



**Doncaster Metropolitan Borough
Council
Directorate of Education and Culture**

For Office Use Only

Rec: _____
Ack: _____
Conf: _____
Int: _____
Reg: _____

Appointment of Teacher

Title of Post	
AT:	SCHOOL OR UNIT

Personal Information

Name	Family Name	Initials
	<input style="width:95%;" type="text"/>	<input style="width:95%;" type="text"/>
Postal Address	<input style="width:98%;" type="text"/>	
	<input style="width:98%;" type="text"/>	
Home Address (if different)	<input style="width:98%;" type="text"/>	
	<input style="width:98%;" type="text"/>	
Telephone	<input style="width:98%;" type="text"/>	
Salary Scale of Present Post	<input style="width:80%;" type="text"/>	Scale Point
		<input style="width:80%;" type="text"/>
DfES Number	<input style="width:80%;" type="text"/>	National Insurance No
		<input style="width:80%;" type="text"/>
Are you registered with the General Teaching Council?		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>

Secondary, Further and Higher Education

Name of Institution	Period of Course	Part-time or Full-time	Qualifications Obtained and Date(s) of Award(s)

Subsequent Qualifications/Research

(Continue on additional sheet at the end of the application form if necessary)

Teaching Experience

Please list in chronological order and indicate full or part time
(Applicants for first teaching post give details of teaching practices)

Details of School, College or other workplace including Age Ranges and Number on Roll	Employing Authority	Period of Employment From – to dd/mm/yy	Post and Age Ranges Taught. Grade or Salary
Current Post			

Employment, if any, other than in Teaching

Name of Employer	Post	Dates of Employment

Details of In-Service Training Courses Attended

Nature of Course	Duration (with dates)

(Continue on additional sheet at the end of the application form if necessary)

Further Information in Support of Application

Applicants should include information on the scope of their current work and responsibility, in their involvement in such areas as curriculum development, extra curricular activities and any other experience or aptitude relevant to the application. This is not an exhaustive list and is meant only as a guide. All candidates should describe how they would address the responsibilities of the particular post for which they are applying.

(Continue on additional sheet at the end of the application form if necessary)

FAIRNESS IN EMPLOYMENT MONITORING SHEET

What are we trying to achieve?

Doncaster Metropolitan Borough Council is committed to achieving fairness and equality in employment. The aim of our policy is to ensure that no employee, or potential employee, receives less favourable treatment or is disadvantaged on the grounds of disability, race, colour, nationality or ethnic origin, sex, marital status, age, sexual orientation, religious belief or any other unjustifiable cause not specified.

What is this form for?

Our recruitment, selection, and promotion procedures will be regularly reviewed to ensure that individuals are treated on their merits and abilities. To help us to achieve this, we are asking you to complete the form overleaf and return it with your application. The information that you give us will be used to assess the effectiveness of our procedures and to plan future initiatives. It will not be used for any other purpose. The form will be separated from your application as soon as it is received and it will not be passed on to anyone involved in short-listing or interviewing for the post for which you are applying.

What information are we asking for?

We are asking for a certain amount of personal information about you. Some of this information is to help us ensure that our policies and procedures do not discriminate. Examples are your race, your gender, your age, whether or not you consider you are disabled. We use the information to check to what extent the people who apply to us for jobs, or who get jobs with us, are representative of the local population. This in turn helps us to judge whether our recruitment processes are fair and equally open to everyone regardless of their background.

EQUAL OPPORTUNITIES MONITORING FORM

This part of the application form will be detached before the selection process.
 The information in it **WILL NOT** be used in selection and the information will be treated in the strictest confidence.

Reference No.(official use only) _____

Surname/Family name: _____

Forenames/Given names: _____

Preferred Designation:(eg Dr, Ms, Mrs, Mr)

(Click in any of the boxes to insert an "X")

Are you: Female Male **Tick as appropriate**

Are you: Single Married Other (please specify) _____

Your age: 16-24 25-34 35-44 45-54 55 and over

Do you consider yourself to be: Disabled Not Disabled

What is your Nationality? _____

Would you describe your ethnic origin as:

(Click in any of the boxes to insert an "X")

Asian or Asian British

Chinese

Bangladeshi

Mixed

Indian

White and Asian

Pakistani

White and Black African

Any other Asian background*

White and Black Caribbean

Black and Black British

Any other Mixed background*

Black African

White

Black Caribbean

British

Any other Black background*

Prefer Not to Say

Irish

Any other White Background*

*Please write below description:

If you feel that none of these categories accurately describes your ethnic origin please write below in your own words:

How did you learn about the vacancy?

(Click in any of the boxes to insert an "X")

Local Media (ie Free Press):

Please specify:

National Media (ie TES):

Please specify:

Professional Publication:

Please specify:

Internet Web-site:

Please specify:

Internal Council Communication:

Council Web-site:

Casual Enquiry:

Job Centre:

Other (please specify): _____

Under the Data Protection Act, 1998 this data is classified as sensitive.

Please indicate your approval to this information being recorded on a database and used for statistical purposes by ticking the appropriate box

I give my consent for this information to be used for statistical purposes I understand it will be recorded on a computer database and access to this will be security controlled.

I do not wish to provide this information

Teachers' Superannuation Scheme

Have you opted out of the Teachers' Superannuation Scheme?	
Have you made a part-time election?	
Are you purchasing extra Family Benefit?	
Are you purchasing Added Years?	

Declaration

Candidates are required to disclose whether to their knowledge they are related to any member of the Council, to any Chief Officer or to any governor of the school.

Please state Yes or No

If your answer is YES, please give details of the relationship (This is to ensure that your relative is not involved in the selection process).

Do you require a work permit or visa to work in the United Kingdom?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Do you consider yourself to have a disability?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Would the provision of any aids or adaptations assist you in carrying out the duties of the post? Please give details.				
Please give details of any provision you require if invited for interview.				

REFERENCES:

Please give the name and address of two people (not relatives), who can comment on your suitability for this post. One must be your present employer (or most recent employer if you are not currently employed)

1 Name	<input type="text"/>	2 Name	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
Tel No	<input type="text"/>	Tel No	<input type="text"/>
Status/Title	<input type="text"/>	Status/Title	<input type="text"/>
May we take up this reference prior to interview? Please enter yes or no	<input type="checkbox"/>	May we take up this reference prior to interview? Please enter yes or no	<input type="checkbox"/>

CANVASSING

Applicants are reminded that they should not, in any circumstances, canvass persons involved in the selection process, as this will disqualify them from consideration.

ACKNOWLEDGEMENTS

Please enclose a stamped addressed envelope if you would like an acknowledgement of this application.

DISCLOSURE OF CRIMINAL CONVICTIONS

Applicants for this post will be required to give details of cautions and convictions, if any, for criminal offences. The successful candidate may have any statement he/she provides checked with police records prior to his/her appointment being confirmed. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Date you can take up the post if appointed:	
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Please ensure that every part of this form is completed (including the Equal Opportunities Monitoring Form)

Signature:		Date:	
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Please return this form to either:(Please check details of Post for conditions of return)

The School to which you are applying	Or: The Executive Director Directorate of Education and Culture PO Box 266 The Council House College Road Doncaster DN1 3AD
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Additional Information Sheet:

Please use this sheet to add any other information you wish to be considered in your application for this post:

s:\typing\linda\forms\teacherapponline.doc\lf

Please return this form to Don Valley High School