

Theale Green School  
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# Teaching Application Form

**CONFIDENTIAL**



## 1 Vacancy Details

Job applied for:  Ref No:

Where did you see the role advertised?

## 2 Person Details

Title:

Forename(s):

Surname:

Any previous surnames (please include dates of when used):

Address:

Postcode:

National Insurance Number:

Date of birth:

Contact Details:

Home:

Work:

Mobile:

Email:

Are we able to contact you at work?:

Yes  No

Are you required to have permission to work in the UK?

Yes  No

You will be required to provide evidence of eligibility to work in the UK.

ISA Registration Number

## 2 Additional Teaching Information

Teacher D.E. Number:

Registered with the GTC: Yes  No  Date Registered:

If qualified after 7 May 1999, have you completed your statutory induction year? Yes  No

Date of Completion

Name of Local Authority where induction period was completed:

Are you subject to any conditions or prohibitions placed on you by the General Teaching Council?

No  Yes  If yes please give details:

If yes please give details:

Do you have UK Qualified Teacher Status? Yes  No

Have you taken Ill Health Retirement from teaching? Yes  No

## 3 Newly Qualified Teachers – Only NQTs to complete this section

Please provide details of teaching experience gained through teaching placements:

#### 4 Present or most recent employment, voluntary work or role

Job title:	<input type="text"/>	Name of employer (School/LA):	<input type="text"/>
Hours worked:	<input type="text"/>	Name and type of school including address:	<input type="text"/>
Dates employed: (Include months)	<input type="text"/>		
Notice period:	<input type="text"/>		
Current salary plus allowances:	<input type="text"/>	No on Roll:	<input type="text"/>
Age range taught:	<input type="text"/>		

Key duties:

#### 5 Reason for leaving or wishing to leave

Information is required to comply with the provisions of the Working Time Regulations 1998. Will you continue in any other employment, should you be offered this appointment?

Yes  No

## 6 Previous Employment

Starting with the most recent first, please give a continuous employment history detailed from leaving full time education including part time, full time and unpaid work. Do not include the details provided in Section 2 of the application form. Continue on a separate sheet if necessary. **CV's will not be accepted.**

Name of employer, job title, salary (for schools please give type, size & age range)

Dates of employment (Month & Year)

Position status (Full / Part-time)

Job title & main duties

Reason for leaving

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Please detail any gaps of employment including the reason for the gap and dates.

Reason for break in employment:

Dates:

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## 7 Education, Qualifications and Training

Please give details of any educational, technical and/or professional qualifications. Please include level 3 (A level or equivalent) and level 4 (higher education) qualifications. If you are currently studying please provide details of the qualification concerned. Please also provide details of courses undertaken that you did not complete. If study was on a part time basis please specify.

Date (From/ to months To be included)	Examinations taken Level & subjects	Awarding Body	Grade obtained or expected

## 8 Higher Education & Teaching Qualifications

If you gained QTS via an employment based route, please give details and the date QTS was awarded. If you are currently working towards QTS please give the likely date of completion and the route being followed:

Date (From/ to months to be included)	Examinations taken Level & subjects	Awarding Body	Grade obtained or expected

Please list any training, which you have undertaken that is relevant to the job and/or specified on the person specification. Continue on a separate sheet if necessary.

Date	Name of Course

## 9 Membership of relevant organisations

Please indicate membership of any organisation(s) relevant to the job.

Name of organisation	Type of membership	Is membership current?

## 10 Skills, abilities, experience and achievements

Please give details of your skills, abilities, achievements and experience (including outside interests) and use examples to demonstrate how you meet each of the criteria listed in the person specification. You may continue on **up to 2 separate sheets** and attach if necessary, please do not staple.

## 11 Additional Information

### Convictions/Disqualifications

Please give dates and details of any convictions for driving offences, and/or disqualifications from driving or performance of professional duties.

Have you ever been convicted of any criminal offences or been officially cautioned, warned or reprimanded in relation to any such offence?

Yes No

Are you included in the list of people barred from working with children or vulnerable adults maintained by the Independent Safeguarding Authority under the Safeguarding Vulnerable Groups Act 2006? If you have answered 'Yes' please give details including dates on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form.

Yes No

### Rehabilitation of Offenders Act 1974

If you are applying for a position that involves contact with children or vulnerable adults or handling data of a sensitive nature you will be required under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 to declare any information about convictions, past cautions or prosecutions pending. If after interview it is decided to offer you the post you will be required to complete a CRB disclosure application form which will be processed through the Criminal Records Bureau. *Please detail the offence(s), including spent convictions, in a sealed envelope and staple it to this application.* The existence of criminal convictions will not necessarily be a bar to employment. Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.

It is a criminal offence to apply for or accept a position (paid or unpaid) working with children and vulnerable adults if you are excluded from such work by virtue of a court order or exclusion by the DCSF, Doha and ISA.

If the DBS discloses a conviction which you had failed to disclose, this may disqualify you from appointment, or result in summary dismissal if the discrepancy is identified.

### Canvassing

In order to ensure transparency in the selection process please state whether you are related to, or in a close personal relationship with an employee of Theale Green School.

Name Relationship

Position

### Declaration

I declare that the information I have given in this application is correct and complete. I understand that any false statements or failure to disclose information requested on this form may result in my application being disqualified or may lead to my dismissal or disciplinary action if appointed.

I understand that if I am appointed, personal information about me will be computerised for personnel/employee administrative purposes in accordance with the Data Protection Act 1998. This may include analysis for management purposes and statutory returns. In signing this form I give my authority for use of my personal data for these purposes.

Signature

Date

All information on this form will be treated in strictest confidence and used to process your application for employment. If you are appointed, this application will form the basis of your personal file and information on this form may be held on computer. If your application is unsuccessful your details will be kept for a period of six months and will then be destroyed.

## 12 References

Please give details of two referees who are able to comment on your suitability for the job, one of whom must be your present or most recent employer. If you have just left full time education you should give details of your course tutor or teacher. References from **friends and relatives are not acceptable**. We reserve the right to contact any or your previous employers.

N.B If you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children.

If you are applying for a post working with children, current or previous employers will be asked about disciplinary offences including penalties that are "time expired" which relate to children. Details of any other child protection concerns that have not resulted in disciplinary action will also be requested.

Name of Referee	<input type="text"/>	Position/Occupation	<input type="text"/>
		Telephone Number	<input type="text"/>
		Fax Number	<input type="text"/>
Address	<input type="text"/>	Email	<input type="text"/>
		Relationship to yourself	<input type="text"/>

Name: Of Referee	<input type="text"/>	Position/Occupation	<input type="text"/>
		Telephone Number	<input type="text"/>
		Fax Number	<input type="text"/>
Address	<input type="text"/>	Email	<input type="text"/>
		Relationship to you	<input type="text"/>

References will normally be taken up on all shortlisted candidates prior to interview. If you are successful at interview a contract of employment will not be issued until two references deemed satisfactory by the employer have been received.

A separate curriculum vitae should not be enclosed as a substitute for fully completing this form.



# 13 Equal Opportunities Monitoring Form

Ref No:  Closing Date:

West Berkshire Council supports the principle of equal opportunities in employment and opposes all forms of unlawful and unfair discrimination. In pursuit of this policy West Berkshire Council will use its best endeavours to ensure that the human resources, talents and skills available throughout the community are considered when employment opportunities arise in order to achieve and maintain an efficient workforce. West Berkshire Council aims to ensure that job applicants and employees are treated equally and fairly and are recruited, selected, trained and promoted on the basis of job requirements, skills, abilities and other objective and job related criteria. We will also ensure that individuals are not disadvantaged by conditions or requirements, which cannot be shown to be justified as being necessary for the safe and effective performance of the job.

To ensure that West Berkshire Council's equal opportunities policy is being implemented and to comply with legislation, please complete and return this form. **This information will be used solely for monitoring purposes and will not be available to those involved in the selection process.**

First Name:  Last Name:   
 Date of Birth:  Post Title (as advertised):

## Sex Discrimination Act 1975

Female:  Male:  Single:  Married:  Widowed:  Divorced:

## Race Relations Act 1976

How would you describe your ethnic origin?

<u>White</u>	<u>Mixed</u>	<u>Asian or Asian Black</u>	<u>Black or Black British</u>	<u>Other Ethnic Groups</u>
British <input type="checkbox"/>	White & Black Caribbean <input type="checkbox"/>	Indian <input type="checkbox"/>	Caribbean <input type="checkbox"/>	Chinese <input type="checkbox"/>
Irish <input type="checkbox"/>	White & Black African <input type="checkbox"/>	Pakistani <input type="checkbox"/>	African <input type="checkbox"/>	Any other ethnic group <input type="checkbox"/>
Any other White background <input type="checkbox"/>	White & Asian <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	Any other black background <input type="checkbox"/>	
	Any other mixed background <input type="checkbox"/>			

## Religion (mark one box only)

Buddhist <input type="checkbox"/>	Christian <input type="checkbox"/>	Hindu <input type="checkbox"/>	Jewish <input type="checkbox"/>	Muslim <input type="checkbox"/>
Sikh <input type="checkbox"/>	None <input type="checkbox"/>	Other <input type="checkbox"/>	Prefer Not to Say <input type="checkbox"/>	

## Sexual Identity (mark one box only)

Bisexual <input type="checkbox"/>	Gay <input type="checkbox"/>	Heterosexual <input type="checkbox"/>
Lesbian <input type="checkbox"/>	Other <input type="checkbox"/>	Prefer Not to Say <input type="checkbox"/>

## Disability Discrimination Act 1995

The definition of disability, as outlined in the Disability Discrimination Acts 1995 and 2005 is as follows: “A physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day- to- day activities.”

We guarantee to interview disabled applicants who meet the **essential** requirements for the post.

Under this definition, do you consider yourself to be disabled?    Yes                      No

Please state any particular assistance or facilities you may require in attending an interview.