



APPLICATION FORM For Appointment to a Teaching post

Resourcing/
Teachapp

CONFIDENTIAL

This form should be completed in black ink/typescript

School Name			
Position Applied for			
Advert Reference Number (if applicable)		Applicant Number (if applicable)	

PERSONAL DETAILS

Last Name			
First Name(s)			
Title	MRS/MISS/MS/MR/DR/OTHER (please delete as appropriate)		

Address (including Post Code)			
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Home Telephone Number			
E-mail address			
Work Telephone Number	May we ring you at work YES/NO		
Mobile Number			

Are you registered with the GTC?	YES / NO	DfES/DfCSF Number	
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Date passed Induction Year		
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Have you opted out of the Teachers' Pension scheme?	YES / NO
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YOUR PRESENT POSITION (for serving teachers)

Date started at Present School /College			
Date Started at Present Post			
Title of Present Post			

School Name			
School Address			
Telephone Number			
Education Authority			
Type		Age Range No. on Roll	
Present Salary £		Point	
Additional Allowances – please specify category (e.g. TLR, SEN)			
Threshold / Upper Pay Spine	YES / NO		
Advanced Skills Teacher or Excellent Teacher Scheme	YES / NO		
Subject/Area currently taught			
Age Range – Key Stage 1 – 4, 16+			

OTHER SUBJECTS YOU ARE QUALIFIED TO TEACH

Subject / Area	Age Range – Key Stage 1 – 4, 16+	Dates taught

DETAILS OF HIGHER AND/OR FURTHER EDUCATION

(please attach separate sheet if necessary)

Qualification			
University/College			
Class		Date	
Subjects			

Qualification			
University/College			
Class		Date	
Subjects			

Qualification			
University/College			
Class		Date	
Subjects			

DETAILS OF SECONDARY EDUCATION POST GCSE

(please attach separate sheet if necessary)

School / College attended			
From / To			
Qualifications / with grades			

School / College attended			
From / To			
Qualifications / with grades			

PREVIOUS TEACHING EXPERIENCE

In chronological order please. Continue on a separate sheet if necessary

School / College			
Education Authority			
Post and Salary Grade (if applicable)		Full time / Part time	
From / To		No. on Roll	

School / College			
Education Authority			
Post and Salary Grade (if applicable)		Full time / Part time	
From / To		No. on Roll	

School / College			
Education Authority			
Post and Salary Grade (if applicable)		Full time / Part time	
From / To		No. on Roll	

School / College			
Education Authority			
Post and Salary Grade (if applicable)		Full time / Part time	
From / To		No. on Roll	

EMPLOYMENT OUTSIDE TEACHING

Please record accurate details about other employment outside teaching on a separate sheet if necessary

Employer Name and Address			
Telephone Number			
Post title and Salary		From / To	

Employer Name and Address			
Telephone Number			
Post title and Salary		From / To	

LETTER OF SUPPORT

Please write in support of this application, showing how your experience, qualifications and interests are relevant, how you would contribute to the post and giving further information about yourself.

This section should be submitted as separate word processed sheets but please take note of any specific instructions from the school.

REFEREES

Two references are required for all candidates, one of whom must be your current or most recent employer (school). For existing headteachers the other should be a referee from your current or most recent LA. If a third reference is required for Voluntary Aided or Controlled schools the letter from the Chair of Governors will state this. Candidates for Church of England Schools should give the name and address of the Parish Priest, Vicar, Minister or Pastor as appropriate. References will be taken up following shortlisting and will be available to the support officers/chair of the panel prior to the interview so that any issues can be raised during the interview. The members of the panel will have access to the references at the final stages of the interview process in order to confirm/reinforce their decision.

Name			
Address			
Tel Number			
Fax Number			
E-mail			
Position / Relationship			

I confirm that I am happy for West Sussex County Council to approach the referees listed above (wherever possible we prefer to make contact by email, please ensure your referees are aware of this)

(please sign)

(print name)

(date)

RELATIONSHIPS

Are you related to any elected member of West Sussex County Council or to any Head of Department/Unit or his/her Deputy or the Headteacher, Principal or any Governor of the School / College? If so, please give details below

Canvassing members of an employing authority, directly or indirectly in connection with any appointment under the authority shall disqualify the candidate

REHABILITATION OF OFFENDERS

This post is exempt from the provision of the Rehabilitation of Offenders Act 1974 and associated Order and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared

Have you ever had any convictions, cautions, reprimands or final warnings given by the police	YES / NO
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If 'Yes', please give details on a separate sheet and attach in a sealed envelope marked 'Confidential'

DATA PROTECTION

The information that you have provided will be handled and processed in accordance with the Data Protection Act 1998. If you are appointed, the information will form part of your personnel record and may be used by the County Council for business purposes including the prevention and detection of fraud.

DECLARATION

I declare that the information given is true. I declare that I am not on List 99, disqualified from working with children or subject to sanctions imposed by a regulatory body and accept that false information may result in my application being disqualified and if appointed could lead to dismissal. I understand that a criminal records check will be carried out.

Signature		Date	
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West Sussex County Council Equal Opportunities Monitoring Information

West Sussex County Council is committed to a policy of equality of opportunity in its employment and personnel practices. It is committed to ensuring that every employee or job applicant receives equitable treatment of the grounds of his/her gender, marital status, dependants, sexual orientation, race, religion, or creed, ethnic or national origins and nationality (including citizenship), age disability, HIV or AIDS status, and/ or medical conditions and trade union membership/activity and/ or political views/affiliations.

We wish to monitor the effectiveness of this policy and aim to prevent any job applicant being disqualified by conditions and requirements, which cannot be shown to be justified. It is therefore important that you provide the following information by ticking the appropriate boxes. The information collected on this section of this application form will remain confidential to the HR Unit and will not be disclosed to those who are shortlisting and appointing to the vacant position.

Surname/Family Name		First Name (s)	
Position Applied for		Post Ref	

Ethnic Origin

(a) White

British	<input type="checkbox"/>
Irish	<input type="checkbox"/>
Any other white background	<input type="checkbox"/>

(b) Mixed

White and Black Carribean	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>
Any other mixed background	<input type="checkbox"/>

(c) Asian or Asian Black

Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>
Any other Asian background	<input type="checkbox"/>

(d) Black or Black British

Caribbean	<input type="checkbox"/>
African	<input type="checkbox"/>
Any other black background	<input type="checkbox"/>

(e) Chinese or other ethnic group

Chinese	<input type="checkbox"/>
Any other ethnic groups	<input type="checkbox"/>

Gender Male Female

Age

16 - 25	<input type="checkbox"/>
26-35	<input type="checkbox"/>
36-45	<input type="checkbox"/>
46 -55	<input type="checkbox"/>
56+	<input type="checkbox"/>

Date of birth

Do you consider yourself to have a disability?

Yes No

Your answer should take into account the definition of disability given in the Disability Discrimination Act 1995, which is: "A Physical or mental impairment which has a substantial or long term adverse effect on the person's ability to carry out normal day to day activities".

Please tick this box if you are an existing West Sussex County Council employee

If so are you applying for a job at a higher grade than your current post?

Yes No