



Teaching Post Application Form

Thank you for downloading Durham County Council's Teaching Post Application form.

This form should only be used to make applications for advertised teaching jobs.

If you wish to fill in an application form by hand it is available in PDF format. Alternatively, phone the contact telephone number detailed on the advert of choice to receive an application form in the post.

How to submit Your Job Application Form

Please fill in the following pages, ensuring you complete all relevant parts.

Once you have completed your application form, please ensure you have detailed which post it is you are applying for and that it is sent to the correct address. The address will be detailed on the advert of choice. Please note if application forms are received late or sent to the incorrect address they are at risk of being excluded from the recruitment process.

Problems filling in this form or requests for other formats

If you have any queries or problems filling in this form and it isn't in the guidance notes document or you need this form in another format such as large print or Braille, then please:

Email us at hrschoools@durham.gov.uk; or

Telephone the HR Schools team on 03000 267247 (24 hour answerphone service) or Fax us on 0191 328 0067 (outside the UK, please replace the first 0 with +44).

Return completed forms as detailed on the advert , i.e. to the school

Equal Opportunities Monitoring Form

We are an equal opportunities employer and want to ensure that all applicants are considered solely on their merits. Therefore we need to check that decisions are not influenced by unfair or unlawful discrimination. To help us we should be grateful if you would complete this short questionnaire. You only need to answer if you feel happy to do so. Your answers will be treated with the utmost confidence and will only be used for statistical purposes.

1. Are you: Male Female

2. How old are you: Prefer not to say

3. Do you consider yourself to be a person with a disability?
 This may include a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities. Long-standing means that it has lasted, or is likely to last, for over a year.
 Yes No Prefer not to say

4. What is your religion or belief?

<input type="checkbox"/> Christianity	<input type="checkbox"/> Judaism	<input type="checkbox"/> Baha'i
<input type="checkbox"/> Hinduism	<input type="checkbox"/> Sikhism	<input type="checkbox"/> No Religion
<input type="checkbox"/> Islam	<input type="checkbox"/> Buddhist	<input type="checkbox"/> Prefer not to say
<input type="checkbox"/> Other – e.g. Humanist, Atheist, etc (Please state)		

5. How do you describe your sexuality?

<input type="checkbox"/> Heterosexual / Straight	<input type="checkbox"/> Bisexual	<input type="checkbox"/> Prefer not to say
<input type="checkbox"/> Gay Man	<input type="checkbox"/> Gay Woman / Lesbian	

6. Please describe your ethnic origin?

White

British
 Irish
 Any other White background

Black or Black British

Caribbean
 African
 Any other Black background

Arab or Middle Eastern

Arab
 North African
 Any other Arab or Middle Eastern Background

Travelling Community

Gypsy/Roma
 Traveller of Irish Descent
 Other member of the travelling community

Asian or Asian British

Indian
 Pakistani
 Bangladeshi
 Chinese
 Any other Asian background

Mixed

White & Black Caribbean
 White & Black African
 White & Asian
 Any other Mixed Background

Other ethnic groups: Please state

Prefer not to say
 Prefer not to say

7. What is your Relationship Status?

Married/Civil Partnership Prefer not to say



Please read the Teaching Post Guidance Notes before completing this form

To be completed by the Applicant

Post Ref. No:

Post Title:

School/Location:

Closing Date:

Surname:

Title:

Previous Surname (s):

Forename(s):

National Insurance Number:

Address:

Telephone No: Home

Mobile:

Postcode:

Work (if convenient):

E-mail address:

Job Share

If this post is open to job share, do you wish to apply for this post in a job share capacity?

Yes

No

Please state where you saw the advertisement for this post.

Durham County Council Website

Evening Chronicle Newspaper

Northern Echo Newspaper

Vacancy Bulletin

Specific Journal

DCC Intranet

Sector1 Website

Jobcentreplus

Fish4Jobs Website

TES/TES Online

Northeastjobs

Other

Do you consider yourself to be a person with a disability? This may include a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities. Long-term means that it has lasted, or is likely to last, for over a year. Applicants with disabilities will be invited for interview if they meet the essential criteria on the person specification.



Yes

No

Prefer not to say

If you have answered yes please detail below any specific requirements to assist you with an interview and we will try to make the necessary arrangements.

Important Information

FOR POSTS WHICH REQUIRE A DBS CHECK ONLY – AS STATED ON THE JOB ADVERT/JOB DESCRIPTION

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and therefore cannot be taken into account. Further guidance and details on the criteria on the 'filtering' of these cautions and convictions can be found on the Disclosure and Barring Service website (www.gov.uk/dbs)

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (amended in 2013)? YES / NO

If YES, please provide relevant details of the offence, date of offence and sentence below. If you would prefer not to include this information on the application form, please provide the details in a sealed envelope addressed to:

Team Leader – HR Operations & Data, Durham County Council, County Hall, Durham, DH1 5UL marked '**Strictly Confidential**' – **For the attention of the Lead Officer – only to be opened by the addressee**' also please ensure that you state the **job title** of the job you are applying for and the **job reference number** (as detailed on the job advert).

Data Protection Statement

The Council is committed to confidentiality and complies with the Data Protection Act 1998. All information will be handled and stored sensitively and used only for its intended purpose.

Declaration

Under the Council's new constitution you are required to state in writing whether to the best of your belief you are the parent, grandparent, partner, child, step-child, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing Councillor or Officer of the Council; or of a partner of such persons.

Name

Relationship

Canvassing of Members of the Council or any Committee of the Council or any appointing officer directly or indirectly for any appointment with the Council is prohibited and shall, if deemed appropriate, disqualify the candidate for that appointment.

I have read the guidance notes including the information regarding Criminal Convictions and I declare that the information I have given is true in all respects. I understand that false information may render me liable for dismissal if I am appointed.

I agree to the above statement and will sign and date a copy of this application as a true record if I am invited for an interview:

Signature:

Date:

A Education**Secondary Education**

N.B. appointment will only be confirmed subject to receipt of official certificates in support of below.
(Please use continuation sheets if required)

School attended	Qualifications	Subject	Date	Grade
1				

Higher Education:

Please indicate institution attended

	From	To	Degree, Diploma, Certificate	Date of Award	Subject, Class, Division
Degree					
Higher/Advanced Degree/Diploma/ Certificate					
NPQH	<input type="checkbox"/>	Yes	Date obtained		<input type="checkbox"/> No

In-Service Training:

Name of Establishment	From	To	Course Taken

Subsidiary subjects offered, e.g. Games, Music

Particulars of residence abroad (for modern language posts)

B Employment Details

Teaching Service

(1) Present Appointment (please state)**Please state whether present appointment is permanent or temporary**

Full or Part time	Salary Grade/Group indicating any additional allowances	Name of Establishment	No. on Roll	Age Range	L.A.	Date of Appointment

(2) Previous Appointments (please list most recent first)

*Post	Full or Part time	Salary Grade/Group indicating any additional allowances	Name of Establishment	No. on Roll	Age Range	L.A.	Employment Dates	
							To	From

* e.g. D.H., A.H.T., A.S.T., H.D. (English); H.Yr; H.Fac; H.House, etc.; Q.A. Fast Track Teacher

B Employment Details

Do you have any additional employment which you intend to continue if appointed to this post?

Yes

No

If yes, please detail the nature of the work and the hours:

Period of notice required or termination date for current employment:

Person Specification:

Please use this section to demonstrate that you have the essential and where possible desirable experience, skills and knowledge as stated on the person specification of the post for which you are applying. Candidates who do not evidence that they meet the essential qualifications and experience listed on the person specification will not be shortlisted. (Please use continuation sheets if required).

C Full Employment History

Name & Address of Employer	Appointment held/Grade &/or salary (if any)	Dates (dd/mm/yy)		Reason for leaving
		From	To	

D Additional Information

Subject (s) Secondary School only:

Department of Education Ref. No:

General Teaching Council No:

To which Superannuation Act (if any) are you now subject? e.g. Local Govt, Teachers etc :

To be completed in case of general application only

In which area(s) of the County do you wish to teach?

Do you want full time, part time, permanent or temporary work?

Have you already given notice to your present employer? Yes No

If Yes when will you be able to commence?

If No how much notice are you required to give?

D Additional Information

Do you have any additional information that might be helpful to the Governors/Appointment Panel (continue on separate sheet if necessary)

E Referees

Give name, job title, relationship to referee and address of **TWO** people, who must know you well to whom a reference may be made. Referee 1 should be your present (or most recent) employer. Next of kin or immediate relatives should not be named as referees.

Please note that for positions in contact with children and vulnerable adults the Council has the right to seek references from any or all previous employers and line managers prior to interview.

Referee 1 Name:	Referee 2 Name:
Job Title:	Job Title:
Relationship to Referee:	Relationship to Referee:
Address:	Address:
Post Code:	Post Code
Telephone No:	Telephone No:
E-mail:	E-mail:

N.B. Appointment will only be confirmed subject to satisfactory references.

D Additional Information

Do you have any additional information that might be helpful to the Governors/Appointment Panel (continue on separate sheet if necessary)

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