

Please complete this form in black ink so we can obtain clear photocopies. If you are word processing your form the font size should be a minimum of 12 point. Please see our guidance notes before completing the form.

1. Job Details		
Application for the post of:		School:
Where did you see the post advertised?		Job Ref:
Do you wish to apply for the post on a job share basis?		YES/NO
2. Personal Details		
Family Name/Surname:	First Name(s):	Title e.g. Mr/ Mrs/Miss/Ms:
Address:		Postcode:
Work telephone number:	Home telephone number:	
Email address:	Mobile telephone number:	
Preferred contact method:	DCSF No:	
	GTC Registration No:	
National Insurance No:	Date of Birth: <i>(see guidance notes)</i>	
If you are currently employed, may we contact you discreetly at work?		<b>YES / NO</b>
Do you currently work for Brighton & Hove City Council		<b>YES / NO</b>
Do you have regular use of a vehicle for work?		<b>YES / NO</b>
<b>Equality Act (2010) - Disability</b>		

The council uses the 'Two Tick' symbol which means we are committed to employing people with disabilities and wish to encourage more applications from people with disabilities. If you are considered to be disabled under the Equality Act definition and have demonstrated that you meet the minimum criteria for the post, you will be guaranteed an interview.

The Equality Act states that "a person has a disability if he or she has a physical or mental impairment and the impairment has a substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities". Long term means that the effect of the impairment has lasted or is likely to last for at least 12 months.

- Do you consider yourself to have any disabilities? **YES / NO**

Please state any arrangements you would like us to make to assist you if you are called for interview:

3. Education and Qualifications		
<b>Secondary School:</b>	<b>From:</b>	<b>To:</b>
'A' Level Passes:		
<b>University:</b>	<b>From:</b>	<b>To:</b>
<b>Degree/Subject:</b>	<b>Class/Division:</b>	
<b>College of Teacher Education:</b>	<b>From:</b>	<b>To:</b>
<b>Qualification Gained:</b>	<b>Date</b>	
Trained to teach age range:		
Principal subject:		
Subsidiary subjects:		

#### 4. Training, and/or Membership of Professional Bodies

Include any information here that is relevant to the job for which you are applying, e.g. tell us about any qualifications that you are studying for currently. List any training courses or conferences/seminars from which you have gained skills or knowledge. If appropriate, include details of membership of professional bodies and state how the membership was obtained e.g. examination, nomination, experience. etc.

Relevant dates:

#### 5. Present Employment

Name of School & Authority or Organisation:

Type of School & No. on Roll:

Brief outline of duties:

Post Title:

Date From:

To:

Salary/point:

Value of other benefits:

Notice period required:

Reason for leaving:

## 6. Previous Employment

Please list the most recent experience first and indicate the fraction of full-time where any post was part-time.

Name of School & Authority or Organisation	Type of School & No. on Roll	Post Held & Salary/point	Period of Service From To Month/Year Month/Year	Reason for leaving

## 7. References

Please give the name, address and contact number of two employers who can provide us with an assessment of your suitability for this post. One of the referees should be your current employer or most recent employer if you are unemployed. You must include a reference from a previous employer where you have worked with children. If you are at college or have recently left, please give the name of your teacher or lecturer.

**References will be taken up at the shortlisting stage.** Please put an 'X' in the box if you do not wish us to contact either referee before informing you.

<input type="checkbox"/> First Reference	<input type="checkbox"/> Second Reference
Name:	Name:
Job Title: Address:	Job Title: Address:
Work relationship:	Work relationship:
Tel:   Postcode:	Tel:   Postcode:
Email address:	Email address:

**A job offer will not be made without two satisfactory references.**

## 8. Skills, Abilities, Knowledge and Experience

When completing this section, which is the most important part of the form as it tells us about your knowledge, skills, abilities and experience, use the criteria listed in the person specification as headings for your responses. Describe how these relate to the criteria by giving clear examples. Please do not repeat what the person specification states. For example if it asks for 'ability to' or 'experience of' give examples by referring to your professional/ academic/ personal life or voluntary work. If you do not make this clear in your application form, it is **unlikely** that you will be shortlisted for interview.

Knowledge, skills and experience are not just gained through full time work. They can also be gained through voluntary work, part-time work, college or school based projects, job clubs, home life or hobbies etc.

Use extra sheets if you need to and make sure they are clearly marked with your name, the job title and the job reference number. We would also recommend that you [read our guidance notes](#).

Please put an 'x' in this box if you are attaching continuation sheets or continue typing.

**9. Further Information** please read the enclosed guidance notes before completing this section

**i. Authorisation to Work in the UK & Points-Based System**

To comply with the Immigration, Asylum and Nationality Act 2006 we are required to check your eligibility to live and work in the UK. Please confirm that on request you will be able provide this evidence. **YES/NO**

In accordance with the points-based immigration system, please confirm whether or not you are a national from a non-European Economic (EEA) country. **YES/NO**

See guidance notes for a list of EEA countries and further information on authorisation to work in the UK.

**ii. Rehabilitation Of Offenders Act 1974 (Exceptions) Amendment Order 1986**

Before any person is appointed to a post which involves substantial access to children, the Council has a duty to process a CRB Disclosure Application to check for any criminal convictions, cautions, bindovers or pending prosecutions which would make it undesirable for the person to work with children. Because of the nature of this post you are not entitled to withhold information about convictions, cautions or bindovers which, for other purposes, are 'spent' under the provisions of the

Rehabilitation of Offenders Act 1974. This is because of the terms of the (Exceptions) (Amendment) Order 1986. For this reason if you are shortlisted for this post you will be asked to complete a more detailed form. Any information you provide at that time will be treated as completely confidential and will be considered only in relation to this application. In signing this application you will be acknowledging that you understand a CRB disclosure check will be made.

Do you have any criminal convictions, (including spent and unspent), cautions, bindovers or prosecutions pending? **YES / NO**

If you answered **yes** please ensure any information is placed in the space provided below or in a sealed envelope which clearly states your name along with the job title and reference number and returned with your application form.

### iii. Relatives and Other Interests

- Are you related to or do you have a personal friendship with a councillor, senior council officer or governor? **YES / NO**
- Do you have or have you had any business and/or financial interests which may conflict with the duties of this post e.g. a previous contractual relationship with the council as a supplier or developer? **YES / NO**

Canvassing of councillors, senior officers or governors in relation to this appointment will disqualify you.

### iv. Driving Details

- If the post requires you to drive, do you hold a current driving licence? **YES/NO**

If **yes** please detail what type (full/provisional/PSV):

- If **yes** what transport do you have access to:

If you have any current driving endorsements, please give details:

### Declaration

The city council is a data controller for the purposes of the Data Protection Act 1998 and will comply with the employment practices data protection code. By completing this form and otherwise supplying information to the council you agree that the council may obtain, retain and process personal data supplied by you or relating to you for recruitment, vetting, selection and appointment purposes (and subsequently if you are employed by the council, for payroll purposes, administration of employee benefits, mobility transfer and promotion purposes, to measure and record progress in the council including training, grievance, capability and disciplinary procedure and warnings, management of sickness absence and as required or permitted by statute or regulation and generally as necessary under the employment relationship and the council's legitimate activities).

Application forms for unsuccessful candidates are retained by the Human Resources division and will be destroyed 6 months after the appointment date.

**Declaration:**

I declare that the information given in this application is to the best of my knowledge true and accurate. I understand that if the information provided is false or misleading in any way, it will result in my application not being pursued, or if appointed, may lead to disciplinary action and dismissal. I also understand that canvassing of, or failure to disclose a relationship to, a councillor, officer or governor of the council will disqualify my application or if appointed, may lead to disciplinary action and dismissal.

Signed:

Date:

**What to do Next?**

Please return your application form by the specified closing date **directly to the school you are applying to**

To help us monitor our recruitment and selection processes in relation to our equalities responsibilities, we ask for your co-operation in completing a recruitment equalities monitoring. The information contained within this form will be input onto a computerised database and be used for recruitment and selection purposes only. It is separated from the application form at the time it is received and will not form part of the selection process. Thank you.

# Completing the Teachers' Application Form

## Guidance Notes for Applicants

The application form is an important part of Brighton & Hove City Council's school recruitment process. The information you provide on the application form enables us to decide whether or not you are shortlisted for interview and is also used as the basis for the interview itself.

You will have received a job description that outlines the main duties of the post and a person specification which sets out the essential criteria for the post. Please read both of them carefully before completing the application form. Remember that the application form is the only information we use to shortlist candidates. CV's do not meet our requirements and will not be considered.

### Some general tips on completing application forms:

- ✓ fill in all the sections of the form as fully as possible
- ✓ read the job description and person specification carefully before completing the form
- ✓ draft your application before completing the form
- ✓ keep a copy of your application form for your own records

## Completing the Application Form

### 1. Job Details

- The post title and Job Reference Number will have been included in the advert for the post.
- All full-time Council jobs are available for job share unless otherwise stated in the advert. Please indicate if you wish to apply for the post on a job share basis and this will be discussed with you if you are invited for interview. You do not need a job share partner to apply for a post on a job sharing basis.

### 2 Personal Details

- The information in this section will only be seen and used by those involved in the recruitment process. If you are appointed it will also form the basis of all personal records.
- If you hold a temporary National Insurance Number, the Council will require you to immediately obtain a permanent National Insurance Number if you are successful at interview. You should apply for a permanent number through your local Job Centre Plus office, Job Centre or Social Security Office (visit [www.jobcentreplus.com](http://www.jobcentreplus.com)) for the address and contact number of your nearest office.
- Your date of birth is required to validate your identity and is included on the application form in accordance with the Safeguarding Children and Safer Recruitment in Education guidance.

### 3. Education and Qualifications

- Qualifications will only be taken into account if they are strictly required for the post.
- We don't expect you to list every exam taken with the level you achieved. For example, if you have GCSE's or A' Levels tell us the total number you attained.
- If you have gained qualifications overseas which you feel are relevant, please give us the details and we will check (if we need to) whether or not they are valid.
- If you are invited for interview you will be asked to produce proof of any relevant qualification(s) e.g. your certificate(s).

### 4. Training and/or Membership of Professional Bodies

- You will also be asked to produce proof of any professional membership registration, e.g. General Teaching Council.

### 5. Present/ Most Recent Employment or Voluntary Work

- If your present, or most recent employment was voluntary, or if you were self employed, please include the details in this section.

## 6. Previous Employment

- This section tells us about your previous employment record. Please include all jobs whether full time/ temporary/ part time/ voluntary or any periods of self employment.
- Employment dates should be continuous. If you have had any gaps in employment, please tell us why; e.g. a career break, a period of studying, caring for children, unemployment, etc.

## 7. References

- You must give details of **TWO** referees who can give us an assessment of your suitability for the post. Personal references are not acceptable. Also, check in advance with your referees that they are happy to be contacted for a reference.
- If currently employed, one of your referees must be your current employer.
- If currently unemployed, one of your referees should be your most recent employer. Otherwise, could your job adviser, or a tutor/trainer (if you have recently undertaken training) act as a referee?
- You must include a reference from a previous employer where you have worked with children.
- If you are at school/college/university or have recently left, please give the name of your teacher/lecturer/course tutor.
- If you already work for a school or establishment within Brighton & Hove City Council or have previously worked for us we will automatically seek internal references.
- References will be taken up at the shortlisting stage. Please note that job offers will not be made until receipt of two references which are satisfactory to the School.

## 8. Skills, Abilities, Knowledge & Experience Relevant to the Post

- **This is the most important part of the form as it gives you the opportunity to tell us about your skills, abilities, knowledge and experience.**
- The Person Specification lists the essential criteria needed to do the job - by 'criteria' we mean the knowledge, skills, abilities and experience.
- The information you give in this section must tell us how you meet the essential criteria in the person specification, for example what you have done, when you did it, how long for, etc.
- Use the criteria in the person specification as headings for your response and give examples which describe your skills, knowledge and experience. When addressing the criteria, please do not only repeat what the person specification states, but give clear examples of how your skills, abilities, knowledge or experience are relevant to the criteria.
- Think about how you gained your knowledge, skills and experience was it through work or through voluntary work, community work, college or school based projects, leisure interests, job clubs, home life, or a training courses?
- **If you do not clearly demonstrate to us how you meet the essential criteria listed in the person specification, it is unlikely that you will be shortlisted for interview.**

## 9. Further Information

### i. Authorisation to Work in the UK (Immigration, Asylum and Nationality Act 2006)

In order for the Council to comply with the Immigration, Asylum & Nationality Act 2006, you will be asked to confirm on the application form that you are able to supply evidence of your eligibility to live and work in the UK. This could be a passport showing that you are a British Citizen, a resident permit issued by the Border and Immigration Agency as a national from a European Economic Area country (or Switzerland), or a permanent National Insurance number with supporting documentation (i.e. a full birth certificate). If you are invited to interview you will be required to bring this evidence with you and show it to the interviewing panel.

Refer to [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk) for further information, or contact your nearest visa bureau office.

### **Workers Registration Scheme**

Under the scheme, nationals from the following European Union member states are required to register with the UK Border Agency.

Czech Republic; Estonia; Hungary; Latvia; Lithuania; Poland; Slovakia; Slovenia; Romania and Bulgaria.

If you are offered employment you must register immediately with the Border and Immigration Agency. It is important to note that even if you have registered with another employer, you will be required to register once again, but with Brighton & Hove City Council by submitting a registration application form available from the Border and Immigration Agency. A copy of the registration certificate will be held by Human Resources.

### **Points-Based System for non-EEA Nationals**

The points-based system has been introduced by the UK Border and Immigration Agency for migrant workers from outside the \*European Economic Area (EEA) and Switzerland who want to come to work and study in the UK. Any prospective non-EEA National who is intending to apply for a post must self-assess their eligibility under the scheme before submitting an application. Where appropriate to the post a sponsor certificate will then be issued by the council to any successful candidate. This must then form part of the points-based application that the non-EEA National will need to submit to the UK Border Agency. For full information and guidance contact the UK Border Agency direct at [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk). It should be noted that the council will not be able to meet the cost of any 'leave to remain' application.

### **EEA Countries**

Austria; Belgium; Bulgaria; Cyprus; Czech Republic; Denmark; Estonia; Finland; France; Germany; Greece; Hungary; Iceland; Ireland; Italy; Latvia; Liechtenstein; Lithuania; Luxembourg; Malta; Netherlands; Norway; Poland; Portugal; Romania; Slovakia; Slovenia; Spain; Sweden; United Kingdom

## **ii. Disclosure of Criminal Convictions (Rehabilitation of Offenders Act 1974)**

**What is meant by an unspent conviction?** If you have ever been convicted of an offence for which a sentence of more than 2 ½ years was imposed (regardless of the amount you actually spent in prison) then this conviction can never become spent and you must disclose it when asked. Having an 'unspent' conviction will not necessarily bar you from employment. We will look at any 'unspent' convictions in relation to the post you have applied for, before making any decision.

**What about spent convictions?** The Rehabilitation of Offenders Act 1974 enables some criminal convictions to become 'spent' (or ignored) after the appropriate rehabilitation period. You do not have to disclose information on spent convictions unless you are applying for a post which is exempt from the Act, in which case all convictions must be declared.

**What do we mean by exempt?** There are a number of posts within the Local Authority which are exempt from the Rehabilitation of Offenders Act 1974. These posts normally involve working with children or vulnerable adults (e.g. social workers, teachers) and also some posts in finance and the law. If the post for which you are applying is an exempt post you must declare all convictions - spent and unspent - and any cautions or bindovers.

**You should note that you are applying for an exempt post and failure to disclose any 'unspent' or 'spent' convictions may result in any offer of employment being withdrawn or, your dismissal if already appointed.**

## **CRIMINAL RECORD CHECK FOR EXEMPT POSTS**

If you are invited for interview for a post which is 'exempt' you will be required to provide us with proof of your identity - further information will be provided at the time.

If appointed, a criminal record check will be carried out via the Criminal Records Bureau - this is also known as a disclosure check. An offer of employment will not be confirmed unless this check is satisfactory to the School.

### **iii Relatives/ Other Interests**

We ask these questions to make sure that someone with whom you may have a contractual relationship, or is a relative, is not involved in the selection process. Canvassing of Councillors, Council Officers or Governors in relation to this appointment will disqualify your application.

#### **Relevant medical information**

Should you be invited for interview, the panel may ask you to give medical information to assess your ability to carry out a function that is intrinsic to the work concerned, e.g. lifting and handling, or to determine whether there is a duty to make reasonable adjustments.

If successful after interview, you will be required to undergo a health check process which is appropriate to the post for which you have applied. This normally involves you completing a pre-employment health questionnaire form, which is then forwarded to our occupational health service for an assessment of your fitness for the post. If Occupational Health requires further information from you such as information from your GP, or if they wish to see you, they will contact you directly.

**All job offers are subject to the receipt of a satisfactory health check. Unsatisfactory health checks may result in any offer of employment being withdrawn.**

***Thank you for your interest in working for Brighton & Hove City Council***