

London Borough Of Harrow

Application For Teaching Appointment

(School Funded Posts)



Confidential



This Council is an Equal Opportunities Employer

Please complete the form after you have considered the job description and person specification for the post. In this way we hope to receive all relevant information in support of your application. Please fill in the appropriate answer boxes.

Note: a Curriculum Vitae will **NOT** be accepted

Please return to: **Nower Hill High School, George V Avenue, Pinner, HA5 5RP**

Post Applied for: _____ Personal Reference No: **950R**

School: _____ Closing Date: _____

Please Use Black Ink

Where Did You See This Post Advertised? _____

If you are appointed when can you take up you duties (date)? _____

Personal Details

How would you like to be addressed in correspondence? **Mr/Mrs/Miss/Ms**

Surname/ Family Name: _____ Forename(s): _____

Address: _____ Previous Name(s): _____

_____ Tel No. (home): _____

_____ (work): _____

_____ Date of Birth:

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Postcode: _____ Mobile: _____

Email Address: _____ Do you need a work permit?

Yes		No	
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Alternative Address for Correspondence (with dates): _____
_____ National Insurance Number:

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Note: Proof will be required

Equal Opportunities Monitoring Information

We ask for your co-operation in providing the following information. The Council monitors its Recruitment and Selection process to assess the effectiveness of our Equal Opportunities Policy. The information given will be in strict confidence and will be used only in the monitoring exercise, which will help to achieve equality of opportunity in the Council's employment.

I consider my ethnic origin to be: (Tick appropriate box)

Asian or Asian British

Bangladeshi	<input type="checkbox"/>
Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Asian Other	<input type="checkbox"/>

Black or Black British

African	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>
Black Other	<input type="checkbox"/>

Chinese or Other Ethnic Group

Chinese	<input type="checkbox"/>
Any Other Ethnic Group	<input type="checkbox"/>

Mixed

White & Black African	<input type="checkbox"/>
White & Black Asian	<input type="checkbox"/>
White & Black Caribbean	<input type="checkbox"/>
Mixed Other	<input type="checkbox"/>

White

British	<input type="checkbox"/>
Irish	<input type="checkbox"/>
White Other	<input type="checkbox"/>

Gender

Female	<input type="checkbox"/>
Male	<input type="checkbox"/>

Teachers' Pension

If you are appointed full details will be sent to you
 Note: as a full time teacher you will automatically be put into the TP scheme unless you have opted out

Do you contribute to the Teachers' Pension Scheme?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Have you opted out?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, date Month Year

If you have contributed to any other schemes please give details:

Disability

The Disability Discrimination Act defines a "disabled person" as a person with:
 "A physical or mental impairment which has a substantial or long term adverse effect on their ability to carry out normal day to day activities."

The following question on disability is designed to enable us to assess what action we might take to offer positive employment opportunities for people with disabilities.

Do you have a disability?

YES	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, please describe how the disability affects you. Further **please state if there are any particular arrangements you would like us to make to assist you in the selection process.**

Any canvassing will disqualify candidates

Are you related to any Member or Employee of this Council?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, to whom: Name _____ Relationship: _____

Department: _____

Surname/Family Name _____

Educational Achievements And Training

1. Teacher Status

Age range you are trained to teach: _____

DfES No: /

Subject(s) you are trained to teach: _____

Are you available to teach FULL TIME? Yes No or PART TIME ? Yes No

Are you recognised by the Department for Education and Skills (DfES)? As a qualified teacher in this country?

Yes No

If yes please give date of recognition:

month year

Are you currently registered with the General Teaching Council?

Yes No

Have you passed the threshold?

Yes No

If yes, date passed: (proof will be required)

month year

Induction/probation

Have you started a period of induction/probation, as was required by the DFEE until Sept 1992 and from Sept 1999?

Yes No

Please give details: (proof will be required) _____

Have you **successfully completed** a period of induction/probation as a qualified teacher in this country as was required by the DFEE until Sept 1992 and from Sept 1999?

Yes No

If yes, please give date of completion: (Proof will be required)

month year

Qualifications gained from age 11 years

In this section please list all educational achievements, e.g. GCSE, 'O' level, 'A' level passes, B Tec, City & Guilds, degree and professional qualifications including membership of any professional bodies. You will be asked to provide documentary evidence of qualifications listed below, at interview stage.

Educational/Training Establishment	SUBJECT(S)	FULL or PART-TIME	GRADE	Dates month/year
Teaching Qualifications				
Others (E.g. BTEC Non-teaching First Degrees, Post Graduate or equivalent)				

Note : Please be exact (1st, 2:1, 2:2, 3rd) as this will affect your teaching salary assessment. Proof will be required.

Educational/Training Establishment	SUBJECT(S)	FULL or PART-TIME	GRADE	Dates month/year
A level or Equivalent				
GCSE / O level or equivalent				

3. Are you currently undergoing a course of study?

YES

NO

If yes please give details:

Dates (month/year)
from To

4. Membership of Professional Bodies/Institutions/Associations

	Dates (Month/Year)

5. Please list briefly any courses, seminars and in-service training with dates from which you feel you have acquired skills or knowledge directly relevant to the post for which you are applying:

	Dates (Month/Year)

Please give a brief outline of significant responsibilities/duties in your present or most recent post directly relevant to the post for which you are applying: (Please continue on separate sheet if necessary)

Other skills and experience: (not covered in previous experience/career history)
e.g. other paid employment, voluntary work, part –time or full-time with dates (month/year). This information may affect your salary assessment.

Supporting Statement

Please explain on a separate sheet of paper (ideally no more than 2 sides of A4) how your experience, skills, abilities and knowledge gained in paid or unpaid work, study or training, meet the selection criteria for the post described in the person specification. **Make sure you address all the criteria on the person specification including that on equal opportunities, if specified** (if you fail to do so, you will not be shortlisted).

Please exclude any personal details from any supporting documents.

References

We do not take up references prior to shortlisting. However it is our policy to contact all referees prior to interview. Please supply the names and addresses of two referees (not related to you). One referee should be your current or most recent employer if you are an experienced teacher.

Name:	_____	Title:	<table border="1"><tr><td>Mrs</td><td>Miss</td><td>Ms</td><td>Dr</td><td>Mr</td><td>Prof</td></tr></table>	Mrs	Miss	Ms	Dr	Mr	Prof	
Mrs	Miss	Ms	Dr	Mr	Prof					
Position:	_____	Tel No:	_____							
Address:	_____	Fax No	_____							
	_____	Email address:	_____							

Postcode:	<table border="1"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table>					

Name:	_____	Title:	<table border="1"><tr><td>Mrs</td><td>Miss</td><td>Ms</td><td>Dr</td><td>Mr</td><td>Prof</td></tr></table>	Mrs	Miss	Ms	Dr	Mr	Prof	
Mrs	Miss	Ms	Dr	Mr	Prof					
Position:	_____	Tel No:	_____							
Address:	_____	Fax No	_____							
	_____	Email address:	_____							

Postcode:	<table border="1"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table>					

Note: a reference may be sought from your current or previous LEA/ Employer

Declaration

Providing false information or knowingly omitting or concealing any relevant fact about your eligibility for employment will result in your name being withdrawn from the list of candidates.
If such a discovery is made after you have been appointed then you will be liable to be dismissed without notice.

This Authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

I hereby certify that all the information that all the information given by me on this form is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold.

Signature

Date

FOR OFFICE USE ONLY

Received (date):

Shortlisted Yes/No

Interviewed Yes/No

Reason:

Result:

References requested (date)

Proof of having passed the threshold level:

Applicant monitoring form sent to Education Personnel Services

Received (date)

Date:



NOWER HILL HIGH SCHOOL

CONFIDENTIAL

ATTENDANCE RECORD

Name:

Post:

Date:

No. of days absent in the
past two years:
(except for internal and
external training purposes)

Explanation: (there may
be extenuating circumstances
you wish us to know about)

.....

.....

Signature: