

TEACHING

If you would like this document in large print, audio, Braille, alternative format or in a different language please ask.

Instructions

Please fill in **all sections 1 to 15** as well as the **Recruitment Monitoring Form**.

Please write in **black ink** so the form can be photocopied.

Put your **name**, the **job title** and **job reference** at the top of any additional sheets you use.

Sign and date the declaration at the pack of this form and the Recruitment Monitoring Form.

The information that you provide on this form will be handled and stored in accordance with current Data Protection legislation. All records from the recruitment process will be held for 6 months after which they will be destroyed, except for those of the successful candidate.

1 Post applied for			
		On what basis are you applying for this post?	
Reference Number		Full time	
School		Part time	No. of hours
Grade/Salary		Job share	No. of hours

2 Personal Details

Title	Surname	Please only give numbers/addresses on which you are willing to be contacted	
First Names			
Have you ever used any other names? Yes/No		Telephone (home)	
If yes please state		Mobile telephone	
Address (in full)		Personal fax no	
		Telephone (work)	
		E-mail (personal or work – please specify)	
Postcode			
DfES reference number		Date which you could take up the appointment	
Do you hold a valid driving licence for use in the UK?			Yes/No
Type – Provisional <input type="checkbox"/> Full <input type="checkbox"/> Other <input type="checkbox"/> Please specify			

Are you related to any Councillor, School Governor or anyone already employed by the Council?	Yes/No
If yes, please give the name and employing department of the person.	

3 Current post

Name and address of school	Job title
	Current or last salary and grade
	Weekly hours
Date started in post	Date of leaving (if relevant)
LEA:	Reason for leaving
Type of School, Group Size and number on roll	

4 Previous teaching appointments

Have you previously worked for Norfolk County Council?					Yes/No
<i>Please list all appointments starting with the most recent.</i>					
School name and address	Dates		Position held and age range taught	Number on roll	LEA
	From	To			

5 Non teaching appointments held

If you have had any breaks in employment since leaving school, please give dates and details of your activities during these times e.g. unemployment, raising a family, study, voluntary work etc.

Dates from/to	Details of appointment/Reason for break
---------------	---

--	--

6 Education

School, Colleges attended since age 14 (Excluding degree and teacher training courses)							
School	Dates		Qualifications achieved With grades and dates				
	From	To					
University/Polytechnic	Main Subject(s)	Subsidiary Subject(s)	Degree	Pass/Hons.	Class & Div	From/To	Date of award

7 Professional Studies

College of Education	From	To
or		
University Polytechnic Training Department	From	To
Date qualified, teacher status granted		
Any other full-time or part-time studies leading to a qualification – with dates and award(s)		

8 Membership of, or registration with, professional bodies

Name of professional body	Level/type of membership	Reg. Number	Renewal date

9 Other relevant training e.g. short courses, personal development, special projects

Date	Organising body	Brief description of course content

10 Supporting information

It is important that you provide evidence in this section of how you meet the essential and desirable criteria set out in the person specification. It is only information contained in this application which will decide whether you are short listed for interview.

Tell us about things you have been responsible for or involved in, what you have achieved and any feedback given. Include examples from paid or unpaid work or other activities you have undertaken in your personal life that are relevant to the job you are applying for. Also include here information about why you want the job and anything else you wish to say.

Please continue on a separate sheet if necessary

11 References

Normally, references will be requested for all candidates invited for interview, unless you ask us not to by ticking the 'no' boxes below. This will not affect our decision to invite you for interview. Satisfactory references will be required before an offer of employment can be made and your permission will be sought at that stage.

Please give the names and addresses of two people who would be willing to supply a reference for you. Where possible both of these should be your two most recent employers, or if you have not worked before, please use your school or college teacher/tutor. If this is not possible a suitable alternative would be a previous employer, business associate or leader/organiser of a voluntary organisation. Please do not include friends or relatives.

Ref 1

Title	Name	Telephone
Organisation		Fax no
Occupation		E-mail address
Address (in full)		Can we contact before interview?
		YES/NO
Post code		How do they know you?

Ref 2

Title	Name	Telephone
Organisation		Fax no
Occupation		E-mail address
Address (in full)		Can we contact before interview?
		YES/NO
Post code		How do they know you?

12 Disclosure of criminal convictions and Rehabilitation of Offenders Act 1974

The appointment of any member of staff who may have contact with, or access to children or vulnerable adults will be subject to the receipt of a satisfactory disclosure from the Criminal Records Bureau. Please make the following declaration and tick the appropriate box.

"I have read the statement about the council's policy on convictions as detailed in the terms and conditions of the post and:"

I have nothing to declare

I have information to declare and I have attached a sealed envelope containing details

13 Arrangements for people with disabilities

If you have a disability and have demonstrated in your supporting information that you meet the minimum (essential) criteria for the vacancy you will be invited for interview.

We will make reasonable adjustments to the recruitment and selection process (and to the job for successful candidates) if you let us know what your requirements are.

Do you have a disability?	Yes/No
(For definition of disability please see the Recruitment Monitoring Form)	
Are there any special facilities you would like us to provide to help you attend or participate in an interview, or to perform this job?	Yes/No
If 'yes' please give details here:	

14 Asylum & Immigration Act 1996

Do you need a Work Permit or Worker Registration Certificate to work in the UK?	Yes/No
---	--------

For further information for overseas and non-British applicants can be found at www.norfolkccjobs.com or please contact the appropriate Human Resources for advice.

15 Declaration

I understand that any offer of employment will be subject to the information on this application form being complete and correct. I authorise Norfolk County Council to make any appropriate checks which may be necessary in relation to the post I have applied for. False information, or a failure to supply the details required in this application form could make an offer of employment invalid or lead to termination of employment.

I agree that personal data relating to me which has been or is obtained by Norfolk County Council, including personal data given by me on this form, may be held and processed either on a computer or in manual records and may be disclosed to authorised employees of the council and used by the council for any purpose relating to my application and prospective recruitment and employment within the council.

Signed	Date
--------	------

The information supplied on this form is strictly confidential and does not form part of your application. This page will be removed from your application form and the information will not be taken into account when making the appointment.

The information you provide will be handled and stored in accordance with the Data Protection Act 1998.

Norfolk County Council welcomes applications for employment from all sections of the community. It is a fundamental principle of our policies that all people are equally valued regardless of their gender, age, disability, race, ethnic origin, language, religion or sexual orientation. The aim of our policies is to ensure that the Council's employment practices do not allow unfair discrimination and to promote equality of opportunity for all.

To help us meet this commitment, we hope that you will assist us in monitoring the recruitment process by completing this form. Only by collecting the information provided on this form can we progressively assess our performance and identify where improvements should be made.

Please fill in all sections in black ink.

Post title:		Post ref:	
Surname:		First Names:	
Gender Male <input type="checkbox"/> Female <input type="checkbox"/>	Nationality	Age I am:	
Present Situation Are you currently employed by Norfolk County Council?		<input type="checkbox"/> Under 21 <input type="checkbox"/> 51 – 60 <input type="checkbox"/> 21 – 30 <input type="checkbox"/> 61 – 64 <input type="checkbox"/> 31 – 40 <input type="checkbox"/> 65 or over <input type="checkbox"/> 41 - 50	
Yes: <input type="checkbox"/>	No: <input type="checkbox"/>		
Vacancy I heard about this vacancy through: (Please give one answer only)		Religion <i>(If you feel the choices below do not provide a suitable option, please write how you would describe your religion)</i>	
<input type="checkbox"/> Internal Bulletin <input type="checkbox"/> Job Centre <input type="checkbox"/> Local Newspaper* <input type="checkbox"/> National Newspaper* <input type="checkbox"/> Professional/Trade Journal* <input type="checkbox"/> www.norfolk.gov.uk/schooljobs <input type="checkbox"/> Other*		<input type="checkbox"/> Christian <input type="checkbox"/> Muslim <input type="checkbox"/> Sikh <input type="checkbox"/> Hindu <input type="checkbox"/> Jewish <input type="checkbox"/> Buddhist <input type="checkbox"/> None <input type="checkbox"/> Other*	

*Please specify

.....

*Please specify

.....

Ethnic Origin

(The following categories are recommended by the Commission for Racial Equality. If you feel the choices do not provide a suitable option, please write how you would describe your ethnic origin)

(a) White

- British
- Irish
- Any other White background

(c) Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

(e) Chinese or other ethnic group

- Chinese
- Any other

(b) Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background

(d) Black or Black British

- Caribbean
- African
- Any other Black background

If you have ticked one of the ‘Any other’ boxes, please describe your ethnic origin below.

.....

Disability

Do you have a disability? Yes: No:

Definition of Disability

The Disability Discrimination Act 1995 defines disability as follows:

A person has a disability if he/she has a physical or mental impairment which has a substantial and long term effect on his/her ability to carry out normal day to day activities.

According to the Act, a disabled person is currently someone who:

- Has a physical or mental impairment and;
- The impairment has an adverse and substantial effect on his or her ability to carry out normal day to day activities and;
- The effect of the impairment is long term.

Examples of conditions covered include:

- Physical impairments: diabetes; epilepsy; multiple sclerosis; cancer, cerebral palsy; heart disease.
- Mental impairments: schizophrenia; dyslexia; bi-polar disorder; learning difficulties.
- Progressive conditions: cancer, multiple sclerosis, muscular dystrophy, HIV infection.

Sensory impairments, such as blindness, having partial sight or hearing loss are also included within “physical and mental impairments”.

Signature:

Date:

For office use only.

Shortlisted Appointed