

Please read the guidance notes before you fill in this application form.

Office Use	Application Reference	
	Date Received	

# Application for Employment (schools) [www.rotherham.gov.uk](http://www.rotherham.gov.uk)

## Job details

Job Applied for:

Job Reference no:

School:

Closing date:

Where did you find out about this job? (for example give the name of the newspaper, magazine, website etc.)

## Personal details

Title/preferred form of address: Mr  Mrs  Miss  Ms  Other  (please give details)

Last Name:

First name:

Address:

Former Name:

Date of birth:

Home phone:

Work phone:

Mobile phone:

Postcode:

E-mail address:

National Insurance no:

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E-mail address:

## Current Employment

Name and address of employer:

Job title:

Current salary or scale:

Date of appointment:

Name of school:

(if applicable)

**Education and training** (please use extra sheets if you need to)

(All relevant certificates will be examined at interview)

### (i) Schools

Name of School

Qualification  
Subject

Grade

Date

**(ii) Further/Higher Education** (indicate if Full or Part time)

Name of college/ university / awarding body	Qualification Subject	Degree / Certificate (if degree state Hons, Class or pass)	Date of award
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**(iii) For Teaching Posts only**

- (i) GTC Registration:
- (ii) DfES Reference Number:
- (iii) Date of Award of QTS:
- (iv) Date of completion of statutory induction (Newly Qualified Teachers) or number of terms completed:

**(iv) Membership of Professional and Technical organisations** (if this applies)

Organisation	Type of registration	Registration No.	Renewal Date (if applicable)
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**(v) Relevant Professional Development** e.g. Courses, Programmes (other than those identified above)

Title	Length and date of course	Qualification (if appropriate)
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**Full Employment history** (please use extra sheets if you need to)

Please list all previous jobs (paid or unpaid) starting with most recent job first. Include dates and explanations for periods of non employment.

Employer / School name & address

Brief description of duties  
(give type of school & number on roll if applicable)

Date from:

Date to:

Position held:

Reason for leaving:

Employer / School name & address

Brief description of duties  
(give type of school & number on roll if applicable)

Date from:

Date to:

Position held:

Reason for leaving:

Employer / School name & address

Brief description of duties  
(give type of school & number on roll if applicable)

Date from:

Date to:

Position held:

Reason for leaving:

Employer / School name & address

Brief description of duties  
(give type of school & number on roll if applicable)

Date from:

Date to:

Position held:

Reason for leaving:

**Other Relevant Work** (please use extra sheets if you need to)

Include work experience, voluntary or unpaid work. College/school leavers may use this section to provide details of hobbies and interests.

**References**

- (i) If you have worked before or are currently working, one of your referees must be your present or last employer.
- (ii) If you have worked with children in the past but are not currently doing so, you must provide as a third referee details of the person by whom you were most recently employed to work with children.

**Referee 1**

Name:

Position:

Address:

Phone Number:

E-mail address:

Type of referenced (please indicate)    Employer     Personal     Academic

**Referee 2**

Name:

Position:

Address:

Phone Number:

E-mail address:

Type of referenced (please indicate)    Employer     Personal     Academic

**Referee 3**

Name:

Position:

Address:

Phone Number:

E-mail address:

Type of referenced (please indicate)    Employer     Personal     Academic

**Information in Support of Application** (please use extra sheets if you need to)

Please include in this section:

- The reason you are applying for this post
- Any information not already mentioned which you consider relevant
- How you meet the requirements of the person specification (if supplied)

## Criminal convictions

This post is exempt from Rehabilitation of Offenders Act 1974, and therefore details of convictions, cautions and bindovers including detail of those regarded as spent must be declared below.

## Declaration One

I confirm that I am not on List 99, disqualified from working with children or subject to sanctions imposed by a regulatory body.

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please note that the successful applicant will be required to provide a DBS at the appropriate level for this post.

## Eligibility to work in the UK

Do you require a work permit for this employment Yes  No

## Further information

Do you receive a local government pension Yes  No   
Do you have a current driving licence Yes  No   
\* Do you consider yourself to be disabled Yes  No

(\*We need this information as all disabled applicants who meet the essential shortlisting requirements are guaranteed an interview)

## Declaration Two

Are you related to any Councillor, senior employee of the Council, or governor or head teacher from the school for which you are applying for employment? Yes  No

If 'Yes', please give details below

Name:

Job title:

Relationship to you:

I agree to you storing and using the information I have given in this application form for recruitment purposes.

As far as I know, the information I have given is true and correct. I understand that if I have made any false or misleading statements, or withheld any relevant information, it may result in disciplinary action including dismissal and possible referral of the Police.

The Council reserves the right to verify any of the data supplied in your application.

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please give any dates when you are not available for an interview within the next two months:

Please ensure you complete the equal opportunities monitoring form and return with you application form.



**Job title:****Job reference number:**

We have a legal duty to promote equality. This applies to everything we do both as an employer and provider of services. We also have a duty to ensure that minority groups are not excluded from our recruitment process. We want to make sure that our equal opportunities policy is working and also find out how well our recruitment process works. To help us with this we need to ask you a few questions.

Please note: The shortlisting and interview panel will not see any of this information as it is used for monitoring purposes only.

**What is your gender?**Male Female **What is your age group?**16-24 25-39 40-49 50-64 65+ **Ethnic origin****a. White**(i) White British (ii) White Irish (iii) Any other White background (v) Any other Asian background **b. Multiple Heritage**(i) Black Caribbean and White (ii) Black African and White (iii) Asian and White (iv) Any other Multiple Heritage **c. Asian or Asian British**(i) Indian (ii) Pakistani (iii) Bangladeshi (iv) Kashmiri

**d. Black or Black British**

- (i) African
- (ii) Caribbean
- (iii) Any other Black background

**f. Gypsy or Traveller**

- (i) Gypsy/Roma
- (ii) Irish Traveller
- (iii) Any other Gypsy or Traveller background
- 

**e. Chinese, Yemeni**

- (i) Chinese
- (ii) Yemeni

**g. Any other Ethnic background**

- (i) Other
- 

**Religion/Belief**

- |                                       |                                   |                                  |
|---------------------------------------|-----------------------------------|----------------------------------|
| Buddhism <input type="checkbox"/>     | Humanism <input type="checkbox"/> | Sikhism <input type="checkbox"/> |
| Christianity <input type="checkbox"/> | Islam <input type="checkbox"/>    | Other <input type="checkbox"/>   |
| Hinduism <input type="checkbox"/>     | Judaism <input type="checkbox"/>  | None <input type="checkbox"/>    |
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**Sexual Orientation**

- Heterosexual       Bisexual       Lesbian/Gay       Prefer not to say
- 

**Are you disabled or do you have a long term limiting illness or condition?**

- Yes       No

**If 'yes' please indicate which best describes your disability/condition**

Physical or mobility impairment

Learning disability/difficulty or cognitive impairment

Sensory impairment

Long standing illness or health condition

Mental health condition

Other

**Are you a carer?**

A carer is someone who looks after a partner, relative or friend who is an older person, or has a disability or long term illness. The carer may, or may not live in the same household.

- Yes       No