be **one** in a million

Birmingham City Council

JOB APPLICATION FORM – TEACHING POSTS

Children, Young People and Families Directorate

Birmingham City Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure will be required for this post.

Birmingham City Council is committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic origin or national origin, nationality, sexuality, marital status, responsibility for dependants, religion, trade union activity and age.

FOR OFFICE USE

***Please refer to the attached Notes for Guidance before completing this Application.**

1. VACANCY DETAILS

Position Applied For: _____

School/Establishment: _____

Please enter phase/s you wish to teach

Nursery	Reception	KS1	KS2	KS3	KS4	Special

Main Subject (where appropriate):	Subsidiary Subject:
Other Subject Interests, e.g. Sport, Music, Drama, Community Language. Please give details opposite.	

2. PERSONAL DETAILS

First Name(s): _____ Last Name : _____

Any Previous Name/s: _____ Title: e.g. (Mr,Mrs,Miss,Ms) _____

Date of birth: _____ Daytime Tel: _____ Evening Tel : _____

Mobile Tel No: _____ Email Address: _____

Address: _____

_____ Postcode: _____

Correspondence Address if different from above: _____

_____ Postcode: _____ Tel No: _____

Do you have the right to work in the UK? Yes ☐ No ☐

Teacher Reference Number	National Insurance Number	Do you require a work permit?	Do you have QTS, including skills tests if qualified post 2004?
☐☐☐☐☐☐☐☐	☐☐☐☐☐☐☐☐☐	Yes ☐ No ☐	Yes ☐ No ☐

PERSONAL DETAILS (Cont'd)

Are you related to or do you have a close relationship with a Councillor, School Governor or employee of Birmingham City Council? Yes ☐ No ☐

If yes, please provide details: Name: _____

Relationship: _____ Position: _____

Department: _____

Do you wish to job share the position you are applying for? Yes ☐ No ☐

3. GENERAL TEACHING COUNCIL REGISTRATION

Are you registered with the General Teaching Council?	Yes ☐ No ☐	GTC Number:

4. RETIREMENT/DISMISSAL

Are you in receipt of a Teachers' Pension?	Yes ☐ No ☐
If yes, state date effective from and the type of pension you are receiving? i.e. Actuarially Reduced Benefits, Age, Phased, Premature or Ill Health retirement.	
Have you ever been dismissed from a school for misconduct? Yes ☐ No ☐	If Yes: Date _____ Name of school and LA _____ Please attach full details of the reason for the dismissal in a sealed envelope marked ' Private and Confidential' and return with you application.
Have you been dismissed for misconduct, from a Birmingham City Council Department within the last 10 years? Yes ☐ No ☐	If Yes: Date _____ Name of Department _____ Please attach full details of the reason for the dismissal in a sealed envelope marked ' Private and Confidential' and return with you application.
(Please be assured that providing this information will not necessarily bar you from employment)	

5. INDUCTION

Did you qualify as a teacher after May 1999? If yes, where was the induction served?	
Between what dates did you serve your induction?	
Did you pass the induction?	Yes ☐ No ☐
Do you have any period left to serve on your induction? If yes, how much longer have you got to serve? If not complete please attach copies of your induction reports for the period served.	Yes ☐ No ☐

6. EDUCATION DETAILS (FURTHER/HIGHER EDUCATION – MOST RECENT FIRST)

Dates From	To	Institution/s Attended	Cert, Diploma, Degree, Higher Degree	Awarding Body	Class/Div Obtained	Date Gained/ Expected

7. EDUCATION DETAILS (SECONDARY – MOST RECENT FIRST)

Dates From	To	Name of School/ College	Subjects	Type of Exam	Awarding Body	Grade	Date Gained

8. EXPERIENCE – PREVIOUS CAREER AND OTHER (MOST RECENT FIRST)

Please complete the following starting with your current employment and include all employment including non-teaching. Any employment with Teacher Supply Agencies must show the Agency as the employer and not the school where the work was carried out. Please also include any breaks in employment history together with the reason for the break. This information may form part of your salary assessment, so please complete the following accurately and include all experience since the age of 18, including any part time or voluntary work. Failure to provide the correct and accurate information may result in an incorrect salary assessment. If you have passed threshold you will need to supply a copy of your letter of confirmation with this form.

Dates		Employers Name	Employers Address	Position Held	Salary of current or most recent teaching position	F/t P/t	Prop. of Hrs	Responsibilities (Please indicate type and size of school, subjects and ages taught)	Reason for Leaving/ Reason for break in employment
From	To								

9. IN SERVICE TRAINING/PROFESSIONAL DEVELOPMENT (MOST RECENT FIRST)

Dates From	To	Organising Body	Course Title	Length of Course

For first time Headship applications only:

NPQH Award Yes ☐ No ☐ Date of Award _____

Accepted onto NPQH Programme? Yes ☐ No ☐ Date _____

(Please attach letter of acceptance from NCSL)

10. ARRANGEMENTS FOR INTERVIEW

If you have a disability, are there any arrangements which we can make for you if you are called for an interview and or/work based exercise? Yes ☐ No ☐

If Yes please specify, (e.g. ground floor venue, sign language, interpreter, audioloop, etc).

_____

_____

11. WRITTEN REFERENCES

Please give the name of two referees, one of whom should be your current or most recent employer. If this employment has been within a school, this would normally be your head teacher, unless in exceptional circumstances. If you are not currently working with children, but have previously done so, one referee must be the most recent employer who employed you to work with children.
Head teacher applicants should normally provide the name of an appropriate senior officer in the maintaining authority of their current or most recent school. The second referee would normally be the Chair of Governors at that school.
Written references will not be accepted from relatives or people writing solely in the capacity of friends:-

Name _____

Address _____

_____

_____ Postcode _____

Telephone No. _____

E-mail: _____

Fax No. _____

Relationship to You: _____

Under Safeguarding Children and Safer Recruitment in Education, written references are required prior to interview. However if you strongly object to a reference being obtained prior to interview please put a cross in the box – please refer to guidance notes. ☐

Name _____

Address _____

_____

_____ Postcode _____

Telephone No. _____

E-mail: _____

Fax No. _____

Relationship to You: _____

Under Safeguarding Children and Safer Recruitment in Education, written references are required prior to interview. However if you strongly object to a reference being obtained prior to interview please put a cross in the box – please refer to guidance notes. ☐

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12. OTHER RELEVANT INFORMATION IN SUPPORT OF YOUR APPLICATION

(Please continue on a separate sheet/s if necessary - no more than 2 sides of A4 paper).

13. DATA PROTECTION ACT 1998 – Consent and Certification of Details

The information collected on this form and other information which constitutes your personnel record will be used in compliance with the Data Protection Act 1998. The information is being collected by Children, Young People and Families Directorate for the purpose of administering the employment and training of employees within the Directorate. The information may be disclosed, as appropriate, within the Directorate, to school governors, to Occupational Health, to the General Teaching Council, to the Teachers Pensions Agency, to the Department of Children, Schools and Families, the West Midlands Metropolitan Authorities Pension Fund, pension providers and relevant statutory bodies.

You should also note that because we have a duty to protect the public funds we handle, we might need to use the information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations, which handle public funds.

I, (print name) _____

consent to Birmingham City Council recording and processing the information detailed in this application form.
I understand that this information may be used by the City Council in pursuance of its business purposes and my consent is conditional upon the City Council complying with their obligations under the Data Protection Act 1998.

14. CONFIRMATION OF DETAILS

I hereby certify that all the information given on this form is correct and that all questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. I understand that should the information given in this application be incorrect it may result in my application being rejected, or if selected for the position, summary dismissal, and possible referral to the police.

Signature: _____ Date: _____

Print Name: _____

15. DISCLOSURE

Rehabilitation of Offenders Act 1974 (exceptions) Order 1975

IMPORTANT NOTE FOR ALL PERSONS APPLYING FOR POSITIONS IN SCHOOLS AND COLLEGES, AND OTHERS WHO WILL WORK WITH YOUNG PERSONS UNDER AGE 18

The **Rehabilitation of Offenders Act 1974** (exceptions) Order 1975 does not allow employees with access to children and young persons under the age of 18 years the right to withhold information regarding previous criminal convictions, as well as cautions, warnings, reprimands and bind-overs, for any offence (not just those involving children) which for other purposes are 'spent' under the provisions of the Act. You should disclose in this section any previous convictions, cautions, warnings, reprimands and bind-overs.

Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs could result in dismissal should it be subsequently discovered. Any information given, either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application.

I confirm that I have no criminal convictions, cautions, warnings, reprimands or bind-overs, or are on List 99, disqualified from working with children, or subject to sanctions imposed by the General Teaching Council (GTC).

Signature _____ Print Name _____

If you do have any criminal convictions, cautions, warnings, reprimands or bind-overs, or are on List 99, disqualified from working with children, or subject to sanctions imposed by the General Teaching Council (GTC), please enclose full details in a sealed envelope marked 'Private and Confidential' and tick this box. ☐

Having a criminal conviction will not necessarily bar you from employment.

16. RETURN ADDRESS

Please return to:

Response Handling Unit
6th Floor
38-50 Orphanage Road
Erdington
Birmingham, B24 9HW
E-mail: csurecruitment@birmingham.gov.uk

For School Use Only:

Please ensure that completed applications for successful candidates are returned to:
Schools Personnel Services
4th Floor
38 - 50 Orphanage Road
Erdington
Birmingham
B24 9HW

Can you please indicate whether you follow the Birmingham Pay Policy?	Yes/No

Recruitment Monitoring

Name:_____

Job title:_____

Job ref no:_____

Gender

I am: ☐ Female ☐ Male

Date of Birth:_____ Age:_____

To help us monitor our Equal Opportunities in Employment Policy please tick or complete the following boxes as appropriate:

Ethnic Origin

Choose one section from (A) to (E) then tick the appropriate box to indicate your cultural background. These are based on the 2001 Census with additional categories included.

A White

☐ British ☐ Albanian/Kosovan ☐ Roma
☐ Irish ☐ Bosnian

Any other White background please write in below:

_____

B Mixed

☐ White and Black - Caribbean
☐ White and Asian
☐ White and Black - African
☐ Asian and Black

Any other Mixed background please write in below:

_____

C Asian or Asian British

☐ Indian ☐ Kashmiri ☐ Pakistani ☐ Bangladeshi

Any other Asian background please write in below:

_____

D Black or Black British

☐ Caribbean ☐ African

Any other Black background please write in below:

_____

E Chinese or other ethnic group

☐ Chinese ☐ Arab ☐ Afghan

☐ Kurdish ☐ Vietnamese

Any other please write in below:

_____

Disability

The Disability Discrimination Act 1995 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

Do you have a disability as defined above? Yes ☐ No ☐

If all of the above does not apply to you, however, you consider yourself to have a disability, please tick here. ☐

Employment Status

Are you currently employed by Birmingham City Council? Yes ☐ No ☐

If yes, please state if you are employed on a temporary, casual or permanent basis:

Are you currently unemployed? Yes ☐ No ☐

What is your sexual orientation?

☐ Bisexual
☐ Gay Man
☐ Lesbian or Gay
☐ Heterosexual / Straight
☐ Other
☐ Not Disclosed

Religion

☐ Christian - Catholic
☐ Buddhist
☐ Hindu
☐ Jewish
☐ Muslim
☐ Sikh
☐ No religion
☐ Other - please specify:

Job Advertisement

How did you first find out about this job?
Please specify the source or publication.

☐ Jobs4U jobs bulletin
☐ Birmingham City Council Website
☐ Jobsgopublic Website
☐ Website, other (please specify),
☐ Professional Journal (please specify),
☐ Birmingham Evening Mail
☐ Other Newspaper (please specify),
☐ Radio (please specify),
☐ Word of Mouth
☐ Careers/open day (please specify),
☐ Jobcentre Plus
☐ Search Consultant
☐ Other (please specify), _____

Stonewall DIVERSITY CHAMPION

POSITIVE ABOUT DISABLED PEOPLE