

CONFIDENTIAL

Application for Teaching Appointment

Equal opportunities will be afforded to all job applicants in all stages of the recruitment process. Appointment will be based solely on merit and without regard to issues of race, colour, ethnic, or national origins, sex, religion, marital status, sexual orientation or disability, unless this is justifiable as a genuine occupational requirement as may be the case in respect of appointments in Voluntary Aided Church Schools. **Thank you for your application.**

Please complete in hand written or typed black ink. Continue on separate sheet where necessary.

Post Title: _____ Vacancy Number: _____

School Name: Kingsbridge Community College Location: _____

PERSONAL DETAILS

Last name: _____ First name(s) _____
(Block capitals. Please underline name you would like to be known by).

Title (Mr, Mrs, Ms, etc) _____ Previous or other name(s) _____

Address: _____

Postcode: _____

Tel No. (inc. Area Code) Home: _____ Work: _____

Email address: _____ Are you registered with the G.T.C? Yes No

Do you require a work permit? Yes No If yes do you possess a valid work permit? Yes No

Are you recognised by the DfES as a Qualified Teacher? Yes No DfES Ref. No. _____

Age range for which trained: _____ When available for employment: _____

PRESENT OR MOST RECENT POST

Post Title: _____ FTE/Contractual hours per week _____

School: _____ Age Range: _____

Address: _____

Post code: _____ Email Address: _____

Maintained Independent Age range taught: _____ No. on roll: _____

LEA: _____ Date commenced: _____ to: _____

Present Scale: _____ Spine point: _____ Salary: £ _____

Allowance	Level (1,2,3 etc.)	Amount	Reason	Temp/Perm
Management	<input type="checkbox"/>	£ _____	_____	_____
S.E.N.	<input type="checkbox"/>	£ _____	_____	_____
Rec't/Ret'n	<input type="checkbox"/>	£ _____	_____	_____

Key responsibilities in school _____

Subjects or areas taught: _____

Other subjects you can teach: _____

NQT Yes No Date of completion of probationary period _____

PREVIOUS TEACHING EXPERIENCE

(Most recent appointment first)

(Newly Qualified Teachers should include periods of school-based training)

1 Post: _____ Maintained Independent Age range: _____

School/College: _____

LEA: _____ FTE/Contractual hours per week _____

Subjects or areas taught: _____

Post responsibility and allowance: _____

From ____ / ____ / ____ To: ____ / ____ / ____ No. on roll: _____

Reason for leaving: _____

2 Post: _____ Maintained Independent Age range: _____

School/College: _____

LEA: _____ FTE/Contractual hours per week _____

Subjects or areas taught: _____

Post responsibility and allowance: _____

From ____ / ____ / ____ To: ____ / ____ / ____ No. on roll: _____

Reason for leaving: _____

3 Post: _____ Maintained Independent Age range: _____

School/College: _____

LEA: _____ FTE/Contractual hours per week _____

Subjects or areas taught: _____

Post responsibility and allowance: _____

From ____ / ____ / ____ To: ____ / ____ / ____ No. on roll: _____

Reason for leaving: _____

4 Post: _____ Maintained Independent Age range: _____

School/College: _____

LEA: _____ FTE/Contractual hours per week _____

Subjects or areas taught: _____

Post responsibility and allowance: _____
From ____ / ____ / ____ To: ____ / ____ / ____ No. on roll: _____
Reason for leaving: _____

5 Post: _____ Maintained Independent Age range: _____
School/College: _____
LEA: _____ FTE/Contractual hours per week _____
Subjects or areas taught: _____
Post responsibility and allowance: _____
From ____ / ____ / ____ To: ____ / ____ / ____ No. on roll: _____
Reason for leaving: _____

DETAILS OF SECONDARY EDUCATION

School/College attended _____
From/To: _____
Qualifications (types, subjects, grades) _____

DEGREES OR PROFESSIONAL QUALIFICATIONS

1 Qualification (eg BA, BEd): _____ Class of Degree: _____
University/College: _____ Date awarded: _____
Subjects: _____

2 Post-graduate qualifications (eg MEd, PGCE, QTS): _____
University/College: _____ Date awarded: _____
Subjects: _____

3 Other Qualifications (eg Diplomas etc): _____
University/College: _____ Date awarded: _____
Subjects: _____

4 Recent relevant professional development (non-award bearing): _____

DISABILITY DISCRIMINATION ACT 1995

We welcome all legislation designed to protect the rights of people. The Disability Discrimination Act defines a person as having a disability if he or she "has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities."

Do you have a disability? Yes No

Wherever possible and reasonable we will make adjustments and offer alternatives to help a person with a disability through the application and selection process.

If you require assistance at any stage of the process please contact the Appointing Officer or Personnel Advisor or provide details below:

REHABILITATION OF OFFENDERS

Because of the nature of the work within the Education Department, the post for which you are applying will be exempt from the provisions of the Rehabilitation of Offenders Act 1974. You will, therefore, be required to disclose on a separate form all information about any police cautions or convictions in a Court of Law no matter when they occurred, so that a police check can be carried out if you are offered an appointment. If you are subsequently employed by the Authority and it is found that you failed to disclose any previous convictions, this could result in **dismissal**, or disciplinary action by the Authority. All information will be treated in confidence and will only be considered in relation to an application for posts to which the exemption order applies.

AFFILIATIONS

A candidate for any appointment with Devon County Council who knows he/she is related to any member of the Council or senior officer is required to disclose that relationship when submitting an application. In educational establishments the designation "senior officer" includes Headteacher, Principal/Director, Vice-Principal and Head of Department. For other employees the designation includes anyone paid on Management Grade I or above. A candidate who fails to disclose such a relationship shall be disqualified for the appointment and if appointed shall be liable to dismissal without notice.

If applicable please give details: _____

STATEMENTS IN SUPPORT OF YOUR APPLICATION

IMPORTANT:-

Please leave this part blank and complete a separate letter outlining how your experience, knowledge, skills and personal qualities equip you for this post

WHERE DID YOU SEE THIS POST ADVERTISED?

Please tick the appropriate box(s):

- The South West Jobs! Bulletin The TES The 'FirstopForJobs' website
The TES Website Stepjobs.com website
Other source (Please state) _____

REFEREES

(Please give names and full addresses and post codes of at least two referees who are willing to be contacted in respect of this application, one of these should be from your current or most recent employment wherever possible).

1 Name _____ Title: _____ Occupation: _____

Address _____

Daytime Tel. No. (inc area code) _____ Fax No. _____

Email address: _____

2 Name _____ Title: _____ Occupation: _____

Address _____

Daytime Tel. No. (inc area code) _____ Fax No. _____

Email address: _____

3 Headteacher: _____ Title: _____ Occupation: _____

Address _____

Daytime Tel. No. (inc area code) _____ Fax No. _____

Email address: _____

Please tick if you do not wish your referees to be contacted prior to shortlisting.

ADDITIONAL INFORMATION

Please note that you will be required to produce original documentation to verify information provided within this application and to satisfy the requirements of the Immigration and Asylum Act. You will be expected to provide original certificates relating to academic qualification as well as two of the following: Birth Certificate or Extract, Passport, evidence of National Insurance Number, Driving Licence. If applicable you will also be required to produce your work permit.

A criminal record will not necessarily be a bar to appointment. Suitable applicants will not be refused jobs because of offences that are not relevant to the job.

Completed disclosure forms will be kept as secure and confidential information and in most cases will be shredded within one month. Where an appeal has been submitted they will be shredded within 6 months.

DECLARATION

I declare that the information given in this application is, to the best of my knowledge, complete and correct and that it may be used for purposes under the Data Protection Act. I understand that if, after appointment, any information is found to be inaccurate, false or deliberately misleading this may lead to dismissal without notice. I understand that all payments will be made by direct credit transfer to a Bank/Building Society/Post Office Giro account. If appointed, I will give details of my account

on a Bank Credit Details slip.

Signed: _____ Date: _____

Please return this form as indicated in the advertisement or otherwise instructed.

DATA PROTECTION ACT

Information held by Kingsbridge Community College complies with and is stored in accordance with the Data Protection Act 1998. If your application is successful, the information you have provided in the 'Personal Details' section will be used for payroll purposes and may be disclosed to the Inland Revenue. It will be disclosed to internal departments of the Devon County Council for security, financial and administration purposes.