnerable adults any number of your previous employers may be contacted without seeking further permission from you in relation to your employment history as part of the vetting process (this includes vetting of internal candidates).

Name	Name
Position	Position
Relationship to you	Relationship to you
Is this your current employer? Yes / No	Is this your current employer? Yes / No
Address	Address
Telephone number	Telephone number
Email address	Email address
May we approach if you are called for interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we approach if you are called for interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

## Applicants with a disability

The City of York Council is committed to treating job applicants with a disability equally and fairly, making reasonable adjustments where necessary. The Disability Discrimination Act 1995 states that someone is disabled if they have a 'physical or mental impairment, which has a sustainable and long term adverse effect on their ability to carry out normal day to day activities'. We guarantee, under the 'Positive about Disabled People' scheme, an interview for all applicants with a disability who meet the minimum criteria on the person specification.

Do you consider yourself to have a disability? Yes  No

If you are short-listed we will ask if you require adjustments to make the interview process accessible.

## Declarations

Please provide name(s) below if you are related to or have a personal relationship with any Elected Member of the City of York Council, any Governor of the School you are applying to work in or other employee of City of York Council?

Name(s):	Relationship:
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Have you ever been dismissed from a post because of misconduct or resigned whilst subject to disciplinary action or investigation?

YES  NO

If so, and you consider it relevant to the post for which you are applying, please give further details on a separate sheet of paper.

If you have previously worked with or are working with children / young people your employer/previous employer will be asked about disciplinary offences specifically relating to children / young people including any in which the penalty is 'time expired' and the outcome of any enquiry or disciplinary procedure.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore **all** convictions, cautions and bind overs including those regarded as spent **must** be declared.

Have you ever been convicted of a criminal offence.? YES  NO

If yes please record any details of your record on the enclosed declaration of criminal record form

The City of York Council welcomes individuals to apply on a job-share basis. Are you applying for this post on a job share basis? Yes  No

#### Data Protection Act

Information on this form may be held on manual or computer systems. We will observe strict confidentiality and disclosures will only be made for payroll, administration, and statistical purposes.

#### Important Information

Confirmation of appointment to post is subject to the following: Occupational Health clearance, Enhanced Criminal Records Bureau Disclosure, satisfactory references, evidence of eligibility to work in the UK, appropriate qualification(s) and membership of relevant professional body (if appropriate). Under these procedures the successful candidate will be required to furnish a statement of any previous convictions, which will be checked by the police.

I understand that canvassing any members of City of York Council or Governor of the School I am applying to work in, in connection with this appointment will disqualify me from further consideration for appointment.

I declare that all the information contained in every section of this application is true and accurate.

I confirm that I am not on list 99, disqualified from work with children or young people, or subject to sanctions imposed by a regulatory body.

I understand that any appointment is conditional on this declaration and the above checks. I also understand that any incorrect, false or misleading information may make this application void. In addition, I am aware, that should this situation occur after I join the employment of City of York Council, I would be liable to disciplinary action that may result in my dismissal and possible referral to the police.

'This Authority/School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment'

Signed ..... Print Name: ..... Date: .....

## CITY OF YORK COUNCIL COMPREHENSIVE EQUALITY POLICY

The City of York Council is committed to equality. One of the Council's priorities is "*to ensure that all residents can take part in the life of the city*" which is supported through actions to "*work towards equal opportunities for all*".

Within its Comprehensive Equality Policy the Council aims to:

- develop an approach to equalities that is integrated into our activities, working practices and conditions
- develop a culture within the Council with equality and accessibility at the core of all the Council's work
- work towards eliminating discrimination, victimisation and harassment, ensuring that everyone receives equal consideration when using or seeking to use our services
- create opportunities for representatives of all sections of the community to participate in the work of the Council
- make a commitment to fair recruitment and employment policies.





**Declaration of Criminal Records, Convictions and Cautions  
For posts working with children and or vulnerable adults**

**Please answer all the questions and sign the declaration**

1. The post for which you are applying is exempt from the provisions of the Rehabilitation of Offenders Act (1974) as it involves working with children (under 18's) and or vulnerable adults. **This means that you must disclose information about any spent or unspent convictions in applying for this post.** You must also provide any information about cautions, no matter how long ago they occurred and regardless of whether the offences were committed as an adult or juvenile.

2. City of York Council will check through the Disclosure Service provided by the National Criminal Records Bureau. In signing this declaration you will be providing the City of York Council with confirmation of your understanding of the provisions and permission to carry out this check, if you are successful at interview.

3. You are also giving permission for any number of past employers to be contacted regarding this application for employment.

4. Having a criminal conviction will not necessarily exclude you from appointment and any information you supply will be treated as confidential and will not necessarily prejudice your application.

5. Please tick the relevant box

1. Do you have a criminal record? If yes, nature of offence  Date of conviction  Penalty	Yes	No
2. Have you ever been banned from working with children (up to age 18) or vulnerable adults?	Yes	No
3. Have you ever been the subject of any proven/unproven investigation(s), complaint(s) in relation to your work with children or vulnerable adults, whether in a paid or voluntary capacity or carried out privately?	Yes	No
4. Are you subject to a ban under either the Protection of Children's Act 1999, Care Standards (Vulnerable Adults) Act 2001; Disqualification from Working with Children Regulations; or serving a Disqualification Order under the Criminal Justice and Court Services Act 2000?	Yes	No

If you answer is yes to any of these questions and you are short listed, the panel will discuss this at interview. You may wish to provide documentation concerning these.

Name  
Signed

Date

**Failure to complete and the signing of this declaration, will invalidate your application for this post. Failure to disclose information regarding any of the above and which for other purposes are 'spent' under the provisions of the Act, will normally result in the offer being withdrawn. Dismissal may also happen if we find out any relevant information after we have appointed you.**