



Small Heath School and Sixth Form Centre

Headteacher: P.C. Slough BSc NPQH C.Biol.

Application Form for a Teaching Position

Please complete in black ink

Surname

Forenames

Preferred Title

Post applied for:



Please complete in black ink

Permanent Home Address:

.....
.....

Post Code:

Tel. No: (Home)..... (Evening)

Mobile: **Email:**

Address for correspondence if different from above:

.....
.....

Post Code: **Tel. No:**

Date of Birth:.....

Teacher Reference No:

Are you registered with the GTC? Yes _____ No _____

Interview Arrangements

Are there any dates when you will not be available for interview?

.....

If you have a disability, are there any arrangements we can make for you if you are called for an interview and/or work based exercise?

If YES, please specify, (e.g. ground floor venue, etc.)

Are you related to any elected member or employee of Birmingham City Council or to a Governor of the School?

Yes _____ No _____

If Yes:

Name _____ **Position** _____

Relationship _____

Secondary Education details

Dates attended		Name of School/College	Subject and Grades	Date Gained
From Mth/Yr	To Mth/Yr.			

Further/Higher Education Details (if applicable include present course/and or overseas qualifications)

Dates Attended		Institutions attended	Degrees, Diplomas, Certificates obtained	Class/Div. obtained	Date Gained or expected
From Mth/Yr	To Mth/Yr				

Past Employment and Experiences (include voluntary or other relevant activities, list most recent first)

Dates Attended		Employer's Name and Address	Post held - include Scale/Salary State whether full or part time - if part time indicate hours per week	Responsibilities Please indicate type and size of school, subjects and ages taught
From Mth/Yr	To Mth/Yr			

Present or most recent Employment

(to include, if newly qualified, details of teaching practice)

Job Title	Date appointed
Name & Address of School or Centre	Date left
.....	Reason for Change
.....	(if applicable)
.....	Pay Range/Grade
Tel. No:	Basic Pay
Current or most recent LEA or Employer	Allowances
.....
.....	Have you passed the Threshold? Yes No

Please list all relevant training and other courses attending during the last three years.

Dates				Organising Body	Course Title	Length of Course
From		To				
Mth.	Yr.	Mth.	Yr.			

Membership (please indicate membership of any organisation(s) relevant to this job.

Name of organisation	Type of membership	Date

Other information in support of your application

(please continue on a separate sheet/s if necessary)

This may be word processed on a separate sheet if preferred.

Personal Interests:

References - Please give details of two referees

Name:	Name:
Mr/Mrs/Miss/Ms/Other	Mr/Mrs/Miss/Ms/Other
Position/ Job Title	Position/Job Title
Address:	Address:
.....
Post Code:	Post Code:
Tel. No:	Tel. No:
Fax No:	Fax No:

Are you a British EU National?

 Yes No

If no, do you have a valid work permit?

 Yes No

Important note for all persons applying for positions in schools and colleges, and others who will work with young persons under the age of 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, including cautions, 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.

Any failure to disclose any previous convictions is likely to 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.

Please list details (e.g. date, type of offence, sentence/fine imposed etc.) below

.....
.....

The Governors are required to undertake the necessary checks to verify the information provided in relation to criminal convictions where the employee will be working with children.

Equal Opportunities Policy

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

Confirmation of Details

I hereby certify that all information given on this form is correct to the best of my knowledge, that all the questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold.

Signed

Date

The information collected in this form will be used in compliance with the Data Protection Act 1998. The information is being collected by the School and the Personnel Division for the purpose of administering the employment and training of employees of the Education Service. The information may be disclosed, as appropriate, within the Education Service, to School Governors, to Occupational Health, to the General Teaching Council, to the Teachers Pensions Agency, to the Department for Education & Skills, to the West Midlands Metropolitan Authorities Pension Fund, pension providers and relevant statutory bodies.

When completed this form should be returned to: Mr. P. Slough, Small Heath School and Sixth Form Centre, Muntz Street, Birmingham, B10 9RX.

.....
For office use

Acknowledged	References	Interview

Small Heath School and Sixth Form Centre

Recruitment Monitoring Form

Could you kindly assist our monitoring process by completing the form below. The information given will not form part of the shortlisting or interviewing process.

Post:	Full Name:
Date of Birth:	Gender: Male/Female

Ethnicity: please tick

White	White – British	
	White - Irish	
	White - Any other background	
Mixed and dual background	White and Black Caribbean	
	White and Black African	
	White and Asian	
	Any other mixed background	
Asian or Asian British	Indian	
	Pakistani	
	Bangladeshi	
	Any other Asian background	
Black or Black British	Black Caribbean	
	Black African	
	Any other black background	
Chinese		
Any other ethnic group		

The Disability Discrimination Act 1995 (Section 1) defines disability as 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.

In accordance with this definition do you have a disability

Yes / NO

Where did you see the advertisement for this position?

--