

# Employment Application Form



**TEES VALLEY  
EDUCATION**  
www.teesvalleyeducation.co.uk

*“Tees Valley Education is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post applied for, including checks with current and/or past employers and the Disclosure and Barring Service (DBS)”*

Please complete all sections of the form fully: CVs will not be accepted. Please note that providing false information will result in the application being rejected or withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form on a computer or in black ink.

<b>Vacancy Job Title</b>		<b>Job Ref Number</b>	
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## PART 1

### INFORMATION FOR SHORTLISTING AND INTERVIEWING

<b>Initials</b>		<b>Surname or Family name</b>	
<b>Contact Telephone Number</b>		<b>Contact E-mail Address</b>	

- 2. LETTER OF APPLICATION** Please enclose a letter of application of no more than 2 A4 Pages which details why you are suitable for the post, your experience to date and how this meets the person specification.

### 3. PRESENT / LAST APPOINTMENT:

<b>Name, address and telephone number of last employer/school/academy</b>	
<b>Job title</b>	
<b>Date appointed to current post</b>	
<b>Permanent/Temporary</b>	
<b>Full Time/Part Time</b>	
<b>Current salary</b>	
<b>Notice period</b>	

**4. FULL CHRONOLOGICAL HISTORY** Please provide a full history in chronological order (most recent first) since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

Job Title or Position	Name and address of school, other employer, or description of activity	Dates				Reason for leaving
		From		To		
		Mth	Yr	Mth	Yr	
1						
2						
3						
4						
5						
6						
7						
8						

Please enclose a continuation sheet if necessary

**5. SECONDARY EDUCATION & QUALIFICATIONS**

Name of School/College	From	To	Qualifications Gained (Date and Grade)

**6. HIGHER EDUCATION**

Names and Addresses of University or College and/or University Education Department	Dates		Full or Part-time	Courses/subjects taken and Grade	Date of Examination and Qualifications Obtained
	From	To			

**7. PROFESSIONAL COURSES ATTENDED** Please list relevant courses attended in past 3 years.

Subject	Organising Body	Date(s)	Duration

**8. OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS**

## 9. REFEREES

Give here details of two people to whom reference may be made. The first referee should normally be your present or most recent Headteacher or equivalent person. If you are not currently working with children please provide a referee from your most recent employment involving children. Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is "time expired" and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends.

### First referee

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	
Please tick if you <u>do not</u> wish this referee to be contacted prior to interview <input type="checkbox"/> <i>(Please be aware that this could delay the interview process)</i>	

### Second referee

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	
Please tick if you <u>do not</u> wish this referee to be contacted prior to interview <input type="checkbox"/> <i>(Please be aware that this could delay the interview process)</i>	

## PART 2

This section will be separated from Part 1 on receipt. Relevant contents may be verified prior to shortlisting but will not then be used for selection purposes.

### 10. PERSONAL INFORMATION

<b>Surname or family name</b>	
<b>All previous surnames</b>	
<b>All forenames</b>	
<b>Title</b>	
<b>Date of Birth</b>	
<b>Current Address</b>	
<b>Postcode</b>	
<b>Resident at this address since</b>	
<b>Home telephone number</b>	
<b>Mobile telephone number</b>	
<b>Email address</b>	
<b>National Insurance Number</b>	
<b>Have you ever been subject to a child protection investigation by your employer or the General Teaching Council/Teaching Agency/former Independent Safeguarding Authority?</b>	<p>Yes          No</p> <p>If YES please state separately under confidential cover the circumstances and the outcome including any orders or conditions.</p>
<b>Are you subject to any legal restrictions in respect of your employment in the UK?</b>	<p>Yes          No</p> <p>If YES please provide details separately</p>
<b>Do you require a work permit?</b>	<p>Yes          No</p> <p>If YES please provide details separately</p>
<b>Are there any special arrangements which we can make for you if you are called for an interview and/or work based assessment?</b>	<p>Yes          No</p> <p>If Yes please specify, (e.g. ground floor venue, sign language, interpreter, audiotape etc).</p>
<b>Are you related to or have a close personal relationship with any pupil, employee, or governor?</b>	<p>Yes          No</p> <p>If YES give details separately under confidential cover</p>
<b>TEACHERS ONLY</b>	
<b>NQTs ONLY: Have you provided evidence of passing the Skills Tests? Please tick or cross</b>	<p>Numeracy</p> <p>Literacy</p> <p>ICT <span style="float: right;">(if applicable)</span></p>
<b>DfE reference number (if applicable)</b>	
<b>Did you qualify as a teacher after May 1999? (if applicable)</b>	<p>Yes          No</p> <p>If Yes, in which school was induction completed?</p>

**11. COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BIND-OVERS**

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers. Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service. Failure to declare any convictions (that not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

Do you have **ANY** convictions, cautions or reprimands, warnings or bind-overs?

Please tick the relevant box

Yes

No

If the answer is "yes", you must record full details in a separate, sealed envelope marked with your name and 'Confidential: Criminal Record Declaration' and enclose it with your application. If you would like to discuss this beforehand, please telephone in confidence to the Co-CEOs Personal Assistant for advice. In accordance with statutory requirements, an offer of employment will be subject to satisfactory DBS clearance.

**12. DATA PROTECTION ACT**

The information collected on this form will be used in compliance with the Data Protection Act 1998. The information is collected for the purpose of administering the employment and training of employees. The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the Teaching Agency, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. You should also note that checks may be made to verify the information provided and may also be used to prevent and/or detect fraud.

**13. NOTES**

- a) When completed, this form should be returned in accordance with the instruction in the advertisement for the job or in the applicant's information pack.
- b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.
- c) Candidates recommended for appointment will be required to complete a pre-employment medical questionnaire and may be required to undergo a medical examination.

**14. DECLARATION**

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 13 above, and in particular that checks may be carried out to verify the contents of my application form

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

This section of the application form will not be available to the shortlisting/interview panel.

**PART 3**

**EQUALITY AND DIVERSITY MONITORING**

This section will be separated from part 1 and part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act.

Ethnic Group	Workforce Census Code	Please tick
White	WBRI British English Welsh Northern Irish Scottish	
	WIRI Irish	
	OOTH Irish Traveller	
	OOTH Gypsy	
	WOTH Other White background	
Mixed	MWBC White and Black Caribbean	
	MWBA White and Black African	
	MWAS White and Asian	
	MOTH Other Mixed background	
Asian or Asian British	AIND Indian	
	APKN Pakistani	
	ABAN Bangladeshi	
	CHNE Chinese	
	AOTH Other Asian background	
Black or Black British	BCRB Caribbean	
	BAFR African	
	BOTH Other Black background	
Other ethnic group	OOTH Arab	
		<i>Write in:</i>
Prefer not to say	REFU	

**Religion***Please tick*

No religion	
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	
Buddhist	
Hindu	
Jewish	
Muslim	
Sikh	
Any other religion <i>write in</i>	
Prefer not to say	

**Disability***Please tick*

Do you consider that you have a disability?

Yes	
No	
Prefer not to say	
My disability is: <i>Please tick</i>	
Physical Impairment	
Sensory Impairment	
Mental Health Condition	
Learning Disability/ Difficulty	
Long standing illness	
Other	
Prefer not to say	

**Sexual Orientation***Please tick*

Bi-sexual	
Gay	
Lesbian	
Heterosexual	
Other	
Prefer not to say	

**Gender***Please tick*

Female	
Male	
Transgender	
Prefer not to say	

**Personal relationship***Please tick*

Single	
Living together	
Married	
Civil Partnership	
Prefer not to say	