



Metropolitan Borough of Sefton

NQT	

APPLICATION FOR EMPLOYMENT

CONFIDENTIAL

IMPORTANT NOTE: PLEASE COMPLETE THIS APPLICATION FORM IN BLACK INK OR TYPESCRIPT.
A CURRICULUM VITAE (CV) MUST NOT BE SUBMITTED IN PLACE OF THE COUNCIL'S APPROVED APPLICATION FORM.

FOR TEACHING APPOINTMENTS

1. POST DETAILS

POSITION APPLIED FOR:	POST REF NO.
ESTABLISHMENT/SCHOOL:	

2. PERSONAL DETAILS

SURNAME:	FORENAMES:	
ADDRESS:	HOME ADDRESS (if different)	
N.I. NO.	GTC REF. NO.:	DFES REF. NO.:
DO YOU REQUIRE A WORK PERMIT TO WORK IN THE UK? YES <input type="checkbox"/> NO <input type="checkbox"/>	HOME TEL:	WORK TEL:
CONTACT PHONE NO.	E-MAIL ADDRESS:	

3. EDUCATION AND TRAINING

SECONDARY EDUCATION		
SECONDARY SCHOOL(S)	DATES FROM TO	Examinations passed in all subjects (with grades and dates) including GCSE and 'A' Levels

UNIVERSITY OR COLLEGE ATTENDED	DATES FROM TO	DEGREE OR CERTIFICATION OBTAINED (If Degree state Honours and Class)	SUBJECT(S)	DATE OF AWARD
AGE RANGE TRAINED TO TEACH:				

OTHER QUALIFICATIONS

QUALIFICATION	AWARDING BODY	SUBJECT(S) (incl. grades, if applicable)	DATE OF COURSE AND AWARD

4. EMPLOYMENT DETAILS

PRESENT POSITION HELD:		
NAME AND ADDRESS OF SCHOOL:		TYPE (including whether single sex):
		NO. ON SCHOOL ROLL:
EDUCATION AUTHORITY:		LOCAL OFFICE (if applicable):
ADDRESS:		DATE APPOINTED:
SCALE OF POST:	CURRENT SALARY:	EARLIEST COMMENCEMENT DATE:

PREVIOUS EMPLOYMENT AS A QUALIFIED TEACHER – MOST RECENT POST FIRST

PLEASE GIVE DETAILS OF TEACHING PRACTICE IF THIS IS AN APPLICATION FOR A FIRST TEACHING APPOINTMENT

NAME AND ADDRESS OF SCHOOL AND NAME OF LEA, WHERE APPLICABLE	TYPE OF SCHOOL AND NO. ON ROLL	POSITION HELD AND SCALE OF POST – (FULL-TIME OR PART-TIME)	DATES OF EMPLOYMENT	REASON FOR LEAVING

5. IN-SERVICE COURSES ATTENDED DURING THE LAST THREE YEARS

DATE	COURSE TITLE	COURSE ORGANISER

6. EMPLOYMENT HISTORY OTHER THAN TEACHING

NAME AND ADDRESS OF EMPLOYER	NATURE OF EMPLOYMENT (STATE WHETHER FULL-TIME OR PART-TIME)	SCALE OF POST AND SALARY	DATES OF EMPLOYMENT

7. SALARY INFORMATION

PLEASE GIVE DETAILS OF POINTS AWARDED ON BOTH A MANDATORY AND DISCRETIONARY BASIS

	SCALE POINT
<u>MANDATORY</u> QUALIFICATION EXPERIENCE – (TEACHING) UPPER PAY SPINE ADVANCED SKILLS TEACHER <u>DISCRETIONARY</u> EXPERIENCE – (NON-TEACHING) <u>ALLOWANCES</u> RECRUITMENT & RETENTION MANAGEMENT SPECIAL NEEDS	
TOTAL POINTS SCORE	
APPLICABLE FROM:	

8. ADDITIONAL INFORMATION

THIS SHOULD TAKE THE FORM OF A LETTER OF APPLICATION

Please give on a separate sheet, your reasons for making this application relating your qualifications, experience and personal attributes to the position for which you are applying. You may also wish to outline your leisure and spare time interests.

9. ATTENDANCE RECORD

- | | |
|---|---------------|
| (i) HOW MANY EPISODES OF ILLNESS HAVE YOU HAD DURING THE PAST 2 YEARS? | EPISODES |
| (ii) HOW MANY DAYS IN TOTAL HAVE YOU BEEN ILL AND UNFIT FOR WORK OVER THE SAME 2 YEAR PERIOD? | DAYS IN TOTAL |

PLEASE PROVIDE ANY COMMENT YOU WISH TO MAKE ABOUT YOUR HEALTH OR ATTENDANCE RECORD:

10. REHABILITATION OF OFFENDERS ACT 1974 AND DISCLOSURE

This post you are applying for is registered as exempt from the provisions of the Rehabilitation of Offenders Act 1974. You are required to declare any pending prosecutions or convictions you may have, even if they would otherwise be regarded as 'spent' under this Act, and any convictions or bind-overs.

Please disclose any convictions under separate cover. Please indicate the box below and attach the details in an envelope stapled to this form. The envelope must state your name and the details of the post.

I have attached details of my convictions separately.

As this position is classed as 'regulated' under the Criminal Justice and Court Services Act 1997, the Authority is entitled to check with the CRB for the existence and content of any criminal record, and to check lists held by the Department for Education and Skills and the Department of Health.

Any information will be treated in the strictest of confidence and will be only taken into account in relation to an application where the exemption exists. The disclosure of a criminal record or other information will not necessarily mean unsuitability for employment. All cases will be examined on an individual basis and given full and fair consideration.

It is a criminal offence to apply for a post that you have been disbarred, in law, from applying for.

11. REFEREES

PLEASE ENTER THE NAME, ADDRESS, POSITION AND TELEPHONE NUMBER OF 2 REFEREES. REFEREES SHOULD BE YOUR PRESENT/MOST RECENT AND PREVIOUS EMPLOYERS, WHEREVER POSSIBLE.

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MAY THIS REFEREE BE CONTACTED WITHOUT FURTHER AUTHORITY FROM YOU? YES NO

MAY THIS REFEREE BE CONTACTED WITHOUT FURTHER AUTHORITY FROM YOU? YES NO

12. OTHER INFORMATION

ARE YOU RELATED TO GOVERNOR OF THE SCHOOL OR ELECTED MEMBER, OR OFFICER OF SEFTON COUNCIL? IF SO, PLEASE GIVE DETAILS

13. DECLARATION

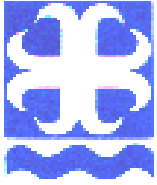
I DECLARE THAT THE INFORMATION GIVEN ON THIS FORM IS TO THE BEST OF MY KNOWLEDGE CORRECT. I UNDERSTAND THAT CANVASSING, EITHER DIRECTLY OR INDIRECTLY, OF ANY GOVERNOR OF THE SCHOOL, COUNCILLOR OR EMPLOYEE OF THE COUNCIL OR THE GIVING OF FALSE OR MISLEADING INFORMATION, MAY LEAD TO DISQUALIFICATION AND, IF APPOINTED, MAY LEAD TO MY DISMISSAL.

SIGNED:

DATE:

PLEASE RETURN COMPLETED FORM TO:

CLOSING DATE:



EQUAL OPPORTUNITIES IN RECRUITMENT

MONITORING FORM

EQUAL OPPORTUNITIES IN RECRUITMENT MONITORING

Please read the Guidance Notes before completing this form and return it with your application form.

Sefton Metropolitan Borough Council is aiming to achieve equality of opportunity in employment through its policies and procedures. All applicants will be considered solely on their knowledge, skills and abilities to perform the job they have applied for.

To enable us to monitor our policies and procedures we would be grateful if you would answer the following questions.

The information you provide will **not** be seen by the selection panel, it will **only** be used for monitoring purposes and will be treated as **strictly confidential**.

NAME:

POST APPLIED FOR:

ESTABLISHMENT/SCHOOL:

DATE OF BIRTH:

HOW DID YOU FIND OUT ABOUT THIS VACANCY?:

PLEASE TICK APPROPRIATE BOXES

GENDER

MALE

FEMALE

MARITAL STATUS

MARRIED

SINGLE/DIVORCED/SEPARATED

RACIAL ORIGIN

WHAT BEST DESCRIBES YOUR ETHNIC ORIGIN?

ARABIC

BANGLADESHI

BLACK AFRICAN

BLACK CARIBBEAN

BLACK OTHER *

INDIAN

CHINESE

IRISH

PAKISTANI

WHITE

OTHER *

* PLEASE SPECIFY

DISABILITY

ARE YOU A DISABLED PERSON?

YES

NO

IF YES, HAVE YOU EVER BEEN REGISTERED AS DISABLED?

YES

NO

ARE YOU CURRENTLY UNEMPLOYED:

YES

NO

Thank you for completing this form and assisting Sefton to monitor its Equal Opportunity Policy. If you have any queries or comments please write to the Personnel Department, 1st Floor, Merton House, Stanley Road, Bootle, Merseyside L20 3D