



**Nottinghamshire  
County Council**

*Form C*

# Application Form for Teaching Posts

(Including Head Teachers & Deputy Head Teachers)

## CONFIDENTIAL

**This form is also available in other formats. Please complete ALL sections. *This part of the application form WILL be used to shortlist candidates for interview.***

POST APPLIED FOR:

ADVERT REFERENCE  
NO:

DEPARTMENT/ESTABLISHMENT:

CLOSING DATE:

### 1. PERSONAL DETAILS (please complete in block letters)

Surname:

Forenames:

Title by which you wish to be  
referred: (Mr/Mrs/Miss/Ms/Other)

Date of Birth:

Address for Correspondence:

Permanent Address (if  
different):

Postcode:

Postcode:

Home telephone no:

Mobile telephone no:

Work telephone no:  
Extension (if applicable):

Email address:

National Insurance No:

DCFS Ref. No.

GTC Registration No.

### 2. EMPLOYMENT

Name and address of employer:

Name and address of  
establishment where  
employed (if different):

Postcode:

Postcode:

Present Post:

Date Appointed:

Current Annual Salary:

Point on pay spine:

Additional Responsibility Points:

Age range of pupils:

Number on roll:

School group

Brief description of duties:

### 3. PREVIOUS EMPLOYMENT

(Starting with the most recent first and exact dates).

(Please continue on separate sheet if necessary)

Employer  (if employed by an LEA, give LEA and School/college)	Post	Grade / Scale	Full or part-time (if part-time, give hours)	Dates (month/year)		Reason for leaving
				From	To	

### 4. POST 16 EDUCATION & TRAINING

(Including teacher training)

Dates		Full or Part Time	Name of Educational Establishment	Qualification gained	Class of degree (eg Hons II (ii))	Date of award
From	To					

### DETAILS OF TEACHER TRAINING

If qualified since 1999, please give date when Newly Qualified Teacher status awarded:

For newly qualified teachers only - please confirm current status of Induction Period including dates / outcomes of reviews:

1<sup>st</sup> Review;

2<sup>nd</sup> Review;

3<sup>rd</sup> Review;

Primary ☐ Secondary ☐ Further ☐

(Please select as appropriate)

Age range for which trained:

Main teaching subject:

Subsidiary subjects:

Other recent courses and INSET in which you have been involved in the past 3 years and which you consider relevant to this post. *(Please continue on a separate sheet if necessary).*

## 5. PERIODS OF UNREMUNERATED ACTIVITY

Have you had any periods of unremunerated activity after the age of 18 years, eg raising family, unpaid voluntary work?

YES ☐ NO ☐

If yes, please give details;

Dates

From

To

## 6. ADDITIONAL INFORMATION

You may wish to include additional information in support of your application. This should be brief but in any case no more than three sides of A4 size paper. This additional information should include some indication of why you are interested in this particular post and what experience, interests and skills you can offer in relation to the job description / person specification.

## 7. REFERENCES

Please provide details of two referees below. Friends and relatives are NOT acceptable referees. One of the referees must be your present/or most recent employer and normally no offer of employment will be made without reference to him/her. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.

The Authority reserves the right to approach any previous employer or manager.

Name (Referee 1):		Name (Referee 2):	
Status:		Status:	
Address:		Address:	
Postcode:		Postcode:	
Telephone No:		Telephone No:	
Email address:		Email address:	

Do we have your permission to approach the above prior to interview?	YES <input type="checkbox"/> NO <input type="checkbox"/>
<p>If No, you may wish to give reasons:</p>    <p>Where references are taken up on shortlisted candidates prior to interview, an opportunity will be given to discuss the content of references with the interviewing panel</p>	
<b>8. PENSION</b>	
Please give details of any pension scheme to which you have contributed	
If you have opted out of the Teachers' Pension Scheme please give details:	
Have you elected to have your part time relief employment treated as pensionable?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, please give date of election:	
<b>9. GENERAL</b>	
<p>You are required to declare below any relationship with or to a Member of the County Council or an employee of the Authority.</p> <p>Please state name and position:</p>	
Have you ever been the subject of formal disciplinary proceedings? If yes, please give details including dates below.	YES <input type="checkbox"/> NO <input type="checkbox"/>
<p>This information is required, including that related to warnings regarded as "spent" in order for the Council to ensure safe recruitment and meet its obligations, for relevant appointments, to safeguard vulnerable users of the Council's services. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed.</p>	
<b>10. DISCLOSURE OF CRIMINAL BACKGROUND</b>	
The Authority is required under the Police Act 1997, the Protection of Children Act 1999 and the Criminal	

Justice & Court Services Act 2000 to check the criminal background of those employees whose jobs give them access to children or other vulnerable members of society. Decisions to appoint will be subject to consideration of a disclosure from the Criminal Records Bureau.

Under the Safeguarding Vulnerable Groups Act 2006, there will be phased arrangements for anyone who wants to work or volunteer with vulnerable people, which may require you to be subject to further checks. Further information about registration can be found on the ISA website:

[www.everychildmatters.gov.uk/independentsafeguardingauthority/](http://www.everychildmatters.gov.uk/independentsafeguardingauthority/)

Due to the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore you must provide information about all convictions, including those which for other purposes are 'spent' under the provisions of the Act.

Have you ever been convicted of a criminal offence?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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Have you ever been cautioned for a criminal charge?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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Are you at present the subject of a criminal charge?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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If YES to any of the above questions, please give brief details including dates.

Nottinghamshire County Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Council's Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

## 11. HEALTH/MEDICAL DETAILS

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination.

## 12. DISABILITY DISCRIMINATION ACT 2005

The Disability Discrimination Act 2005 defines disability as, "a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities" and covers people with cancer, HIV and MS from the date of diagnosis. The Act requires an employer to make "Reasonable Adjustments" to working conditions, in order to enable disabled applicants to have equal access to employment opportunities. The information disclosed here will only be used to enable a fair decision to be made and will not be used to discount applicants.

Do you consider yourself to be disabled?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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Is there any information that we need in order to offer you a fair selection interview/process?

### 13. DATA PROTECTION ACT

The personal information collected on this form will be processed on computer to manage your application. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and personnel administration. It will not ordinarily be disclosed to anyone outside the Council without first seeking your permission, unless there is a statutory reason for doing so. This Authority is under duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information visit: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk) or contact the Council's Corporate Data Protection Officer on 0115 9773504.

### 14. DECLARATION

If you return your application form to us by email and you are subsequently invited to interview, you will be required to sign a printed copy of your form.

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the Authority.

Signed	Date
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**Please return you completed form BY POST / BY HAND to arrive by the closing date to: the contact name and address shown in the advertisement / information pack. If you have not received a reply within the next 6 weeks, you should assume that your application has been unsuccessful.**

## EQUALITY AND DIVERSITY MONITORING FORM

### Nottinghamshire County Council Equality in Employment Statement

This part of the application form will NOT be used to shortlist candidates for interview and will NOT be viewed by the Recruitment panel.

Nottinghamshire County Council, together with the recognised Trade Unions and self-managed workers groups, is committed to the development of positive policies to promote equal opportunities in employment and in the delivery of our services, regardless of race, disability, gender, belief or religion, age or sexual orientation. This commitment will apply to recruitment and selection practices, training and promotion, in the application of national and local agreements, in respect of pay and conditions of service and in the provision of all services. One aim of this policy is to make sure that you and other applicants for jobs are not discriminated against. The policy also aims to make sure that you are not disadvantaged by job conditions or requirements that are not relevant.

Our workforce profile data is collected against categories which are determined through the National Census of the UK population. The categories on this form reflect those which the Office for National Statistics advise are likely to be used in the next, 2011, census.

In order to monitor and ensure the successful development of this policy, all applicants for jobs are requested to complete the Equality and Diversity Monitoring information detailed below and overleaf.

Please tick as appropriate:

<b>Your gender - are you:</b>	<b>Male</b>	<b>Female</b>	<b>Transsexual / Transgender</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Your age:</b>	<b>16-25</b>	<b>26 - 35</b>	<b>36 - 45</b>	<b>46-55</b>	<b>56 and over</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I would describe my **ethnic origin** as: (please note this question does not refer to your nationality / country of origin)

#### White:

- English ☐
- Other British ☐
- Irish ☐
- Other white background (please describe): ☐

#### Black or Black British:

- African ☐
- Caribbean ☐
- Other Black background (please describe): ☐

#### Asian or Asian British:

- Indian ☐
- Pakistani ☐
- Bangladeshi ☐
- Chinese ☐
- Other Asian background (please describe): ☐

<p><b>Mixed (dual heritage):</b></p> <p>Asian and White <input type="checkbox"/></p> <p>Black African and White <input type="checkbox"/></p> <p>Black Caribbean and White <input type="checkbox"/></p> <p>Other mixed background (please describe): <input type="checkbox"/></p>	<p><b>Other ethnic group:</b></p> <p>Arab <input type="checkbox"/></p> <p>Gypsy <input type="checkbox"/></p> <p>Irish Traveller <input type="checkbox"/></p> <p>Romany <input type="checkbox"/></p> <p>Other ethnic group, (please describe): <input type="checkbox"/></p>																
<p><b>What is your religion or belief?:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><b>No religion / belief</b></td> <td style="text-align: center;"><b>Christian</b></td> <td style="text-align: center;"><b>Buddhist</b></td> <td style="text-align: center;"><b>Hindu</b></td> <td style="text-align: center;"><b>Jewish</b></td> <td style="text-align: center;"><b>Muslim</b></td> <td style="text-align: center;"><b>Sikh</b></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> <p>Other religion (<i>please describe</i>): <input type="checkbox"/></p> <p>Other belief (<i>please describe</i>): <input type="checkbox"/></p>		<b>No religion / belief</b>	<b>Christian</b>	<b>Buddhist</b>	<b>Hindu</b>	<b>Jewish</b>	<b>Muslim</b>	<b>Sikh</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
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## APPEALS PROCEDURE

The Authority operates a recruitment appeals procedure. If you consider that you have been discriminated against during recruitment because of your race, disability, gender, belief or religion, age or sexual orientation, send full details within 14 days of the alleged act taking place or being discovered (or within 14 days of the recruitment procedure) to the Head of Employee Services, Oak House, Nottinghamshire County Council, County Hall, West Bridgford, Nottingham NG2 7QP. Please state the post title, advert reference number, location, department and the grounds on which it is considered that the discrimination has occurred.

## DECLARATION

**I consent to the collection, storage and use of my race, disability, gender, belief or religion, age or sexual orientation details. I understand that these details will not be used as part of the selection process. I understand that any use of these details will only involve producing anonymous statistics to monitor the effectiveness of Nottinghamshire County Council's Equal Opportunity policy.**

Signed

Date

If you are applying on-line and are subsequently the successful candidate, you will be required to sign a printed copy of the Equal Opportunities Monitoring Form.