

APPLICATION FOR TEACHING APPOINTMENT

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We follow Safer Recruitment procedures.



Please return this form to the address given in the advertisement or application pack. This form should be typed or handwritten in black ink for photocopying purposes.

| | |
|--|--|
| Application for the post of | |
| At (establishment) | |
| Reference number (if applicable) | |
| Closing date | |
| How did you hear about this post? (Name of publication if advertised) | |

Part A: Personal details

| | |
|--|--|
| Family name / surname | |
| Previous surname(s) | |
| Forename(s) | |
| Known name: (If different from forename) | |
| Preferred title (Eg. Mr, Mrs, Miss, Ms, Dr) | |
| Current address | |
| Postcode | |
| National insurance number | |
| Preferred contact telephone number | |
| Alternative telephone number | |
| Email address – (only if preferred form of contact and in regular use) | |
| Date of birth (must be provided for any post working with children) | |

| | |
|---------------------------------|--|
| DCSF Ref No: | |
| Date of CRB Enhanced Disclosure | |

Declaration

I confirm that I am entitled to live and work in the United Kingdom.
I am willing for this data to be held and processed by Somerset County Council and to be verified with relevant third parties. This may include previous employers.
The information on this form is accurate. I understand that providing false information is an offence and may lead to my application being disallowed or, should I be appointed, to my dismissal and, where appropriate, may be referred to the police.

| | | | |
|--------|--|------|--|
| Signed | | Date | |
|--------|--|------|--|

If you apply online and are shortlisted, you will be asked to sign your application at interview.

Notes for candidates

1. All sections of the application form must be completed. Incomplete applications will not be accepted. The application must then be forwarded to the School or Local Authority Recruitment Team, as specified in the advertisement, for processing.
2. Somerset County Council is committed to the protection of children, young people and adults who access our services. You are therefore required, in this application, to provide dates and details of your employment history that you might not, in other forms of employment, be required to provide. In order to ensure that our recruitment practices are safe and robust we will explore any gaps in your employment history and any dates that you provide in your application.
3. If you are completing the application form electronically, additional information, which you consider relevant, may be submitted on a separate sheet or sheets if there is insufficient space on the form. Please do not glue/attach information to the form as it makes it difficult to photocopy.
4. You are welcome to attach a letter in support of your application but, unless requested otherwise in the advertisement or job details, you are asked **not** to send curriculum vitae, testimonials or other documents.
5. The information supplied by you on this form will be used for recruitment and selection purposes only. The Local Authority (LA) undertakes that if it needs to use the information for any other purpose, it will not do so without having first obtained your consent.
6. The LA has a duty to ensure the fitness of all employees to carry out the duties for which they are employed. You may be required to complete a confidential health declaration form and, if so, the offer of employment will be subject to receipt of a satisfactory medical report. In some cases a medical examination may be necessary before an appointment can be confirmed.
7. All external successful applicants will be asked to confirm, in advance of taking up the appointment, that they are eligible to work in the United Kingdom. In order to establish this, the successful applicant will be asked to provide documentation showing their National Insurance Number or provide copies of Tax Forms P45 or P60, or provide other evidence of their entitlement to work in the UK.
8. This post requires a criminal background check via the Disclosure Procedure.
9. Spent Criminal Convictions: The post for which you are applying is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exemptions) Order 1975 which requires you to reveal **any** information concerning spent or unspent convictions, cautions, reprimands or warnings. Failure to disclose information concerning such convictions in your application for this post may lead to dismissal or disciplinary action by Governors or LA. Any information given will be treated in strict confidence and will be considered only in relation to your application for this post.
10. Somerset County Council strives to ensure that no employee or job applicant receives less favourable treatment than another on the grounds of age, disability, ethnic or national origin, gender, marital status, religion, sexual orientation or political belief.
11. The Governors of Voluntary Aided Schools, as the employers of the “staffing complement”, will have regard to this policy insofar as it is consistent with the character of the School’s Foundation and its Trust Deed.
12. Canvassing the support of Members of Somerset County Council or Senior Officers of the Council may lead to the disqualification of a candidate’s application.
13. Candidates called for interview will be reimbursed reasonable travelling and subsistence expenses as soon as possible after the interview. The successful candidate will be reimbursed his/her expenses with the first month’s salary after taking up the appointment. If a candidate declines an appointment if it is offered, no expenses will be paid unless the Governors or the Authority decides that there are extenuating circumstances.
14. This authority is committed to safeguarding and promoting the welfare of children and young people and our recruitment and selection processes are particularly rigorous in relation to child protection.

You should be aware that aspects of the assessment process and interview will explore your motivation and suitability to work with children.

Part B: Education and training

Please provide information about post-16 education and training you have received in this country or abroad and include all qualifications obtained, including degrees, with class and division and Teaching Certificates (most recent first).

| Establishment | Full or part time | Subjects studied and examinations taken | Qualification obtained | Dates attended |
|---------------|-------------------|---|------------------------|----------------|
| | | | | |

Part C: Teaching experience

Please give details of all teaching experience (most recent first). NB: It is a requirement of DCSF Guidance: Safeguarding Children and Safer Recruitment in Education (January 2007) that any gaps in employment history are identified and fully explained.

| Local Education Authority or employer, name and size of school (number on roll). | Age range taught (specific range required) | Dates of employment and reasons for leaving | Post / position held Curriculum responsibilities / subjects | Point or relevant salary scale and allowances |
|--|--|---|---|---|
| Current post | | | | |
| | | | | |
| Previous posts | | | | |
| | | | | |

Part D: Previous appointments, other than teaching (most recent first)

Please provide information on any other relevant experience, including family commitments and voluntary work.

| Name and address of employer or organisation | Dates of employment and reasons for leaving | Job title and description |
|--|---|---------------------------|
| | | |

*For posts working with children/vulnerable adults you must provide all dates.

Part E: Professional development

Please give details of any professional development and in-service training courses attended which you consider to be relevant to this post (most recent first).

| Organising body / provider | Course title / theme | Date | Duration | Outcomes, including assessed result as appropriate |
|----------------------------|----------------------|------|----------|--|
| | | | | |

Part F: Personal statement

You may continue on a separate sheet if you need to, or include a covering letter.

Key competencies, knowledge and skills:

Use this part of the form to tell us about yourself. We would like to know what you feel you will bring to the role in terms of your personality, skills and aptitudes (include experience and achievements gained outside of the workplace).

Part G: References

References will be taken up prior to interview for shortlisted candidates. If you need to discuss this please contact the school or recruitment team contact specified in the advertisement. Unless you are seeking your first teaching appointment, you must quote your present or most recent headteacher or equivalent person. Your referees will be asked about your suitability to work with children and at least one of your referees must be able to comment on your teaching abilities. We reserve the right to approach any of your previous employers in connection with this application. References will not be accepted from relatives or from people who are responding solely in the capacity of friends of their applicant. References will be requested by email where possible and it is your responsibility to ensure that your referees consent to their details being provided.

| | |
|--------------------------------|---------------------------|
| Name of first referee | |
| Job title of referee | |
| Address (Including Postcode) | |
| Email address if available | |
| Daytime telephone number | |
| Position / relationship to you | |
| Dates of your employment | From: / To: / |

| | |
|-------------------------------|---------------------------|
| Name of second referee | |
| Job title of referee | |
| Address (Including Postcode) | |
| Email address if available | |
| Daytime telephone number | |
| Position/ relationship to you | |
| Dates of your employment | From: / To: / |

Applicants for a post in a Catholic school, or a deputy headship post in a C of E Voluntary Aided school are encouraged to also give the name of a clerical referee.

| | |
|-------------------------------|--|
| Clerical referee | |
| Job title of referee | |
| Address (Including Postcode) | |
| Email address if available | |
| Daytime telephone number | |
| Position/ relationship to you | |

Part H Supplementary information

| | |
|--|--|
| Have you previously opted out of the Teachers' Pension Scheme? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If you have opted out, please give date | |
| Are you a member of another pension scheme? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If, yes, please specify the name of the pension scheme | |

Positive about disability

| | |
|--|--|
| Do you consider yourself to have a disability? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If yes, would the provision of any aids or modification assist you in carrying out the duties of the post? | |
| Is there anything we need to know about your disability in order to offer you a fair selection interview? | |

Part J Declarations**General Teaching Council**

| | |
|--|--|
| Are you recognised as a qualified teacher? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If not, are you eligible for recognition? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Are you registered with the GTC? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If Yes, please give GTC registration number | |
| Please contact the GTC for information about registration or general enquiries. Call 0870 001 0308 or visit the website at www.gtce.org.uk | |

Induction

| | |
|---|--|
| Have you successfully completed a NQT induction period? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|---|--|

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| Disclosure of criminal offences | This post involves working with children, is exempt from the Rehabilitation of Offenders Act and requires a Criminal Records Bureau Enhanced Disclosure Certificate. You should declare and give full details, including dates and places, of any 'spent' or 'unspent' criminal convictions, cautions and bind-overs. We will also check List 99 and the PoCA (Protection of Children Act) List and the replacement 'barred lists' maintained under the Vetting and Barring Scheme to check whether you are disqualified from working with children. |
| General Teaching Council | We will also check whether you are subject to sanctions imposed by the General Teaching Council. |

| | |
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| Important Reminder | Please ensure that you inform us of any relevant information. By signing the Declaration on page one you understand that withholding information or providing false information is an offence and could result in the application being rejected, or summary dismissal if you have been selected, and possible referral to the police. |
| Details of spent or unspent convictions (see above). These can be included on a separate sheet in a sealed envelope if you wish. | |

DATA PROTECTION

Data Controller: Somerset County Council

Data Protection Officer contact: informationgovernance@somerset.gov.uk

Purpose for processing: to run recruitment processes

Legal bases for processing: right to work, safer recruitment.

By law: Immigration, Asylum and Nationality Act 2006, Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012.

Data sharing: the personal data provided will be shared internally to Somerset County Council. This information may be disclosed to Government Departments where there is a legal obligation to do so.

Transfers abroad: Personal data in our e-recruitment system is kept within the EEA by Lumesse. If you become an employee, your personal data will be shared with Silkroad, who keep data outside of the EEA.

Data retention: If you become an employee the data will be kept for the duration of the employment plus 6 years. If you do not become an employee the data will be kept for 12 months, right to work information of unsuccessful candidates is destroyed after interview.

Your rights: You have the right to ask Somerset County Council to a copy of your data, the right to rectify or erase your personal data and the right to object to processing. However, these rights are only applicable if the Council has no other legal obligation concerning that data. You also have the right to complain to the regulator <https://ico.org.uk/>

Consequences: If you do not supply the information requested on this application form we will not be able to process your application.

For more information see <http://extranet.somerset.gov.uk/hr/employment-information/data-protection/>

Further Education Qualification Verification Consent Form Newly Qualified Teachers Only



An increasing number of universities and further education establishments are requesting written consent from their former students in order to release details to employing LAs to confirm that the required qualifications have been awarded. Therefore you are asked to complete the form below and sign and date the form to enable Somerset County Council to request this information on your behalf.

Part A - Personal details

| | |
|------------------|--|
| Full name | |
| Previous surname | |
| Date of birth | |
| DCSF No | |

Part B - Details of Study

| | |
|---|--------------------|
| University, college or institution attended | |
| Period of study time | From to |
| State if full or part time | |
| DCSF No | |

Part C - Qualification Details

| | |
|--|--|
| Title of qualification | |
| Pass/Hons | |
| Date of award | |
| Class/division | |
| Main subjects (principal subject first | |
| Awarding body | |

Please continue for additional qualifications

| | |
|--|--|
| Title of qualification | |
| Pass/Hons | |
| Date of award | |
| Class/division | |
| Main subjects (principal subject first | |
| Awarding body | |

| | |
|--|--|
| Title of qualification | |
| Pass/Hons | |
| Date of award | |
| Class/division | |
| Main subjects (principal subject first | |
| Awarding body | |

| | |
|--|--|
| Title of qualification | |
| Pass/Hons | |
| Date of award | |
| Class/division | |
| Main subjects (principal subject first | |
| Awarding body | |

Please indicate which of the QTS test you have passed:

| | |
|----------|--|
| Literacy | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Numeracy | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| ICT | Yes <input type="checkbox"/> No <input type="checkbox"/> |

Declaration

| | |
|--|--|
| I confirm that the details given above are accurate and authorise Somerset County Council to verify this with the awarding bodies. | |
| Signature | |
| Date | |

Questions and answers

I consider myself to have a mixed ethnic background - can I indicate this on the monitoring form?

You can indicate a mixed ethnic background by ticking as many boxes as required in the Ethnic Origin section alternatively please describe your Ethnic Origin. In all cases this monitoring form is self-classification.

I am unsure if I have caring responsibilities.

Part of the Equal Opportunities Policy sets out the Authority's commitment to avoid discrimination on the grounds of domestic responsibilities. This question is self-classification - if you consider that you have caring responsibilities please indicate this.

I am unsure whether to classify myself as a disabled person.

Under the Disability Discrimination Act 1995, a person with a disability is defined as having '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'. Since 2005 the definition includes people who have been diagnosed with HIV, cancer and MS.

It does not necessarily mean that this affects how you do your work. As the definition is not very clear we have provided some examples of the impairments covered. The list is not exhaustive. You may consider that, for example, you have, for a period of a year or more had hearing loss, dyslexia, arthritis, diabetes, asthma, epilepsy or you are partially sighted.

Why do you need to know if I am currently employed by the Authority?

The Authority is committed to promoting equality of opportunity and access for all people including those who are employees of the Authority and external or internal candidates applying for a job with the Authority whether full-time, part-time, job share, permanent or temporary.

The Authority is committed to actively monitoring the recruitment and promotion paths of its employees and will regularly review recruitment practices to remove any which are restrictive because they are based on perceived attributes which are irrelevant, or based on assumptions which are unjustifiable in terms of an individual's ability to do a job.

Thank you for your co-operation. Please return the completed monitoring form with your application form