

Data Protection Act This information is being collected for the purposes of the recruitment and selection procedures and if successful, for the purposes of the completion of the input process for salary payment, for the calculation of salary and to produce a Statement of Particulars. When you complete this document you are providing your consent for the employer to hold and use personal information for these purposes. The information you provide may also be disclosed to relevant statutory bodies for their purposes. If you have a query or concern regarding this, please contact the Head Teacher of the school, in the first instance.

Posts in schools are subject to the procedures associated with the Protection Children and Young Persons. (see note Part D (a))

Please ensure you read the supplementary notes in Part D, where applicable when completing this form

1. **Post applied for** _____ **Advertisement Ref.(if any)** _____

2. **Name of School/ Establishment** _____

3. Personal Details

(a) Surname _____

(b) Forenames _____

(c) Title Mr Miss Mrs Ms Other _____

(d) Gender M / F _____

(e) Current address _____

_____ Post Code _____

(f) Telephone Number _____ (g) Email Address _____

(h) Previous Names _____

4. **Are you currently (or have you previously been) employed in any capacity with Gloucestershire Local Education Authority? (see Part D note (b))** YES / NO

If YES, please give details:

Establishment & Capacity in which employed _____

Date of and reason for leaving (if applicable) _____

Employee/Delphi/Personal No. (from payslip) _____

5. **(Teachers Only) DfES Ref. No.** _____ **Date of Qualification** _____

Have you completed an induction year as a newly qualified teacher? YES / NO

Are you registered with the GTC for England? YES / NO

6. **If you have a disability please tick the box (see Part D note (c))**

7. Ethnic Origin

Under the classifications shown below, please tick which box describes your ethnic origin. Please note that one of the boxes below must be ticked

Asian or Asian British	Black or Black British	Chinese or other ethnic group	Mixed	White
Indian <input type="checkbox"/>	Caribbean <input type="checkbox"/>	Chinese <input type="checkbox"/>	White & Black Caribbean <input type="checkbox"/>	British <input type="checkbox"/>
Pakistani <input type="checkbox"/>	African <input type="checkbox"/>	Other* <input type="checkbox"/>	White & Black African <input type="checkbox"/>	Irish <input type="checkbox"/>
Bangladeshi <input type="checkbox"/>	Other* <input type="checkbox"/>		White & Asian <input type="checkbox"/>	Other* <input type="checkbox"/>
Other* <input type="checkbox"/>			Other* <input type="checkbox"/>	
I do not wish to disclose				
* If you have ticked any of the boxes marked "other" please give details				

8. Disclosure of Interest (Part D see note (d)).

Are you related to or have a close relationship with any existing employee of the school (including school governors)? YES / NO

If yes, please provide details of their name, job title and your relationship to them _____

9. Declaration (Part D see note (e)) I confirm that I am not included on the list (List 99) of people formally barred from working in schools, disqualified from work with children, or subject to sanctions imposed by a regulatory body. I certify that the information given by me on this application is true to the best of my knowledge and I understand that if I am appointed and such information is subsequently found to be materially incorrect, the Governors will be entitled to terminate my employment without notice.

Signed: _____ Date: _____

This section to be completed by the successful candidate only on appointment

1. Date of Birth ____ / ____ / ____ 2. Marital Status: Single/Married/Divorced/Separated/Widowed

3. National Insurance No. (Part D see note (f)) _____

4. Emergency Contacts

Name _____
Address _____
Tel No: _____
Doctor's Name _____
Tel.No: _____

5. (Teachers Only)

College and/or University attended	Exact dates of	
	Entering	Leaving
University and degree		
Subject and qualification or class of degree		
Date of award		

6. Pension Details (see Part D note (g))

(a) Support Staff Do you wish to contribute to the Local Government Pension Scheme? YES / NO

(b) Full-time teachers Have you opted out of the Teacher' Pension Scheme? YES / NO

Part-time teachers Have you elected to join the part-time Teachers' Pension Scheme? YES / NO
if NO, do you wish to join? YES / NO (if yes further details will be sent to you)

I certify that the additional information given in this section is true to the best of my knowledge

Signed: _____ Date: _____

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1. Relevant Experience (see Part D note (j))

2. Membership of Professional Bodies

Institute/Body	Grade	By Examination/Election

3. Outside interests and hobbies etc.

Empty space for reporting outside interests and hobbies.

**Part D Supplementary notes to support
Parts A, B & C****Note (a) Protection of Children and Young Persons (Part A)**

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bindovers, including those regarded as 'spent' must be declared. Successful candidates will be required to apply for an enhanced disclosure check through the Criminal Records Bureau. Unspent convictions must be disclosed to the Selection Panel. A conviction is not necessarily a bar to employment.

Note (b) Immigration (Restrictions on Employment) Order 2004 (Part A, Q4)

If you are not an existing employee of the County Council and you are offered this job, confirmation of appointment will be subject to you providing documentary evidence to confirm that you are eligible to live and work in the United Kingdom. A full list of approved documents deemed acceptable for this purpose is held by the Council and will be issued to you at the time of the job offer.

Note (c) Equal Opportunities in Employment (Part A, Q6)

To measure the effectiveness of its equal opportunities policies, the school needs to monitor its recruitment process. You are asked as a candidate for appointment, to complete Questions 6 and 7 of the form so that the school can monitor whether it is, in fact, receiving applications from all sections of the community and also to assist in checking that candidates receive fair and equal treatment at all stages.

All shortlisted candidates will be invited to advise the school if they have a disability and whether they require specific arrangements to be made when called for interview.

Note (d) Declaration of Interest (Part A, Q8)

Please note that canvassing either directly or indirectly will disqualify the candidate.

Note (e) Declaration (Part A, Q9)

Providing false information is an offence and could result in your application being rejected or summary dismissal if your application has been selected and possible referral to the police.

Note (f) National Insurance Number (Part A, Successful Candidate Only Q3)

This number is essential information. Failure to provide it may result in delayed payment of salary and may also be a breach of the Asylum & Immigration Act.

Note (g) Pension Details *(Part A Successful Candidate Only, Q6)*

Support Staff - If you do not wish to contribute to the Local Government Pension Scheme, an Opt Out Form must be obtained from the School Secretary / Bursar or HR for Education Services.

Failure to do this will result in pension deductions being made.

Teachers - Full-time teachers will be made contributory to the Teachers' Pension Scheme unless other instructions are received.

Note (h) Current and/or previous employment since leaving Secondary Education
(Part B Q1)

Please provide a full history of employment since leaving secondary education including periods of any part-time and voluntary work as well as full-time employment. Please provide explanations for periods not in employment or education / training.

Note (i) Reference *(Part B, Q4)*

Please give names of two referees. One referee should be your current or most recent employer. If you are not currently working with children but have done so in the past, you must provide a referee from the employer by whom you were most recently employed in work with children. In the case of applicants leaving full-time education or not having worked since doing so, the Head of school, College, University etc should be named as one of the referees.

References will be sought on shortlisted candidates and previous employers may be approached for information to verify particular experience or qualifications, **before interview**.

If you are currently working with children, on either a paid or voluntary basis, your current employer with children will be asked about disciplinary offences relating to children, including any in which the penalty is 'time expired' (i.e. where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether you have been subject to any child protection concerns and if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues.

Note (j) Relevant Experience. *(Part C, Q1)*

Please explain why you are applying for this job and how your experience, personal qualities and skills help to make you a suitable candidate and how you meet the person specification. If additional sheets are used, please do not include your name on them, but you should include the application number from the top of the form.