



# Sir Jonathan North Community College

Knighton Lane East, Leicester, LE2 6FU



## Application for Teaching Appointment

(Including Deputy Head Teacher)

**(Please read the notes at the end of this application form before completing)**

### Post

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### 1. Personal Information

Surname:	Forename(s):
Postal Address (for correspondence):	
Postcode:	E-Mail Address:
Home Tel. No.:	Business Tel. No.:
NI Number:	Date recognised as qualified teacher:
	DFES Reference No.:

### 2. Present Appointment

If teaching: Name of Education Authority:		
Name & Address of School/College (including telephone number)		
Post held:		
No. on roll (approx.):	Age Range:	Date appointed to school: Date appointed to post (if different):
Type of school: (e.g. single sex, mixed comprehensive, grammar, specialist school)		
Please state salary giving title of any specific responsibility and associated level of payment.		
Please select		Please select
Other:		Other:
If other than teaching: Post:		
Name & address of employer		
Date appointed:		Salary: £

### 3. Previous Employment

(This information will be used in the assessment of your salary, if appointed).

#### a) Previous teaching posts held

(Please list in chronological order with the most recent first).

<b>Education authority, name and type of school/college. Please state whether all boys, girls, mixed.</b>	<b>Age range and approx. no. on roll.</b>	<b>Subjects taught</b>	<b>Post title, grade or scale, full or part time.</b>	<b>From/To (month and year)</b>	<b>Reason for leaving</b>

#### b) Employment other than teaching

<b>Name of employer and address</b>	<b>Post held (full/part-time)</b>	<b>Main responsibilities</b>	<b>Salary</b>	<b>From/To (month and year)</b>	<b>Reason for leaving</b>

#### c) Where breaks of service are shown in 3(a) and (b) please give explanatory details below.

(Please include any periods of full time commitment e.g. VSO, HM Forces not included in 2 or 3(b))

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## 4. Education

### a) Secondary/Further

Secondary school attended	Dates From/To	Examination subjects in which successful	Level	Grade	Year

### b) University/College

University or College attended	Dates From/To	Full/Part Time	Qualifications obtained	Subjects passed with details of standard obtained	Year

## 5. Additional Qualifications

(E.g. swimming awards, music certificates, coaching awards)

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## 6. Professional Development

### a) In-service courses attended during the past three years

Subject	Organising Body	Duration

### b) Details of training towards which you have contributed and your specific contribution.

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## 7. Interests and abilities, plus any other relevant experience, including the names of subjects you are able to teach.

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## 8. Absence

<p>No. day's absence during the last 2 years</p> <p>Please give reasons (optional)</p>
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## 9. Selection Arrangement

In finalising our selection arrangements, are there any issues that you would like us to consider? E.g. dates/times you are unavailable, fully accessible venue etc.

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## 10. Equality Monitoring

(see section 15 for each item below, please check the appropriate box or respond as indicated).

<b>Sex:</b> I am      a woman a man		<b>Disability:</b> I am      disabled not disabled		<b>Date of birth:</b> My date of birth is	<b>Media source:</b> Where did you see/hear about this post?
<b>Ethnic:</b> Please tick <b>one box</b> that describes your ethnicity most closely.					
<b>I am White of</b>	<b>I am Black of</b>	<b>I am Asian of</b>	<b>I belong to some other group</b>		
Irish Other	Caribbean African Other	Indian Pakistani Bangladeshi Chinese Other	Please specify		

## 11. Referees

### Referee 1.

<b>Name</b>	
<b>Position</b>	
<b>Organisation</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>Email</b>	

### Referee 2.

<b>Name</b>	
<b>Position</b>	
<b>Organisation</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>Email</b>	

## 12. Letter of Application

You are requested to submit a letter in support of your application, addressing issues you regard as relevant to the post as prescribed in the Job Details supplied. Please also provide a Curriculum Vitae.

## 13. Declaration

I declare that all information submitted in this application form is true, that I have not canvassed any Member, Employee or Committee of the City Council or Governor of the school/college either directly or indirectly, in connection with this application, and will not do so. I understand that such canvassing will disqualify me as a candidate. I further understand that failure to disclose my relationship with a Member or Employee of the City Council or Governor of the school/college may also disqualify me and if such failure is discovered after appointment I will be liable to dismissal without notice, and confirm that I have read the notes relating to convictions and spent convictions of a criminal nature.

**Date:**

**Signed:**

## 14. Notes

- a) Teachers aged 50 and over are advised that, if they have previously accepted early retirement from a teaching post and, if appointed to a new post, they should advise the Paymaster General, the Department of Education and Employment and their previous employer of their change of circumstances.
- b) Candidates recommended for appointment will be required to complete a medical questionnaire, which will be supplied after the interview, for submission to the Occupational Health Unit and may then be required to undergo a medical examination.
- c) You will appreciate that the Education Authority must be particularly careful to inquire into the character and background of applicants for appointment to posts involving contact with children under the age of 18. It is therefore essential that, in making your application, you disclose whether you have ever been convicted of a criminal offence and, if so, for what offence(s). Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4 (2) of rehabilitation of Offenders Act 1974, by virtue of the rehabilitation of Offenders (Exemptions) Order 1975 and the rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986. The fact that conviction(s) have been reported against you will not necessarily debar you for consideration for this appointment.

You must, therefore, answer the question below. If the answer is "yes" you must give details which may, if you wish, be enclosed in a separate, sealed envelope marked "confidential" and attached to the application. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies.

The object of this Notice is not, in any way, to reflect upon applicants' integrity but it is necessary to protect the public and the Council.

In accordance with the recommendations of the Home Office, successful candidates for all posts where there is to be contact with children, will be the subject of a request to Leicestershire Constabulary for a search by the Criminal Records Office, regardless of the answer given to the question concerning previous convictions.

Acceptance of an offer of appointment will be deemed to be acceptance that such an investigation may take place. Applicants are informed that providing false information is a disciplinary matter and may result in summary dismissal.

**Have you ever been convicted of a criminal offence?**

(If yes, give details below).

**Date:**

**Signed:**

**15. Equal Opportunities In Employment – IMPORTANT**

**(a) Policy**

Leicester City Council is an Equal Opportunities Employer. It is the policy of the City Council that no job applicant or employee shall receive less favourable treatment because of his or her sex, marital status, ethnic, cultural or national origins, disability, age or any other condition which cannot be shown to be justifiable.

**(b) Monitoring**

For the policy of equal opportunities to be effective it must be certain that unfair or illegal discrimination is not taking place. The City Council supported by its Trade Unions, considers that in order to achieve this and to ensure the continued development of its policies, it must keep up-to-date information about job applicants. All applicants for employment are, therefore asked to complete Equality Monitoring Section of this form, which will be used for statistical purposes **only**.