



TEACHING APPLICATION FORM

Stockport Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteer to share this commitment.

Vacancy Details

Job Title:	
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It is the Council's policy to ensure that all appointments are made on merit. The details supplied by you on this form are confidential, but will form part of the personnel record of the successful candidate.

Personal Details

Title:	
First name(s):	
Last name:	
Known as:	
Date of Birth:	
Address:	
Postcode:	
Contact Number:	
Email address:	
National Insurance Number:	
Date of Achieving QTS/Probationary Period	
DFE No:	

Eligibility to work in the UK

Current legislation means that it is a criminal offence to employ a person who is subject to immigration control, unless he or she has documentary proof showing an entitlement to work in the UK. If selected for interview you will asked to provide proof of your work entitlements.

Do you have an entitlement to work in the UK? **YES** ☐ **NO** ☐

Dismissed

Have you ever been dismissed from employment for gross misconduct reasons?

YES ☐ NO ☐

If YES please give details, including dates, reasons and employer. _____



Disability

The Equality Act 2010 protects disabled people – including those with long term health conditions, learning disabilities and ‘so called’ hidden disabilities such as dyslexia. If you tell us that you have a disability we can make reasonable adjustments to ensure that any selection process including the interview is fair and equitable.

Do you consider yourself to be disabled? Yes ☐ No ☐

Please specify any arrangements we can make to assist you if you are invited for interview/assessment. _____

OTHER APPLICANT DETAILS

Are you currently, or have you previously been employed by this organisation?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please provide dates from and to and reasons for leaving (if applicable):	Date from:	
	Date to:	
	Reason for leaving (if applicable):	

Are you related to a Councillor, Governor or senior officer of this organisation?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please provide details:	Name:	
	Relationship to you:	

DECLARATIONS

I confirm that I am not subject to any immigration controls or restrictions, which prohibit my working in the UK.

I understand that in line with the Data Protection Act 1998 and subsequent legislation, I am giving my consent to the disclosure of limited data for statistical purposes, to other public sector organisations such as the Job Centre, this information will not be retained or processed for any other purpose. Once the recruitment process is completed the hard copy data will be kept for 6 months and the computerised record of these details kept for 18 months.

I understand that the Council has a duty to protect public funds and may use the information supplied in this form to prevent and detect fraud. We may also share this information for the same purposes, with other organisations that handle public funds.

I confirm that the information contained in this application is correct, I understand that my application may be rejected or that I may be dismissed without notice for withholding, or giving false information.

YES ☐

REHABILITATION OF OFFENDERS

This post involves working with children, young people, vulnerable adults or is a position of trust and is, therefore, exempt from the provisions of the Rehabilitation of Offenders Act 1974. You must, therefore, disclose details of cautions, bind-overs, reprimands, final warnings and convictions, including 'spent convictions'. Any failure to disclose such information could result in dismissal or disciplinary action by the organisation. Please note that a criminal record will not necessarily be a bar to obtaining a position.

Declaration

Have you at any time received, or do you have pending, a caution, bind-over, reprimand, final warning or conviction?

Yes ☐

No ☐

If yes, please state;

Do you have any previous offences/s? If so please give details

Nature of Offence/s (i.e. Conviction, caution, bind-over, reprimand, warning or allegation)	Offence/s	Date of Offence/s	Disposal (if known)

- I agree to a disclosure being sought through the Disclosure and Barring Service (previously Criminal Records Bureau) about the existence and content of any criminal record.
- I confirm that I am not included on the ISA Children's Barred List and am therefore not disqualified from working with either of these vulnerable groups.
- I confirm that I am not subject to any sanctions imposed by a regulatory body, such as the Health & Care Professions Council (HCPC), which would prevent me from undertaking the duties of the post I am applying for.
- I confirm that I am not subject to any on-going investigation into any matter which may bring into question my suitability for the post I am applying for.
- If successful in obtaining this post I will immediately notify my headteacher and school HR provider, if during the course of my employment, I am convicted, cautioned, included on any of the Barred Lists, or if my suitability to work with children or vulnerable adults is ever questioned.

Please type Yes in the box to confirm your agreement to the above



REFERENCES

Please provide the names and contact details of at least two referees who can comment on your suitability for this position. One should be your current or most recent employer. (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. References will not be accepted from relatives, or persons who only know you as a friend.)

References will be sought prior to interview, the references will ask your current/previous employer/tutor about any disciplinary offences relating to children. Please note that for Headteacher and Deputy Headteacher appointments a reference will automatically be sought from your current L.A.

Current or most recent employer

Referee name:	
Job title (if applicable):	
Organisation:	
Address:	
Postcode:	
Switch Board Telephone number:	
Email address:	
Relationship to you:	

Previous employer

Referee name:	
Job title (if applicable):	
Organisation:	
Address:	
Postcode:	
Switch Board Telephone number:	
Email address:	
Relationship to you:	



TEACHING EXPERIENCE

Please list all other jobs held, starting with the most recent, including any previous or current employment with this authority (whether directly or through an employment agency). **There should be no gaps in your employment and education history.**

Current/Previous Teaching Experience	
Name of school/employer:	
Job Title:	
Salary:	
Date first went through threshold, if applicable:	
Date from (dd/mm/yyyy):	
Date to (dd/mm/yyyy) (if applicable):	
Age Range taught:	
Status/Curriculum/Responsibilities/Subjects	
Period of notice required (if applicable):	
Reason for leaving:	
Please provide brief details of duties and responsibilities:	

Previous Teaching Experience	
Name of school/employer:	
Job Title:	
Salary:	
Date first went through threshold, if applicable:	
Date from (dd/mm/yyyy):	
Date to (dd/mm/yyyy) (if applicable):	
Age Range taught:	
Status/Curriculum/Responsibilities/Subjects	
Period of notice required (if applicable):	
Reason for leaving:	
Please provide brief details of duties and responsibilities:	



Previous Teaching Posts						
Name of school/employer:	Job Title & Salary	Date from (dd/mm/yyyy)	Date to (dd/mm/yyyy)	Status/ Curriculum/ Responsibilities /Subjects	Reason for leaving	Provide brief details of your duties

Please list all other jobs held, starting with the most recent, including any previous or current employment with this authority (whether directly or through an employment agency). There should be no gaps in your employment and education history

Previous Employment Experience other than Teaching						
Name of previous employers	Job Title	Addresses	Date from (dd/mm/yyyy)	Date to (dd/mm/yyyy)	Reason for leaving	Provide brief details of your duties

If there are any periods of time that have not been accounted for, for instance, periods of travel, or caring for others please give details of them here with dates. The information provided must provide a complete chronology from the age of 16; please ensure that there are no gaps in the history of your employment and other experience.



EDUCATION AND TRAINING

Apart from giving details of formal education and qualifications, mention any short/non-qualification courses that you may have attended to improve your knowledge and skills, please ensure that they are relevant to the job you are applying for. Successful applicants will be required to provide proof of qualifications.

EDUCATION

Qualifications	Grade	Where Obtained	When Obtained

Type of Teacher Training (Please tick)*	Early Years <input type="checkbox"/>	Primary <input type="checkbox"/>	Middle <input type="checkbox"/>
	Secondary <input type="checkbox"/>	Special <input type="checkbox"/>	FE <input type="checkbox"/>

MEMBERSHIP OF PROFESSIONAL BODIES

Professional Body	Level & method of Membership	Membership Number	Date of Membership

TRAINING / DEVELOPMENT

Subject	Provider	Date Attended



SUPPORTING INFORMATION

Skills, Knowledge and Experience

This section of the application form is very important, as this is where you demonstrate your suitability for the job. Read through the advertisement and the job description to get a clear view of what the job involves. The person specification describes the necessary skills, experience and qualifications we are looking for. Pay particular attention to those areas on the person specification described as essential.

Make sure that you tell us how you match the competencies of the person specification in relation to the requirements of the job. Therefore, give examples of any relevant ability, experience and qualifications.

- **Ensure that the information you provide is well organised and relevant to the competency you are responding to.**
- **It should show to that extent you have gained the skills and experience necessary for the post.**
- **Give specific examples of the work you have been involved in, how you went about it and the outcome.**
- **Remember to specify your responsibilities rather than those of your section/department.**

