



Please complete the application form and recruitment monitoring form and return by post or email to the address shown on the job advert.
If you have any queries please contact us – contact details are provided on the job advert.

Job application form for the post of Teacher – Confidential

See page 6 for guidance on completing this form



Please complete this section from information on the job advert.

Job title

Grade

Job reference

School

Closing date

1. Guaranteed interview for people with disabilities

Do you consider yourself to be a disabled person? Yes No

If yes, do you require any support or adjustments to enable you to take part in the selection process for this job? Yes No

If yes, give details

People with disabilities who meet the essential criteria will be guaranteed an interview – see the Information Booklet for Job Applicants for details.

2. Personal details

<p>Initial and surname</p> <p>Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/></p> <p>Address</p> <p>Postcode</p>	<p>Complete if applicable:</p> <p>Home telephone number</p> <p>Work telephone number</p> <p>Mobile number</p> <p>Email</p>
National Insurance number	
Have you successfully completed a period of induction as a qualified teacher in this country where the DFES required this?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give date of completion	
Date of recognition as a Qualified Teacher	
QTS certificate number (if available)	
Are you subject to any conditions or prohibitions placed on you by the GTC (or another GTC in the UK)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Main teaching subjects	
Subsidiary subjects	
Age range for which trained	

3. Education/training/qualifications (to be verified at interview)

School/college/ university/placement	Dates		Courses taken/qualifications	Date acquired
	From	To		

Continue on a separate sheet if necessary.

4. Present post

School and age range	Approx no. on roll	LEA	Post	From M/Y	To M/Y	Scale/ resp. point
				/	/	
						Salary

5. Previous teaching posts in chronological order – most recent first

School and age range	Approx no. on roll	LEA	Post	From M/Y	To M/Y	Scale/ resp. point

6. Other employment/experience (Details, with dates, of other occupations and relevant experience)

Name and address of employer	Job title	From M/Y	To M/Y

Continue on a separate sheet if necessary.

7. Relevant courses attended during the last three years

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Continue on a separate sheet if necessary.

8. Further information in support of your application

Please address on a separate sheet the specific issues, questions or tasks outlined in the application pack.

9. Job share

Are you applying as a job sharer? (See the Information Booklet for Job Applicants for further information)

Yes No

10. Pension

Are you in receipt of an occupational pension?

Yes No

11. Other information

Are you related to any elected member or employee of the council?

Yes No

Are you related to any member of the governing body/school?

Yes No

If yes, please state who

Please note: Canvassing of members or officers of Wolverhampton City Council directly or indirectly in connection with this post will disqualify your application.

12. Eligibility for employment

Are you barred from obtaining relevant employment* under the Teachers' Regulations by being in receipt of ill health benefits from the Teachers' Pension Scheme on or after 1 April 1997?

Yes No

If your response is 'yes', you are advised that the Authority is unable to consider your application further.

*Relevant employment covers all unsupervised contact with young persons up to the age of 18.

13. Disclosure of criminal and child protection matters

The governors are obliged by law to operate a checking procedure for employees who have substantial access to children and young people.

14. Rehabilitation of Offenders Act 1974

If you have no convictions, simply enter 'nil'. If you have been convicted of a criminal offence, the details must be listed below together with any pending criminal convictions. Please also list any pending actions of court hearings against you.

15. Criminal Records Bureau

In the event of a successful application a Disclosure will be sought from the Criminal Records Bureau in relation to criminal and child protection matters. A conviction will not necessarily be a bar to obtaining employment.

16. Asylum and Immigration Act 1996

In accordance with the Asylum and Immigration Act 1996, if short-listed you will be required to provide documentary evidence that you are legally entitled to live and work in the United Kingdom. You must therefore provide at the interview original copies of the official documents listed in the Preventing Illegal Working – Home Office Regulations May 2004 A Guide for Candidates.

Do you require a work permit to work in the UK?

Yes No

17. References

(i) Present/most recent employer

Name
Job title
Address

Postcode

Telephone number

Status/relationship to you

Please tick this box if you would prefer us **not** to contact this referee prior to interview

We reserve the right to take up references with any previous employer.

Notes:

- (i) Referees will be contacted before interviews unless otherwise requested
- (ii) If any of your referees knew you by any other name, please write the name in the space below

(ii) Previous employer

If no employment history, use teacher or similar.

Name
Job title
Address

Postcode

Telephone number

Status/relationship to you

Please tick this box if you would prefer us **not** to contact this referee prior to interview

18. Declaration

If it is found that any of the information you have given on this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment then your name will be withdrawn from the list of candidates. If such a discovery is made after you have been appointed then you will be liable to be dismissed.

Complete this section only if completing the form by hand.

(If completing the form electronically you will be asked to sign the form if selected for interview.)

I hereby certify that all the information given by me on this form is correct to the best of my knowledge, that all questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold.

Signature **Date**

Please complete this section from information on the job advert.

Job title

Job reference

Service group

Closing date

Recruitment monitoring form

This section forms an integral part of the application form and must be completed in full and accurately.

This form is confidential and will not be seen by the selection panel. The information provided on this tear-off slip will be used by the council only to monitor the effectiveness of its equal opportunities and recruitment policies, and will be used only as part of aggregated statistics.

Please complete the following boxes as appropriate (use black pen if completing the form by hand).

<p>Sex</p> <p>Female <input type="checkbox"/> Male <input type="checkbox"/></p>	<p>Disability Do you consider yourself to be a disabled person?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>								
<p>Ethnic group</p> <p>To which ethnic group would you say you belong? Mark one box only please.</p> <p>White</p> <p>British <input type="checkbox"/> 01</p> <p>Irish <input type="checkbox"/> 02</p> <p>Any other White background <input type="checkbox"/> 09</p> <p>Mixed</p> <p>White and Black Caribbean <input type="checkbox"/> 10</p> <p>White and Black African <input type="checkbox"/> 11</p> <p>White and Asian <input type="checkbox"/> 12</p> <p>Any other Mixed background <input type="checkbox"/> 19</p> <p>Asian or Asian British</p> <p>Indian <input type="checkbox"/> 20</p> <p>Pakistani <input type="checkbox"/> 21</p> <p>Bangladeshi <input type="checkbox"/> 22</p> <p>Any other Asian background <input type="checkbox"/> 29</p> <p>Black or Black British</p> <p>Caribbean <input type="checkbox"/> 30</p> <p>African <input type="checkbox"/> 31</p> <p>Any other Black background <input type="checkbox"/> 39</p> <p>Chinese or Other ethnic group</p> <p>Chinese <input type="checkbox"/> 40</p> <p>Any other ethnic group <input type="checkbox"/> 49</p>	<p>Age</p> <p>Please indicate the band in which your age falls.</p> <p>Under 25 <input type="checkbox"/></p> <p>25–34 <input type="checkbox"/></p> <p>35–49 <input type="checkbox"/></p> <p>50–65 <input type="checkbox"/></p> <p>Over 65 <input type="checkbox"/></p> <p>Postcode</p> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table> <p>Vacancy (mark only one)</p> <p>I became aware of this vacancy through:</p> <p>AdNews <input type="checkbox"/></p> <p>Birmingham Evening Mail <input type="checkbox"/></p> <p>Community Care <input type="checkbox"/></p> <p>Express & Star <input type="checkbox"/></p> <p>Job centre <input type="checkbox"/></p> <p>Jobspot vacancy bulletin <input type="checkbox"/></p> <p>Jobspot noticeboard <input type="checkbox"/></p> <p>Other specialist publication* <input type="checkbox"/></p> <p>Recruitment fair <input type="checkbox"/></p> <p>The Guardian <input type="checkbox"/></p> <p>Times Educational Supplement <input type="checkbox"/></p> <p>Website (council) <input type="checkbox"/></p> <p>Website (other)* <input type="checkbox"/></p> <p>* Please specify publication / website:</p>								
<p>For office use only</p> <p>Shortlisted <input type="checkbox"/> Appointed <input type="checkbox"/></p>	<p>Present employment situation</p> <p>Are you currently employed by Wolverhampton City Council?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>								

Completing your application form

- Complete the application form (use black ink if completing the form by hand). Alternative formats, such as CVs or taped applications, are acceptable if you have a disability which prevents you from completing the standard application form.
- The recruitment monitoring must be completed in full.
- Add your initial and surname to any additional sheets and clip them to your application form.
- Return your completed application form and recruitment monitoring form by email or post to the address shown on the job advert by the stated closing date.

Tips for completing section 7 – Experience

- The decision to select you for interview will be based on how closely you meet the **essential criteria** shown on the personnel specification. Use this as a guide to what skills and experience you need to have. These may have been gained from: paid work; voluntary or leisure activities; work in the home; training and education. If you feel you meet any of the **desirable criteria**, highlight these too.
- You might find it helpful to do a rough draft first.
- Try to organise your answer into clear, concise points to demonstrate that you have the skills we are looking for.
- Accurate spelling, punctuation and grammar help to make a good impression.
- Highlight your transferable skills. The tasks that you have performed in the past may not be exactly the same as those in the job for which you are applying, but the skills you use to carry out the tasks are likely to be the same.

Recruitment monitoring form

The information you provide on the recruitment monitoring form is **confidential** and will **not be seen** by the selection panel or play any part in the selection decision. It will be used as part of aggregated statistics for monitoring purposes **only**, in order to measure the effectiveness of the Council's equal opportunities and recruitment policies.

We look forward to receiving your application.

Rehabilitation of Offenders Act 1974

Certain posts, particularly those that involve working with children or other vulnerable groups, will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands, final warnings and convictions, including 'spent convictions' under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2001.

If the post for which you are applying requires such a disclosure this will be indicated on the supporting information that you have received with this form. Any disclosure will be required only if you are selected as the most suitable applicant for the post. The council also reserves the right to contact previous employers of the successful candidate prior to appointment to confirm employment history.

Data Protection Act 1998

Wolverhampton City Council will use the information provided on this form to process your job application. Information will remain confidential and is protected by the provisions of the Data Protection Act 1998. The Act gives you the right to see a copy of the information held about you on application to the council's Data Protection Adviser.

Wolverhampton City Council may contact you in the near future for the purpose of completing a questionnaire with a view to improving the recruitment process. Please mark the following box if you do not agree to your data being used for this purpose:

The council's Data Protection Adviser can be contacted on (01902) 554498 or via e-mail at dataprotection@wolverhampton.gov.uk. Further information relating to the Data Protection Act 1998 can be found on the Data Protection Commissioner's website at www.informationcommissioner.gov.uk