**APPLICATION FOR  
TEACHING APPOINTMENT**

***WORKING TOWARDS EQUAL OPPORTUNITIES***

***Office use only***

Candidate Reference Number:

**CONFIDENTIAL**

|  |
| --- |
| Dear Applicant Thank you for showing interest in this post with Bury Council Children, Young People & Culture Department.  This pack contains the following information:   * Job description * Person specification * Information about the school/service and the post (where appropriate) * Information on how to make the most of your application: guidance notes   Please read all the documents enclosed before you complete your application form as they are designed to help you.  I would like to take this opportunity to wish you success in the future.  Yours sincerely  **SIMON BAGLEY**  **Head of HUMAN RESOURCES (DEPARTMENT FOR CORPORATE CORE SERVICES)**  Bury Metropolitan Borough Council aims to promote equality of opportunity for all with the right mix of skills, talent and potential and the council welcomes applications from a diverse range of applicants.  Each appointment is subject to an enhanced Disclosure and Barring Service check, medical assessment and your entitlement to work in the UK. The post for which you have applied is exempt from the Rehabilitation of Offenders Act 1974 and you will therefore be required to disclose information regarding any convictions, cautions, reprimands, warnings or bindovers against yourself which would otherwise be considered as ‘spent’ in relation to this application. Any such information will be treated in strict confidence and will only be used in consideration of your suitability for the post for which you have applied.  Please complete your application in black ink/type to enable photocopies to be taken.  Shortlisted candidates will normally be informed within four weeks of the closing date and will be told the date and time of interview. If you have not heard within four weeks then please assume that on this occasion your application has been unsuccessful. Receipt of applications can only be acknowledged if you enclose a stamped addressed envelope. |

**INFORMATION ON HOW TO MAKE THE MOST**

**OF YOUR APPLICATION: GUIDANCE NOTES**

When you apply for a job with Bury Council selection for interview is based upon the information you provide on the application form. With the application form you will have:

**A Job Description** – this gives you details about the job. It lists all the main tasks and duties which the postholder will be required to carry out.

**A Person Specification** – this tells you what qualifications, skills, knowledge and experience a person must have to be able to do the job. These are listed as essential and desirable criteria. In order to be invited for interview you must be able to show that **you meet all the essential criteria** and ideally all the desirable criteria. However, if you do not meet some or all of the desirable criteria, you may still be invited for interview.

**Some points to bear in mind before you start:**

* Look carefully at the job description, person specification and application form. Ask yourself why you are interested in the job and what qualifications, skills, knowledge and experience you have which would help you to do the job. Do not copy the same application for a series of jobs.
* Make sure your application relates to the requirements of the job description and person specification.
* Please use the application form provided.
* When completed, read through your application form carefully and check that each section has been filled in. If you have additional pages, please ensure that they are numbered and securely attached. On each additional page you should also write down the post title.
* Sign and date your form and make sure that it is sent in plenty of time to arrive before the closing date.

**Completing your Application Form**

The application form is in three parts – Section A, B and C.

*Section A asks for your personal details, such as your name, date of birth and any other information from which a shortlisting panel may identify you. Section B asks you to provide information which will help us to monitor and improve our equal opportunities policy. Sections A and B of the form will be detached and kept separately early on in the recruitment procedure. This means that the shortlisting panel will only have access to the information contained in Section C.*

***Section A - Personal Details:***

Make sure that your full name, address, preferred title, previous names, telephone numbers and email address are entered.

***Section B - Equal Opportunities Monitoring:***

Remember to complete this part of the form as it helps us to find out whether our equal opportunities policy is effective with regard to recruitment and retention of staff, e.g. the development of work life balance policies.

Every job applicant’s suitability for a job will be judged on the basis of their skills, knowledge, experience and/or qualifications.

***Section C -*** *This section asks for the information we need to consider when we draw up a shortlist based on the person specification.*

***Post Details:*** Please copy the relevant information detailed in “Section A1”.

***Current or Recent Employment:*** If you are currently employed give details of your present job. If you are not currently working leave this section blank.

***References:*** You should give the name, address and designation of two referees one of whom should be your current employer (or most recent employer if you are unemployed). If you do not currently work with children but have done so previously please include the employer’s details as a referee. If you have not been employed before, you should give the name of a teacher or lecturer who knows you well enough to comment on your ability to do the job. If you have no previous experience, have recently entered the country or the company you worked for has closed down, a reference from a non-employer (e.g. your doctor, your solicitor, your former lecturer) may be acceptable. References from relatives, partners or friends will not be acceptable. ***It is the policy of the Council not to accept elected members as referees***.

***Previous Employment:*** Starting with your most recent previous employer, list all the employers you have worked for. Give the dates you worked for them and their name and address. Write down your job title and, for more recent posts, your grade and salary. Check that dates are correct and in order and that reasons are given for any gaps.

***Education and Professional Qualifications:*** List all your qualifications, including grade/level achieved, starting with those you obtained most recently. We need this information to assess whether you fulfil the essential qualifications for the vacancy. If you have any professional qualifications that you feel are relevant to the vacancy although they may not be an essential or desirable requirement for the post, please list them here. If you have overseas qualifications you will need to provide evidence to show that they are equivalent to any qualification required. If you need help with this you can contact the National Council for Academic Recognition on 0161 957 7064.

***Age Range Trained for:*** Please tick appropriate boxes for the age range you are trained to teach.

***Other non-qualification training:*** Detail here any other training you have undertaken which may be relevant to the post along with the dates the training was carried out.

***Teaching Details:*** Please give details of Qualified Teacher Status, induction, DfE number and any prohibitions or conditions placed on you.

***Dismissal/Disciplinary:*** In the event that you have been dismissed or been the subject of any child protection concerns or disciplinary action please give details.

***Your application:*** This is the most important part of your application. Do not repeat your whole career history. Try and match your relevant skills, knowledge and experience to the essential and/or desirable requirements on the shortlisting criteria contained within the person specification.

As a guide it may be helpful to use the criteria on the person specification as headings. Under these headings you could outline the relevant skills, knowledge and experience you have obtained. It is not acceptable to just say you have done something; you must qualify this by giving details of how you did it, what was involved and what was the outcome.

**GENERAL INFORMATION**

**Insufficient Postage**

If returning your completed application form by post, it is your responsibility to ensure that you have used sufficient postage as we will not be responsible for collecting the form and paying excess postal charges. If your form is received after the closing date due to insufficient postage **it will not be considered for shortlisting**.

**CVs**

Unless otherwise stated, prepared CVs will be accepted by the short listing panel and used in the recruitment process only in support of a fully completed application form.

**DATA PROTECTION ACT 1998**

**EMPLOYMENT APPLICATION AND ASSOCIATED FORMS**

**DATA PROTECTION ACT 1998**

The Council maintains a Register Entry in respect of Staff Administration. Personal information provided by you on this form and any others in connection with your application is treated in confidence and complies with the requirements of the Act.

**Verification of Information**

The Council may verify information you have provided on the Application Form (e.g. Qualifications, Skills, Knowledge, Experience and Salary) either prior to the interview or as part of the appointment process. This may involve contacting organisations or persons you have quoted on the form. You will have the opportunity to make representations should any checks produce discrepancies.

**Local Authority Fraud Initiatives**

The Council must protect the public funds it handles and we may use the information you have provided to prevent and detect fraud. We may also share this information with other organisations which handle public funds.

**Please see advertisement for the return address for your completed application.**

**SECTION A**

To be detached and kept separately until the short listing process is complete. After the short listing stage the information will be needed to contact those candidates selected for interview.

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| **1. Post Details** | | | | |  |
| Post Applying For |  | | | |  |
| School/Service |  | | | |  |
| Location |  | | | |  |
| Post Reference Number | |  | Closing Date |  |  |
|  | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **2. Personal Details** | | | | | | |  |
| Surname (block capitals) |  | | Preferred Title | |  | |  |
| Forenames |  | | Previous Name | |  | |  |
| Address |  | | | | | |  |
|  | | | | | |  |
| Post Code |  | E-mail | |  | | | |
| Home Tel. No. |  | Mobile Tel. No. | |  | | |  |
| Work Tel. No. |  | National Insurance No. | | | |  |  |
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| **3.** How did you find out about this job? (e.g. name of the newspaper, Council website/other website, Council bulletin, or word of mouth, *please indicate)* | | |
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| **4.** Are you related to a Councillor or Senior Officer of the Council or member of the Governing Body?Yes  No  If yes, please provide details | | |
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**Disclosure of Criminal Background and Child Protection Matters**

This post is exempt from Section 4(2) of the Rehabilitation of Offenders Act (1974). You are required therefore, to disclose below all convictions against yourself, cautions or reprimands, warnings or bindovers, including those which in other circumstances would be considered as ‘spent’ under the provisions of the Act in relation to this application. You must also declare if you are on the ‘Children’s Barred List’, disqualified from work with children, or subject to sanctions imposed by a regulatory body. If you are appointed to the postany failure to disclose such information could result the offer of appointment being withdrawn, dismissal or disciplinary action being taken.

If you are successful any information declared will be considered and discussed with you prior to a decision being made on your appointment. The School/ Authority has a policy on the recruitment of ex-offenders and that a criminal record will not automatically debar anyone from employment with the School/Authority.

Do you have any convictions, cautions, reprimands or final warning that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) Yes  No

If you have answered Yes please give details below:

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..

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 on the [Disclosure and Barring Service website.](https://www.gov.uk/government/news/disclosure-and-barring-service-filtering)

Are you registered on Children’s Barred List, disqualified from work with children or subject to sanctions imposed by a regulatory body? Yes  No

If yes, please give details below:

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..

If you are offered the position the Disclosure and Barring Service will be contacted to assess the possible existence and content of an enhanced criminal record. Any such information will be strictly confidential and will only be used to consider your suitability for the post for which you are applying.

I have read the above statement and agree to the Disclosure and Barring Service being contacted:

……………………………………………………………… (Signature) Date ………………………………….

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| **DECLARATIONS**   1. I am not subject to any immigration controls or restrictions that prohibit my undertaking work in the UK. 2. I understand that:    * 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.    * In accordance with the Data Protection Act, the personal details submitted on this application form are collected by Bury 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.    * 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. 3. The information I have given on this form is true and accurate to the best of my Knowledge. 4. I understand that if it is found that I have deliberately given false or misleading information I will, if appointed, be dismissed without notice and the matter may possibly be referred to the police. |

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| --- | --- | --- | --- | --- |
| **Signed:** |  |  | **Dated:** |  |

(If you submit your application by email, you will be asked to sign this declaration if you are invited to interview.)

**SECTION B**

**EQUAL OPPORTUNITIES MONITORING**

The information in this section will be treated in strict confidence.

The results will be used to produce statistics about recruitment and selection. They will help us to take action to prevent discrimination. This part of the form will be detached and kept separately before the shortlisting stage.

**Please answer all the questions.**

**1. Gender**

I am: *(Please tick appropriate box)*  Male  Female

**2.** **Date of Birth** \_\_\_\_\_\_\_\_\_

**3. Marital Status**

I am: *(Please tick appropriate box)*

Single  Married or in a Civil Partnership  Divorced  Widowed

**4. Caring Responsibilities in your Personal Life**

Are you responsible for looking after children under the age of 16?

*(Please tick appropriate box)*

Yes  No

Are you responsible for helping any other person carry out their daily routine?

*(Please tick appropriate box)*

Yes  No

**5. Language(s) Spoken**

**English Other**

First language learnt

Main language used now

|  |  |  |
| --- | --- | --- |
|  | If other, please write in |  |

**6. Sexual Orientation**

Person of the same sex (lesbian or gay man)

Persons of opposite sex (heterosexual)

Persons of the same sex and opposite sex (bisexual)

Prefer not to disclose

**7. Which religion/belief do you follow?**

Buddhism  Judaism

Christianity  Sikhism

Hinduism  Other religion, please write in \_\_\_\_\_\_\_\_\_

Islam  None

Prefer not to disclose

**8. Ethnic Origin**

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| **What is Ethnic Origin?**  Please tick the box that you believe best described your ethnic origin. Your ethnic origin is not related to your nationality, place of birth, or citizenship. It describes your culture and broad ethnic group. UK citizens can belong to any of the groups indicated below.  What would you describe to be your ethnic origin? *(Please tick appropriate box)*  **White**  British  Irish  Traveller of Irish Heritage  Gypsy/Roma  Any other White background, please write in \_\_\_\_\_\_\_\_\_\_\_  **Mixed**  White and Black Caribbean  White and Black African  White and Asian  Any other Mixed background, please write in \_\_\_\_\_\_\_\_\_\_\_  **Asian or Asian British**  Indian  Pakistani  Bangladeshi  Any other Asian background, please write in \_\_\_\_\_\_\_\_\_\_\_  **Black or Black British**  Black Caribbean  Black African  Black British  Any other Black background, please write in \_\_\_\_\_\_\_\_\_\_\_  **Chinese or other ethnic group**  Chinese  Any other ethnic group, please write in \_\_\_\_\_\_\_\_\_\_\_  **Other or unknown**  Other  Unknown  Prefer not to disclose |
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**9. Disability**

A disabled person is someone who has a physical or mental impairment, which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities. The Disability Discrimination Act 2005 has extended protection to cover people with HIV infection, cancer and multiple sclerosis from the point of diagnosis.

Do you consider yourself a disabled person? Yes  No

**SECTION C**

***Office use only***

Candidate Reference Number:

**Only this section will be made available to the short listing panel.**

**1. Post Details:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Application for the post of: | | |  | Post Ref. No. |  |  |
| School/Service: | |  | | | |  |
| Location: |  | | | | |  |
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**2. Current or Most Recent Employment:**

If you have just left education or have not yet been employed please use Section C10 to explain how you meet the requirements in the person specification.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Post Title**:** | | |  | | | | | | | Date Started CurrentPost: | | | | |  |  | |
|  | Salary Scale/Allowance: | | | |  | | | | | | | Present AnnualSalary: | |  | | |  |
|  | Name and Address Employer: | | | | | | |  | | | | | | | | |  |
|  | Email: |  | | | |  | |  | | | | | | | | |  |
|  | Tel No: |  | | | | |  |  | | | | | | | | |  |
|  | Name and Address of School/Service: | | | | | | |  | | | | | | | | |  |
|  | Email: |  | | | |  | |  | | | | | | | | |  |
|  | Tel No: |  | | | | |  |  | | | | | | | | |  |
|  | Reason for Leaving: | | |  | | | | |  | | Notice period: | |  | | | |  |
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| **3. References**  Please give the names of two referees. One should be your current or most recent employer, where appropriate. If you do not currently work with children but have done so previously please include the employer’s details as a referee. References will not be accepted from relations or partners (including same sex partners) or from people writing solely in the capacity of friends. **If you are short-listed your referees will be contacted before interview.** | | | | | | |
| 1. Name |  | | 2. Name |  | |  |
| Designation |  | | Designation |  | |  |
| Address |  | | Address |  | |  |
|  |  | |  |  | |  |
| Tel. No. |  | | Tel. No. |  | |  |
| Email address | |  | Email address | |  |  |
| Current employer/previous employer/ other.*(Delete as appropriate, if* ***other*** *please explain)* | | | Current employer/previous employer/ other.*(Delete as appropriate, if* ***other*** *please explain)* | | | |

**Section C continued**

**4. Previous employment, including voluntary work/reasons for any gaps:**

(Please list in date order, starting with the most recent and continue on a separate sheet if necessary)

Please note that it may be necessary to contact some or all of your previous employers for information to verify particular experience or qualification prior to any interviews.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates** | | **Local Authority**  **Name and Address of School/Employer** | **Pupil Nos. in school + age range worked with** | **Job Title/ Salary/Grade of post (include allowances)** | **Reason for Leaving** |
| **From** | **To** |
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Please continue on a separate sheet if necessary

**Section C continued**

**5. Education and Professional Qualifications:**

(Please list in date order, starting with the most recent, include any qualifications you are currently working towards)

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| --- | --- | --- | --- |
| **Name and address of school, college or university** | **Qualifications obtained or to be taken**  **(Only include A Levels or equivalent e.g. NVQ Level 3 and above and professional qualifications)** | **Date Passed**  **Or to be taken** | **Grade**  **Obtained** |
|  |  |  |  |

**6. Age Range Trained for:**

|  |
| --- |
| Early Years  Key Stage 3  Key Stage 1  Key Stage 4  Key Stage 2  Post 16 |

**Section C continued**

**7. Relevant Training Courses/Programmes Attended:**

(Please give details of any other relevant training, within the last three years, not covered in previous sections, e.g. short courses)

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **Course Title and Organising Body** | **How will you use this training in your role?** |
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Please continue on a separate sheet if necessary

**Section C continued**

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| **8. Teaching Details:** | | | | | | | | | | | |
|  | Do you hold Qualified Teacher Status? | | | Yes  No | | | | | | | |
|  | If yes, please give date of the award: | | |  | | |  | | | | |
|  | Have you successfully completed a period of induction as a qualified teacher in this country where required by the DfE? | | | | | Yes  No | | | |  | |
|  | What is your DfE Number? | |  | |  | | | | |  | |
| Are you subject to any conditions or prohibitions placed on you by the the Secretary of State/relevant Government Agency? | | | | | | | | Yes  No |  | | |
| If yes, give full details: | |  | | | | | | |  | | |
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| **9. Dismissal/Disciplinary:** | | | | |  | |  | |
|  | Have you ever been dismissed from any employment? | | | | | Yes  No | |  |
|  | If yes, on what grounds and date: |  | | | |  | |  |
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|  |  | | | | | | |  |
|  | Have you ever been the subject of any child protection concerns either in your work or personal life, or disciplinary action, including any which is time expired? | | | | | Yes  No | |  |
|  | If yes, please provide details, including dates: | | |  | | | |  |
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**Section C continued**

**10. Your Application:**

**(Please read the Guidance Notes before you complete this section and ensure it covers items on the person specification)**

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| **The information you provide in this section is very important in assessing your application against the person specification enclosed. It will be important in determining whether you are short listed or not. Please use this space to describe how your skills, knowledge, experience and training would help you meet the requirements of this post. The guidance notes may also help you understand the importance of this section. CVs will only be accepted in addition to the information you are asked to provide in this Section.** |
| **Please note if you are using a continuation sheet please write the title of the post for which you are applying and post ref no at the top of each page.** |