



## Application for Teaching Appointment

Please note that the information provided on this form will be processed in accordance with the General Data Protection Regulations (GDPR) 2018

**Please read notes at the end of this application form before completing it.**

**CVs will NOT be considered and disregarded from the application process.**

Post: Teacher of Computer Science

Closing Date: Friday 3<sup>rd</sup> May 2019 – 12 pm

You are requested to submit a letter in support of your application, addressing issues you regard as relevant to the post as prescribed in the job Details supplied.

### 1. Personal Information

Title by which you preferred to be addressed:

Surname:

Forename:

Postal Address (*for correspondence*):

Post Code:

Home Tel. No.:

Mobile Tel. No.:

Email address:

Date Recognised as qualified teacher:

NI Number:

DFEE Reference No:

### 2. Present appointment

#### If teaching:

Name and Address of Education Authority:

Name and Address of School/College:

No. on Roll (approx):

Age range:

Date appointed:

Please state Status and Salary giving details of any specific responsibility and level of any Incentive Allowance payable: £

#### If other than teaching Post:

Position Held:

Name and Address of Employer

Date appointed:

Salary £

**3. Previous Employment**

*(This information will be used in the assessment of your salary, if appointed).*

**(a) Previous teaching posts held**

Please list in chronological order and be explicit about the type of School/College at time post held

<i>Name of Education Authority and Division or Area</i>	<i>Name and type of School/College and whether single sex</i>	<i>Approx No. on Roll and Group No.</i>	<i>Post Title, Grade or Scale, Full or Part time</i>	<i>Dates (month and year)</i>	
				<i>From</i>	<i>To</i>
<b>Please use a continuation sheet if necessary</b>					

**(b) Employment other than teaching**

Please give details including dates of other employment or occupational including HM Forces

<i>Name of Employer and Address</i>	<i>Post and Nature of Employment</i>	<i>Dates (month and year)</i>	
		<i>From</i>	<i>To</i>

**(c) Where breaks of service or periods of non-employment are shown in 3(a) and (b) please give explanatory details below.** Please include any periods of full time commitment e.g. VSO, HM Forces not included in 2 or 5 (b)

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**(d) Professional Development**

(i) In-Service Courses attended during past three years

<i>Subject</i>	<i>Organising Body</i>	<i>Duration</i>

(ii) Details of courses towards which you have contributed

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#### 4. Education

##### (a) Secondary (only)

School/College/Academy(s) (please give address):		<i>From</i>	<i>to</i>
		<i>From</i>	<i>to</i>
<b>Examinations Passed</b>	<b>Date</b>	<b>Subjects and Grades</b>	
G.C.E. "O" level/GCSE or equivalent			
G.C.E. "A" level or equivalent			
Other (please specify examinations passed post qualification)			

##### (b) University/College qualifications

*Including professional qualifications and in-service courses leading to recognised qualifications*

<b>From</b>	<b>To</b>	<b>PT/FT</b>	<b>College/University</b>	<b>Qualifications obtained, with class and dates</b>

## 5. Membership of Professional Institutions

Institutions	Class of membership	Year of election

## 6. Other relevant experience, interests and abilities

Please use a continuation sheet if necessary

We will aim to cater for individual circumstances, but cannot guarantee that we will always be able to do so

**7. Selection Arrangement:** In finalising our selection arrangements, are there any issues that you would like us to consider? E.g. dates and times that you are unavailable. Large print or braille test material. Sign language interpreter, fully accessible venue etc.

7. **Referees** – one of whom should be your present (or last) employer (Headteacher/Principal). If you have been at your current employment for less than 5 years then we require references from the second previous employment. References will only be taken up for applicants selected for interview, and you should ensure your referees are in a position to respond promptly. References will only be considered from referees who can provide a professional reference on your suitability for the post of working in an educational setting. NQT references must be from a professional body e.g. Placement Headteacher/Principal or Tutor.

Applicants must be aware that personal references will not be considered from family or friends.

**Name:**  
**Position held by Referee:**  
**Organisation:**

**Name:**  
**Position held by Referee:**  
**Organisation:**

**Address:**

**Address:**

**Postcode:**

**Postcode:**

**Telephone:**

**Telephone:**

**Email:**

**Email:**

**Can we contact referee before interview?**

**Can we contact referee before interview?**

## 9. Rehabilitation Of Offenders Act 1974

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 (2008) as the position applied for is considered to be working within a regulated activity, therefore any conviction even if it is regarded as spent must be disclosed. If you are successful in your application and you accept an offer of employment, as the potential employer we are eligible to carry out an enhanced DBS check along with reference to the Barred list.

It is an offence to apply for or work for positions involving regulated activity where you are barred from doing so.

## 9. Declaration

I declare that all information submitted in this application form is true, that I have not canvassed any Governor, Trustee or member of the college either directly or indirectly in connection with this application, and will not do so. I understand that such canvassing will disqualify me as a candidate. I further understand that failure to disclose my relationship with a Governor, Trustee or member of the college may also disqualify me and that if such failure is discovered after appointment I will be liable to dismissal without notice, and confirm that I have read the notes relating to convictions and spend convictions of a criminal nature. I attach a letter of application in support of this form along the format prescribed in the job details supplied to me.

Date:

Signed:

**10. NOTES**

- (a) When completed, this form should be addressed to the Principal to the college, to be received by the closing date expressed in the job details.
- (b) If you receive no communication by the proposed interview date, your application will have been unsuccessful.
- (c) Canvassing, directly or indirectly, will disqualify.
- (d) Teachers aged 50 and over are advised that, if they have previously accepted early retirement from a teaching post and are in receipt of a teachers' pension, if appointed to a new teaching post, they should advise Teachers Pensions.
- (e) Candidates recommended for appointment will be required to complete a medical questionnaire, which will be supplied after the interview, for submission to the Occupational Health Unit and may then be required to undergo a medical examination.

**11.** Because of the nature of the work for which you are applying this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders 1974 (Exceptions) Order 1975. Applicants are therefore, not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act, and, in the event of employment being taken up, any failure to disclose such convictions could result in dismissal or disciplinary action by the College. The fact that a conviction has been recorded against you will not necessarily debar you from the consideration for this appointment.

The object of this Notice is not, in any way, to reflect upon applicants' integrity, but is necessary to protect the young persons, vulnerable adults, public, LA and the Trust - (See separate sheet attached).

**DATA PROTECTION**

New College Leicester will be in control of the data provided on this form. Please contact the College for access to the Data Protection Officer for the organisation. The information which you provide in this application form and any other information obtained or provided during the course of your application ("the information") is a contractual requirement to assess your application in the process of a new appointment to the College and failure to provide all of the information requested will impact on the likelihood of you being offered the role. Your information will be used solely for the purpose of assessing your application. If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will be retained for a further 6 months in the event of a new job opportunity, after which time it will be destroyed. You have the right to data portability, request access to, rectification or erasure of your data collected as part of this process. If your application is successful, the information will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment. So that we may use the information for the above purposes and on the above terms, we are required to obtain your explicit consent. Accordingly, please sign the consent section below. You have the right to withdraw your consent at any time and the right to lodge a complaint with the Information Commissioner.

I CONSENT TO MY PERSONAL INFORMATION BEING USED FOR THE PURPOSES AND ON THE TERMS SET OUT ABOVE.

Signed:.....

Print:.....

Date:.....

# Leicester City Education Committee and New College Leicester Trust

## Notice to applicants

### Re: Convictions and 'Spent' Convictions of a Criminal Nature

You will appreciate that the Education Authority/Trust must be particularly careful to inquire into the character and background of applicants for appointment to posts involving contact with children under the age of 18. It is therefore essential that, in making your application, you disclose whether you have ever been convicted of a criminal offence and, if so, for what offence(s). Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4 (2) of Re-habilitation of Offenders Act 1974, by virtue of the Re-habilitation of Offenders (Exemptions) Order 1975 and the Re-habilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986. The fact that conviction(s) have been reported against you will not necessarily debar you for consideration for this appointment.

You must, therefore, answer the question at the foot of this notice **“have you ever been convicted of a criminal offence?”** (please answer **“yes”** or **“no”**). If the answer is “yes”, you must give details which may, if you wish, be enclosed in a separate, sealed envelope marked “confidential” and attached to the application. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies. The object of this Notice is not, in any way, to reflect upon applicants' integrity but it is necessary to protect the public and the Trust.

In accordance with the recommendations of the Home Office, successful candidates for all posts where there is to be contact with children, will be the subject of a request to Leicestershire Constabulary for a search by the Disclosure and Barring Service (DBS), regardless of the answer given to the question concerning previous convictions.

Acceptance of an offer of appointment will be deemed to be acceptance that such an investigation may take place. Applicants are informed that providing false information is a disciplinary matter and may result in summary dismissal.

## Question

**Have you ever been convicted of a criminal offence? YES/NO**

**If yes, please give details below:**

**Date:**

**Signed:**



**EQUAL OPPORTUNITIES IN EMPLOYMENT – IMPORTANT**

**(a) Policy**

New College Leicester Trust is an Equal Opportunities Employer. It is the policy of the Trust that no job applicant or employee shall receive less favourable treatment because of his or her sex, marital status, ethnic, cultural or national origins, disability, age or any other condition which cannot be shown to be justifiable.  
Reference should be made where necessary to the Sex Discrimination Act, 1975, The Race Relations Act, 1976, the Disabled Persons Acts, 1944 and 1958 and the Disability Discrimination Act 1996.

**(b) Monitoring**

For the policy of equal opportunities to be effective it must be certain that unfair or illegal discrimination is not taking place. The Trust, supported by its Trades Unions, considers that in order to achieve this and to ensure the continued development of its policies, it must keep up-to-date information about job applicants. All applicants for employment are, therefore asked to complete Equality Monitoring Section of this form.  
The information which you give WILL NOT be used by those involved in the selection procedure; it is for STATISTICAL PURPOSES ONLY.

*Completion of this section is voluntary and in confidence*

**a) Media Source**

Where did you see/hear about this vacancy?

**b) Equal Opportunities Monitoring**

Date of birth.....

Gender:  Male  Female

**c) Disability**

Please tick the box that describes your disability status The Disability Discrimination Act (DDA) 1995 defines a person with a disability as someone who has 'a physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day-to-day activities'.

Under this definition, do you consider yourself to be disabled?

Yes  No

**d) Religion**

Buddhist  Christian  Hindu  Jewish  
 Muslim  Sikh  None  Other (please state)

**e) Ethnic Origin**

**WHITE**

British   
Irish   
Other British   
Any other White background   
(Please specify)

**MIXED**

White and Black Caribbean   
White and Black African   
White and Asian   
White and Chinese   
Any other Mixed background   
(Please specify)

**OTHER ETHNIC GROUP**

**Any other Ethnic group not above**   
(PLEASE SPECIFY)

**ASIAN, including**

**Asian English, Asian Scottish, Asian Welsh, Asian British**

Indian   
Pakistani   
Bangladeshi   
Any other Asian background   
(Please specify)

**BLACK, including**

**Black English, Black Scottish, Black Welsh, Black British**

Caribbean   
African   
Any other Black background   
(Please specify)

**CHINESE, including**

**Chinese English, Chinese Scottish, Chinese Welsh, Chinese British**

Chinese   
Any other Chinese background   
(Please specify)

**e) Ethnic Origin**

Please tick this box if you give consent to the Equal Opportunities information given in this application form being used for the purposes of promoting & monitoring Equal Opportunities.