

Suffolk County Council Education

Please return this application form to :

Bury St Edmunds County Upper School
 Beetons Way
 Bury St Edmunds
 Suffolk IP32 6RF

HOW TO COMPLETE THIS FORM

The accompanying notes should be read carefully before attempting to complete this form. When fully completed, this form should be returned to the above address together with a separate supporting statement enlarging on the information on the form and referring specifically to the requirements of any job description provided. The statement and this form may be handwritten (in black ink) or typed.

Application for appointment as

Establishment

A. PERSONAL DETAILS (See Notes 1 and 2)

Surname	Address
Title (Mr, Mrs, Miss, Ms, Dr)
Forenames
Any surname used previously e.g. Maiden name	County Post Code
Date of birth	Telephone No
DFE Teacher Reference No.	National Insurance No

B. PRESENT POST (OR MOST RECENT POST IF UNEMPLOYED (See Note 3))

Appointment held

Date appointed Date left

Name and address of LEA or other employer.	STATUS : Qualified Teacher/Probationary Teacher/ Licensed Teacher/Instructor/Overseas Trained Teacher
	SALARY DETAILS Give points awarded for :
Name and address and type of school/establishment :	Qualifications/Experience
	Responsibilities
	Recruitment/Retention
	Excellence
	Special Needs
	Total _____
Number on roll Age range	Salary (& Group No.) £p.a. ..
Age range of pupils taught.....	

C. SECONDARY EDUCATION

Schools	From	To	Examination Results (Subject, level and grade)	Date

D. FURTHER AND HIGHER EDUCATION

University, Polytechnic, College, Dept or Inst of Education	From	To	FT/PT	Qualification	Level	Main Subject

E. OTHER QUALIFICATION e.g. membership of professional bodies

--

F. INDUSTRIAL/COMMERCIAL EXPERIENCE AND SERVICE IN HM FORCES

Company or Establishment	Nature of Business	Position held	FT/PT	From	To

G. PERSONAL INTERESTS

--

H. PREVIOUS TEACHING EXPERIENCE (Earliest first, in chronological order)

Name/type of school/college and employing Authority	Age range	Number on roll	Age groups taught	Post held, status, salary and allowance	FT/PT	From	To

I. SPECIAL AREAS OF TEACHING INTEREST

--

J. RELEVANT COURSES ATTENDED RECENTLY (Give subject, duration, date and location)

--

K. REFERENCES (See Note 4)

Please give the names of two referees who have had a professional interest in your work as a teacher.

1.	Name	Status
	Address	Telephone No
	
	Post Code
2.	Name	Status
	Address	Telephone No
	
	Post code

L. HEALTH (See Note 5)

Give details of any serious physical or mental illness during the past five years or any current disability.

M. CONVICTIONS (See Note 6)

Any applicant for a post involving children and young people must declare any criminal convictions, "spent" or otherwise. The County Council may need to check the successful applicant's details with the Police.

Details of convictions (state nil if appropriate).

N. ARE YOU RELATED TO ANY ELECTED MEMBER OR OFFICER OF THE COUNTY COUNCIL?

Please give details (if applicable).

DECLARATION

To the best of my knowledge the information on this form is correct. I understand that canvassing County Councillors or Officers of the Authority, or Governors of the establishment for which application is being made, giving false information or omitting to give information could disqualify my application, or, if appointed, could lead to my dismissal.

Signed Date

Suffolk County Council Education

NOTES TO ACCOMPANY FORM OF APPLICATION FOR A TEACHING POST

1. COMPLETION OF FORM

Please note that a separate curriculum vitae is not regarded as an adequate alternative to full completion of the application form and the provision of a relevant supporting letter.

2. EQUAL OPPORTUNITIES

- a) The County Council operates a policy of equal opportunities irrespective of an applicant's or employee's sex, marital status, colour, race, nationality, ethnic or national origin or religion (though in the case of appointments to Church Aided Schools an appropriate religious commitment may be required). Age, Trade Union membership or non-membership. Applications will be welcome from persons with a disability who have the necessary attributes for a post.
- b) Each Local Authority is now required by the Department for Education to provide annual statistical information on the ethnic composition of its teaching force. All successful candidates for teaching appointments will be asked to complete a confidential questionnaire to be used for the preparation of these statistics.

3. PRESENT POST

a) **Status**

Candidates should ensure that they have indicated clearly their teaching status, as this has an effect on the level of salary paid. Teachers qualified for Further Education may not have qualified status in schools catering for pupils of statutory age. Applicants whose qualifications were obtained abroad must provide written evidence from the Department for Education that their qualified status is valid in England and Wales. The possession of a DFE reference number does not automatically indicate qualified status.

b) **Salary**

It is most important to include details of the composition of your present salary in Section C. This should have been notified to you by your present employer during the last year. If you have not been employed as a teacher since September 1993 then give details of your last known salary and allowances paid.

Candidates currently paid on Head or Deputy Head scales should please indicate the group number and salary only for their present post.

4. REFERENCES

a) **Applicants for Headship and Deputy Headship posts**

The first referee should be your present employer. This would normally be the Chief, Area or Divisional Education Officer, as appropriate.

For candidates currently at Deputy Headteacher level or below, the second referee should be the present (or most recent) Headteacher or Principal. A serving Headteacher should give the name of another person who is familiar with their professional work.

b) **Applicants for other teaching posts**

The first referee should be the Headteacher or Principal of your present (or most recent) school, college or place of employment.

The second referee should be another person who is familiar with your professional work.

Any reference relating to religious commitment which may be required in connection with an application for a post in a Voluntary School must be provided in addition to the two professional references.

c) **General**

The LEA reserves the right to approach any previous employer for a reference and may specifically ask for details of any disciplinary offences.

5. HEALTH

The Authority reserves the right in appropriate circumstances to require applicants to produce a certificate of fitness from an approved medical practitioner before a post is offered.

6. CONVICTIONS

Rehabilitation of Offenders Act, 1974 (Exceptions Order, 1975)

Please note that applicants for teaching posts are not entitled to withhold information about past convictions, "spent" or otherwise, under the terms of the above Act. The Act made a specific exception in respect of teachers in schools or establishments for further education and any other employment which is carried out wholly or partly within the precincts of a school or further education establishment which involves access to persons under the age of 18 as part of the employee's normal duties. The definition of a "teacher" includes a warden of a community centre, leader of a youth club or similar institution and a youth worker.

You must disclose any past convictions at the time of your application. In the event of employment being offered and taken up, any failure to disclose such convictions is likely to result in disciplinary action by the Authority which may lead to dismissal.

Any information may be given on a separate sheet from your application form and will be kept completely confidential. It will be considered only in relation to an application for positions to which the Exception Order applies.

In addition, the County Council, on Home Office advice, will require the successful candidate to agree to a police check for convictions which may or may not be relevant to the appointment. A separate authorisation form will need to be completed after the interview.