



CHILDREN & YOUNG PEOPLE

TEACHING APPLICATION FORM

Completing the Application Form

Please read these notes carefully and keep for future reference. They are designed to help you in completing your application form. We want to try and make sure that everyone applying for a job with the Borough of Telford & Wrekin has a fair chance. Completing an application form is the first stage in the recruitment process which may lead to an interview and the possible offer of a job.

- It is important that you complete all sections of the application form as clearly and fully as possible.
- Please ensure that you have given your name and address accurately so that we are able to contact you.
- We are interested in your experience and any skills or training which show that you meet the requirements of the job for which you are applying. Include non work activities which are relevant.
- You are asked in Section 6 of the application form to provide a supporting statement.
- We do not ask for many personal details. This is because we do not take into account such things as gender, race and marital status. However, we do not employ anyone aged 65 or over.
- Please **do not** forget to sign the form.
- If you attach additional sheets to your application form make sure you put your name and the title and location of the post for which you are applying at the top of each page.
- We ask everyone to complete an application form so please **do not** send a C.V.

Remember we can only decide whom we should interview based on what is written on your application form.

JOBS WORKING WITH CHILDREN

The job for which you are applying involves substantial opportunity for access to children and your application will be subject to rigorous pre-employment checks. This is in order to ensure the safety of children. These checks will include a check by the Criminal Records Bureau on Police Records for **all** criminal convictions, cautions and any impending cases. A more detailed explanation is attached to this application form.

DATA PROTECTION ACT 1998

The information or data which you have supplied on the application form will be processed and held on computer and also on your personal records if you are appointed.

The data may be processed by Borough of Telford & Wrekin for the purposes of equality monitoring, compiling statistics and for the keeping of other employment records.

By signing and returning this application form you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data.

EQUAL OPPORTUNITY MONITORING

What does this mean?

Borough of Telford & Wrekin Children & Young People Service recommend that every school/service using this application form adopts the Equal Opportunity Charter, which is attached to the application form. Please read it carefully. So that we can measure the effectiveness of this charter, we need to collect information about our job applicants. It would help us greatly, therefore, if you would complete the **Monitoring Form** attached to the application form fully.

- When your application is received the Monitoring Form will be removed before the form goes to those involved in shortlisting for interviews.
- Those involved in shortlisting and interview will not know what information is on the **Monitoring Form**.

THE RECRUITMENT PROCESS

What will happen next?

If you require any help or have any questions about the recruitment process, or you are unhappy about the way you are treated, or have any suggestions as to how we can do better, please contact the school/service area advertising the post.

Due to the high number of applications received, regrettably we cannot always reply individually to every applicant. If you have not heard from us within 28 days of the closing date, your application has been unsuccessful. We are sorry that this means we are treating you less courteously than we would wish.

Whatever the outcome of your application, thank you for the interest you have shown in working for Borough of Telford & Wrekin.

BOROUGH OF TELFORD & WREKIN MONITORING FORM

The recommended Employment Equality Charter is shown overleaf. In order to measure its effectiveness we need to collect information on people who apply for our jobs. To enable us to do this, please complete the details below.

Some of the information you give on this form may be considered to be sensitive personal data under the Data Protection legislation and by completing and returning this monitoring form, you will be deemed to be giving your explicit consent to the processing of the data for Equality Monitoring.

THIS INFORMATION IS SEPARATED ON RECEIPT OF YOUR FORM AND IS NOT SEEN BY ANYONE INVOLVED IN THE SELECTION PROCESS.

Please complete in **BLOCK CAPITALS**

POST TITLE

FULL NAMES

(including first name(s) and surname/family name)

PREVIOUS NAMES

PREFERRED TITLE * Mr/Miss/Mrs/Ms/Dr/Other **DATE OF BIRTH**

(*please delete as appropriate)

PLEASE TICK RELEVANT BOX

AGE: 16-18 19-35 36-49 50-59 60-65 over 65

GENDER: Male Female

ETHNIC ORIGIN:

Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background

Black or Black British

Caribbean

African

Any other black background

Mixed

White & Black Caribbean

White & Black African

White & Asian

Any other mixed background

White

British

Irish

Any Other white background

Other Ethnic Groups

Chinese

DISABILITY: Do you consider yourself to have a disability?
(as defined in section 7 on the application form)

Please state **YES/NO**

HOW DID YOU FIND OUT ABOUT THIS VACANCY?

(name of newspaper/journal, job centre etc)

ARE YOU CURRENTLY EMPLOYED BY BOROUGH OF TELFORD & WREKIN? Please state **YES/NO**

IF YES, YOUR EMPLOYEE NUMBER

COMMITMENT TO EQUAL OPPORTUNITIES

Borough of Telford & Wrekin Children & Young People Service and its schools are committed to equality of opportunity in all aspects of their activities. We recognise that people suffer discrimination, disadvantage and exclusion, both in employment and in the delivery of services, for many reasons including:

- race, colour, ethnic origin
- gender, marital status, sexuality
- poverty, social class
- religious and other beliefs
- age
- disability

We are committed to combating inequality and striving to ensure that all people in all parts of the community are treated fairly.

EQUALITY IN EMPLOYMENT

It is the Authority's policy that all of its employees, and those who apply for employment, will be treated with equal fairness, respect and dignity.

We will:

- Publicise, by this charter, our commitment to equality to all of our employees and within the community at large.
- Encourage job applications from all sections of the community and ensure that only relevant and justifiable factors are taken into account in making appointments
- Make available appropriate training for employees so that they can both understand and actively promote equal opportunities policies and, recommend that everyone who takes part in the recruitment and selection process will first receive the necessary training.
- Ensure that existing and future personnel policies and conditions of service are applied fairly to all employees and are such that they can both promote equality of opportunity and seek to remove obstacles to its achievement.
- Recommend that applicants with disabilities who meet the essential requirements of the post are interviewed, and do everything reasonably practical to adapt jobs and premises to meet the needs of people with disabilities.
- Measure the effectiveness of our policies by regular monitoring of both existing employees and of job applicants.

ESSENTIAL ADDITIONAL INFORMATION FOR POSTS WHICH INVOLVE WORKING WITH CHILDREN.

The post for which you are applying will involve working with children. In order to ensure the safety of children, your application will be subject to rigorous pre-employment checks.

Please read this information carefully, detach and keep these notes.

1. The references you have offered will be taken up. We also reserve the right to contact any other previous employer for a reference.
2. We will also take into consideration relevant information received from **any** source. This may include information held by this authority, for example in Social Care or Education, and information received from other external authorities or bodies.
3. You will be required to provide proof of any educational qualifications or memberships of professional bodies that are stated in your application form.
4. You will be asked to submit original proof of identification, such as a birth certificate, National Insurance number, passport or driving licence. You will also be asked to submit all marriage certificates in cases where you have changed your name, and previous address details.
5. You will have to complete a medical questionnaire and may be required to meet with our occupational health physician if required.
6. You may be subject to a probationary period. Failure to successfully complete a probationary period may lead to a further probationary period or dismissal.
7. **Criminal Record Checks**

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986 and the Criminal Justice and Court Services Act 2000 it is also covered by the Protection of Children Act 1999.

A caution or conviction will not necessarily debar you from applying for the post. We will consider any previous offences in accordance with our Equal Opportunities Charter. There are, however, certain offences which will debar you from working with children under the regulations made under the Children's Act, including Schedule 1 offences such as sexual and violent offences. If you require a confidential discussion concerning previous offences before applying for a post you can contact the Personnel Manager on 01952 202082.

At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Prior to any offer of employment being made you will be required to complete a **Disclosure application form**. On this form you will need to declare **ALL CAUTIONS, BIND OVER ORDERS & CONVICTIONS**. This includes offences which are considered spent for other purposes or that you may believe have been removed from your record.

All information given will be treated as strictly confidential and will be stored securely.

Once completed this disclosure form will be sent to the Criminal Records Bureau (CRB). The CRB will search Police Force, Department of Health, and Department for Education & Skills records for relevant information. The CRB will inform you of the result of their search and they will also send a copy of the result to Telford & Wrekin Council. This information will enable the Council to make its decision on possible employment.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

The Council's policy on Criminal Record Checks and the CRB's Code of Practice are available on request from the Council's Personnel & Development Team.

If you require further information you can contact the CRB direct on **0870 90 90 844** or visit their web site **www.crb.gov.uk**.

8. If you do take up employment it is necessary for you to inform the Personnel Manager of any cautions, bind overs or convictions you sustain during the subsequent course of your employment.

IMPORTANT

WE WILL REPORT ALL PERSONS TO THE RELEVANT AUTHORITIES WHO ATTEMPT TO OBTAIN EMPLOYMENT WHILST THEY ARE DISQUALIFIED FROM WORKING WITH CHILDREN.

4a. PRESENT/MOST RECENT POST

Name and address of employer			
Position held			
Dates held	From month/year	To month/year	
Reason for leaving (if applicable)			
Salary/ Allowances		Number on Roll	

4b. PREVIOUS POSTS

Name and address of employer			
Position held			
Dates held	From month/year	To month/year	
Reason for leaving			
Salary/ Allowances		Number on Roll	

Name and address of employer			
Position held			
Dates held	From month/year	To month/year	
Reason for leaving			
Salary/ Allowances		Number on Roll	

Name and address of employer			
Position held			
Dates held	From month/year	To month/year	
Reason for leaving			
Salary/ Allowances		Number on Roll	

Please continue on an additional sheet if necessary

5. REFERENCES

Please give details of two referees whom we may ask about your suitability for the post. One of these should be your current or most recent employer. References will normally only be taken up if you are selected for interview. Referees must not be related to you. We reserve the right to approach your current and any previous employer.

1. Name

Address

2. Name

Address

Tel. No.

Occupation

Tel. No.

Occupation

May these references be taken without further authority from you?

1. YES/NO

2. YES/NO

6. SUPPORTING STATEMENT

Please provide on a separate sheet any further information which you feel will be useful in support of your application, including a description of the duties and responsibilities of your current or most recent post, and an organisation chart showing your post in relation to others. Include any other experience which you feel is relevant to your application. Take as a guide in completion of this section the contents of the job description and person specification of the post for which you have applied.

For teaching posts please include details of your induction / probation, if appropriate, and if newly qualified, details of your teaching practice if you have not previously covered this. Please ensure you include details of the number of pupils on roll at schools where you have taught, together with the age range of pupils you have taught.

7. PERSONS WITH A DISABILITY

The Disability Discrimination Act, 1995 defines a person with a disability as someone who has "a physical or mental impairment which has a substantial and adverse, long term effect on his or her ability to carry out normal day-to-day activities".

Under this definition do you consider yourself to have a disability?

Please state **YES/NO**

If you are selected for interview are there any special arrangements we need to make for you?

Please state **YES/NO**

If yes, and you are successful in obtaining an interview, we will contact you after the shortlist has been drawn up to discuss arrangements.

8. OTHER

Do you hold a full current driving licence?

Please state **YES/NO**

Type of licence.....

Driving licence held since(date)

Are you, to your knowledge, related to any Borough of Telford & Wrekin Councillor, or, if applying for a post within a school, are you related to a member of that School Governing Body?

Please state

YES/NO

If yes, please give details:

NameRelationship

Absence:

How many days absence from work have you had as a result of ill health in total over the last three years?

Please circle – 0-3 days 4-10 days 11-20 days 21-29 days 30+ days

You may give brief details if you wish.

Criminal Convictions

Please read the attached additional information carefully.

Have you ever been convicted of any offence by any Court (including a Court Martial), or received a formal Police Caution? **YES/NO**

Has a Summary Award ever been made against you by a Commanding Officer of the Armed Forces? **YES/NO**

If you have answered 'Yes' to any of these questions please give full details. We will only take them into account if we consider them relevant to the post for which you have applied.

9. YOUR SIGNATURE

I certify that to the best of my knowledge the details provided on this form and all other supporting papers are true and correct. Furthermore, I understand that the provision of false or misleading information given in response to any questions on this form or the failure to disclose information will result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment. I also hereby give my explicit consent to the processing of data contained or referred to on this form, in accordance with the Data Protection Act 1998 and any subsequent legislation. I also confirm that I have read the information sheet at the front of this application form.

Signature of applicant

Date