



BIRCHWOOD HIGH SCHOOL

Guidance Notes and Information for Teaching Posts in Schools

INTRODUCTION

The application process is in two parts in order to serve two separate purposes:

- (a) The main Job Application Form asks for detailed information about you and your work history. The purpose of the form is to make sure that, as far as possible, applicants who might be a risk to children are not considered for appointment. The detail that is asked for complies with national guidance on safe recruitment procedures for appointments to schools.
- (b) The Person Specification Form is the key document that is used for short listing and selection.

By separating the two parts, it is possible to avoid unlawful or unfair discrimination. These include discrimination on the grounds of sex, race, religion, disability, age and sexuality, but also discrimination for reasons that are not related to the ability to do the job.

You must complete all parts of the application form. CVs are not acceptable; neither is an application form that simply refers to an enclosed CV.

POST APPLIED FOR

This might have already been completed for you. If not, please complete yourself.

PERSONAL DETAILS

The information given here will be used to contact you and to identify you accurately when contacting referees. The information will not be used in the selection process.

CURRENT EMPLOYMENT

This section is set out as if you are currently in a teaching post. If you are not currently a teacher, please give us the details of your current employer and post or your college or university if you are a student. Complete this section also if you are employed in a voluntary capacity. If you are currently not in employment, then say so here. At "pay scale" indicate whether you are currently paid on the main pay scale, upper pay scale, leadership scale etc.

PREVIOUS EMPLOYMENT

It is very important that you list your previous employment in chronological order. All employment, including self-employment, consultancy, part-time, temporary jobs and unpaid employment must be included.

EDUCATION & QUALIFICATIONS

There are three sections here. Make sure that you give all the information needed. This should include qualifications and training that, whilst not essential, are useful and relevant to the job.

PERIODS NOT ACCOUNTED FOR IN PREVIOUS SECTIONS SINCE AGE 18

Your application needs to give a complete picture of your working career, including periods when you were not in employment. In this section, you need to explain any gaps.

LEISURE INTERESTS

This is your opportunity to describe any interests or experiences that could be relevant to the post for which you are applying for.

REFERENCES

References will be taken up before interview, so you need to be sure that your referees are willing and able to provide a reference. One reference must be your current Headteacher if you are currently employed in a School.

The 'Status' of each referee would be, for example, 'current employer' or 'university tutor'. Each referee must be able to comment on your professional abilities. **Note that references from friends or relatives are not acceptable.**

We may approach previous employers who have not been identified by you as a referee and may seek further information from referees who have supplied a reference. Previous employers will be asked whether there are any concerns about your suitability to work with children.

FROM WHICH SOURCE DID YOU LEARN OF THIS VACANCY?

Your answer to this will help us to identify how best to target applicants for similar posts in the future.

ARE YOU A RELATIVE OR PARTNER OR ANY EMPLOYEE OR GOVERNOR OF THE SCHOOL?

We need to know this in order to ensure a fair selection process. If you are related to anyone at the School, then we will avoid asking your relative or partner to be part of the selection process.

HAS SOMEONE COMPLETED THIS FORM ON YOUR BEHALF?

Please let us know whether you have completed this form yourself or someone else has completed this form. Note that your certification that the information is correct will be valid whether or not the form has been completed by you.

I CERTIFY THAT THE INFORMATION GIVEN IS CORRECT TO THE BEST OF MY KNOWLEDGE

Your application will not be considered unless you sign this paragraph.

GENERAL INFORMATION TO CANDIDATES

CRIMINAL RECORDS CHECK

If you are appointed and are new to the County, you will be required to complete a disclosure application that will be sent to the Criminal Records Bureau. The CRB will provide a report to you and to the local authority on whether you have any history of criminal convictions, including cautions and bind overs. All posts in Schools are exempt from the Rehabilitation of Offenders Act 1974; this means that you must declare all convictions, including those that would generally be regarded as 'spent'. The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so.

HEALTH ASSESSMENT CHECK

If you are appointed and are new to the county, you will be required to complete a Pre-Employment Health Questionnaire. Your appointment will be subject to a satisfactory clearance.

THE ASYLUM AND IMMIGRATION ACT 1996

It is a criminal offence for the School to employ someone who does not have the right to work in the UK. If you are appointed, you will be asked for documentary evidence of your right to work.

COMPLAINTS PROCEDURE

If you feel you have been unfairly treated, you have the right to complain. If you wish to complain, you should write to the Chair of Governors at the School and state why you think you have been treated unfairly. Any complaint should be made no later than 14 days after you are informed of the result of your application.



Teacher Job Application Form Birchwood High School

Post applied for:	
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PLEASE COMPLETE IN BLACK TO FACILITATE PHOTOCOPYING

You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry).
If you wish to submit a curriculum vitae, in addition, you may do so.

PERSONAL DETAILS			
Surname/Family Name:		Preferred Title:	
First Name(s):		Previous Surname:	
Date of Birth:			
Home Address:		Present Address (if different):	
Postcode:		Postcode:	
Telephone: (home)			
(work)			
(mobile)			
Email:			

CURRENT EMPLOYMENT (if you not employed as a teacher please give details as appropriate)			
Name of Establishment:		Employer:	
Type of School:*		Key Stage:	
Post Held:		Date Appointed:	
Pay Scale:		Full/Part Time:	
Total Annual Salary:		(if P/T show amount of Full-Time, eg .5):	
If your salary includes additional payments, what are they and what is the value? (eg TLR of £4,000):			

PREVIOUS EMPLOYMENT DETAILS					
Please list in chronological order, with precise dates if possible as this information may be used to assess salary.					
(a) IN EDUCATION ("Supply" teaching appointments need not be listed individually).					
Employer and Establishment	Post and Grade	Type of School/ Key Stage	From DD/MM/YYYY	To DD/MM/YYYY	Reason for Leaving

(b) OUTSIDE EDUCATION				
Employer	Post	From DD/MM/YYYY	To DD/MM/YYYY	Reason for Leaving

HIGHER EDUCATION							
Establishment(s)	From DD/MM/YY	To DD/MM/YY	Full or part- time	Qualification Awarded			
				Degree	Class	Division	Date of Award
Degree:							
or Cert Ed:							
PGCE:				Key Stage:			
Other (state):				Subject(s):			

SECONDARY SCHOOL EDUCATION		
Establishment(s)	From	To
	DD/MM/YYYY	DD/MM/YYYY

Examinations (for first teaching appointment in a Local Authority - maintained School in England or Wales please give details of 'A' levels and GCSEs, or equivalent: ie Subject, Date, Result/Grade).		
Subject	Date DD/MM/YYYY	Results/Grade

OTHER QUALIFICATIONS OBTAINED		
Course and Organising Body	Date	Qualification
	DD/MM/YYYY	

PERIODS NOT ACCOUNTED FOR IN PREVIOUS SECTIONS SINCE AGE 18 (please give details)	From	To
	DD/MM/YYYY	DD/MM/YYYY

LEISURE INTERESTS

Please state briefly what your main leisure interests are, particularly where these are relevant to the work for which you are applying.

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REFERENCES

Please give the names, addresses and status of two referees who may be approached now. (If you are currently employed as a teacher, one referee **must** be your present Headteacher). **References from friends or relatives are not acceptable.**

1	Name:	Status:
	Address:	Telephone:
		STD Code:
		Email:
	Postcode:	
2	Name:	Status:
	Address:	Telephone:
		STD Code:
		Email:
	Postcode:	

If you are known to the referees by another name (eg, previous name) please inform them of your present name and advise that we may be in contact.

From what source did you learn of this vacancy?	
Are you a relative or partner of any employee or governor of the School? If yes, please give details:	YES <input type="checkbox"/> / NO <input type="checkbox"/>
Has someone else completed this form on your behalf? If yes, please provide the person's name and an explanation:	YES <input type="checkbox"/> / NO <input type="checkbox"/>

I certify that the information given above and overleaf is correct to the best of my knowledge. I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice.
Signature:
Date:

If you are not currently employed in a maintained school in this Authority you are requested to supply additional information below:

ADDITIONAL INFORMATION (for salary and pension purposes)

National Insurance No:		Previous Surname (if any):	
DFE No:		Date of Registration with GTC:	
Date of Recognition:			
<i>*If this would be your first teaching appointment in a Local Authority – maintained school in England or Wales, please attach a copy of your letter from the DFE granting you Qualified Teacher Status.</i>			

PENSIONS	
Are you currently in receipt of a pension from Teachers' Pensions?	YES <input type="checkbox"/> / NO <input type="checkbox"/>
Have you elected to OPT-OUT of the Teachers' Superannuation Scheme?	YES <input type="checkbox"/> / NO <input type="checkbox"/> If Yes, please provide date:
Have you elected to participate in the Part-Time Teachers' Superannuation Scheme?	YES <input type="checkbox"/> / NO <input type="checkbox"/> If yes, please provide date:
Have you elected to pay additional Superannuation Contributions through the Teachers' Scheme?	YES <input type="checkbox"/> / NO <input type="checkbox"/> If yes, please provide date:
If Yes, please indicate whether these are:	
(i) Widower's Contributions	YES <input type="checkbox"/> / NO <input type="checkbox"/> %
(ii) Purchase of Past added Years	YES <input type="checkbox"/> / NO <input type="checkbox"/> %
(iii) Additional voluntary contributions via Prudential Assurance Co	YES <input type="checkbox"/> / NO <input type="checkbox"/> %

Please attach a copy of the Teachers' Pensions notification as appropriate.

You now need to complete the enclosed Person Specification Form



**BIRCHWOOD HIGH SCHOOL
Person Specification Form**

Name:	
Job Title:	

PLEASE COMPLETE IN BLACK TO FACILITATE PHOTOCOPYING

You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry)

- It is essential that you complete and return this form.
- This form is your chance to show us how well you can do this job.
- Remember just saying you can do it is not enough; we need an example.
- You can use examples from work, school, college, hobbies, voluntary work or daily life.

Example: Ability to prioritise workload

In my current job I plan my work on a daily basis but adjust it when an urgent query or problem arises, e.g. when another team member unexpectedly calls in sick. I always raise any urgent issues with my manager.

SKILLS AND ABILITIES

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EXPERIENCE

KNOWLEDGE

Please note that if you are invited to interview, you will be asked about the boundaries between adults and children in a school.

Signed:

Dated: