



Leeds
CITY COUNCIL

CONFIDENTIAL SO(48)

The information you provide on this form will be used for recruitment & selection and employment contract purposes

Teacher Application

Please complete in **black ink**
Please return completed
application forms directly to the
school.

Job Ref Number:

Closing date:

Application For Employment as:

1. PERSONAL DETAILS

Last Name and Title:

First Name(s):

National Insurance Number:

Home Address:

Address for Correspondence (if different):

Postcode:

Postcode:

Tel No (home):

Email:

Work:

Correspondence relating to this application may be sent via email to the address supplied, please confirm that you are happy to receive such correspondence via email: **Yes / No**

Should you be selected for interview, please indicate dates when it would be impossible for you to attend.

For full time posts: I am applying for Job share / Part time (please delete as appropriate)

Please indicate the range of days and maximum number of hours you are able to work.

Do you hold Qualified Teacher Status: **Yes / No**

If **Yes** please provide date of award & Certificate No.

If **No** have you applied for Qualified Teacher Status: **Yes / No**

DfE Number:

If not known, please state the date and name under which you are qualified

Have you completed your NQT induction period in the UK: **Yes / No**

If yes, please give date of completion

Are you ready with the GTC: **Yes / No** If yes please provide your GTC Teacher reference No.

Are you in receipt of a public service pension?

YES/NO

If you are returning to teaching have you been granted Infirmity Retirement by the Department of Education and Skills

YES/NO

(If yes please give the date)

References

It is expected that Teachers/Deputy Headteachers will name their present or most recent Headteacher as their first referee. Headteachers should list their LEA or Employing Body. University leavers should name their course tutor.

One referee should be your current or last employer.

1. Title: Name:

2. Title: Name:

Position:

Position:

Address:

Address:

Postcode:

Postcode:

Telephone No:

Telephone No:

Email:

Email:

Capacity in which known:

Capacity in which known:

Your referees will be automatically contacted if you are selected for interview

2. SECONDARY, FURTHER AND HIGHER EDUCATION

Date (month and Year) From To	School, College, University or Educational Establishment	Examinations taken or being taken or any other qualifications obtained	Full or Part Time	Exam Result & Grade (with dates)
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3. CONTINUING PROFESSIONAL DEVELOPMENT/TRAINING (appropriate to the job)

Course Title	Provider	Dates and Duration	Course completed (Yes/No)	Awards (if any)

6. INFORMATION IN SUPPORT OF THIS APPLICATION

(You may use this space to provide any information you wish, including any interest or unpaid activity. Ensure that you provide a full description of all skills, knowledge and experience that you feel are relevant to the post for which you are applying. Please restrict any additional information you wish to supply to two sides of A4 paper).

Criminal Offences

You are required to give details of any convictions, which are not 'spent'. In addition you are required to disclose any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198. This will not necessarily bar you from applying but failure to disclose may lead to your later dismissal dependent on the nature of the position and the circumstances and background of your offences.

If you are invited for interview, a statement of these details should be sent under separate cover in an envelope marked 'Private and Confidential - For the Addressee Only' in the top left hand corner to the chair of the interview panel.

Data Protection Act 1998

The information you submit will be processed by Leeds City Council. 'Your data will be used for purposes of Leeds City Council's Recruitment and Selection process. It will be used to monitor the effectiveness of the Council's policies and practices, in particular its Equal Opportunities Policy'. This monitoring is for statistical purposes only and if you will be identifiable from this process. However, your personal details, contained in the application form may be used in the prevention and detection of fraud. Where this occurs you will be identifiable.

Your information may also be disclosed to the following third parties:

Survey and research organisations (for monitoring purposes only) – Local Government Authorities – Central Government Authorities – Organisations that handle or investigate the proper use of public funds – Law Enforcement Authorities.

Declaration

I consent to Leeds City Council recording and processing the information detailed in this application form. I understand that this information may be used by the company in pursuance of its business purposes and my consent is conditional upon Leeds City Council complying with their obligations under the Data Protection Act 1998".

I confirm that all information given in this application is accurate and I agree that if my application is successful my appointment will be subject to satisfactory criminal vetting under the legislation for the protection of children.

Signed:

Date:

Canvassing in any form, EITHER DIRECTLY OR INDIRECTLY, will be a disqualification.

EQUAL OPPORTUNITIES

We promote diversity and want a workforce which reflects the people of Leeds. We will use your answers to monitor and check the fairness of our recruitment. Any information you provide will be kept confidential. You do not have to answer these questions and if you do not then it will not make any difference to your application.

Date of Birth: / / Male Female

Are you Disabled? Yes No

Where did you see this post advertised?

Please identify your marital status:

Married Civil Partnership Co-habiting Single Other

Please identify your religion:

Buddhist Christian Hindu Jewish Muslim No Religion
Rastafarian Sikh Other

Please identify your sexual orientation: (definitions below)

Heterosexual Lesbian Gay man Bisexual

Heterosexual – Someone who is attracted, emotionally and or physically, to persons of the opposite sex.

Lesbian – A woman who is attracted, emotionally and or physically, to other women.

Gay man – A man who is attracted, emotionally and or physically, to other men.

Bisexual – Someone who is attracted, emotionally and or physically, to both sexes.

Ethnic Origin

Asian or Asian British

Bangladeshi AB
Indian AI
Kashmir AK
Pakistani AP
Other (Specify) AO

Black or Black British

African BF
Caribbean BC
Other (Specify) BO

Chinese or other ethnic groups

Chinese CC
Other (specify) CO

Mixed

White and Asian MA
White and Black African MF
White and Black Caribbean MC
Other (specify) MO

White

British WB
Irish WI
Other (specify) WO

Gypsy/Roma/Travellers GR