



Southampton City Council

Woodlands Community College

Education Services

APPLICATION FOR TEACHING APPOINTMENT

PLEASE USE TYPE OR BLACK INK

1. Application for the post of (as advertised)
 at School/College

2. Surname (block capitals) Forenames (in full)

Address

Telephone Number
 Date of Birth Age DfEE Reference Number
 National Insurance Number

Disability Discrimination Act

Do you consider yourself to have a disability YES/NO

If the answer is YES, is there anything we should know about your disability in order to ensure a fair selection process?

The City Council has a policy under local management of encouraging schools to shortlist people with disabilities if the essential criteria for the job are met.

3. **Present Appointment**, Local Education Authority
 School/College Number on Roll
 Position Held (specify any incentive allowance)
 Date appointed
 Subjects, age groups taught and other responsibilities
 Notice required and/or date available if appointed
 Salary Scale Gross Salary £ Incremental Point

4. Confidential references

Names, addresses and status of two referees (one of whom if employed must be your present manager (e.g. your Headteacher))

1. 2.

Office Tel. No. Office Tel. No.

5. Previous Teaching and Work Experience (including H.M.Forces)

(most recent employment first)

Local Education Authority and School/College	Number on Roll	Status of post, responsibilities subjects and age groups taught	Reason for leaving	From	To

If qualifying as a teacher after 7 may 1999, have you successfully completed a statutory induction period? YES/NO

6. Education and Qualifications

Details of all courses studied and NOT completed successfully must also be given.

If PART-TIME study, state and give details throughout.

Details of Secondary Education	From	To	Qualifications obtained, detailing subjects and grades

Further/higher Education	From	To	Degree Obtained	Pass/Honours	Class	Date	Subject	
							Main	Subsidiary

Details of special qualifications on the basis of which Qualified Teacher Status is claimed, including Membership of Professional Institutions gained by examination.

EMPLOYMENT CHECKS

8. Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975

A. FOR NEW STAFF ONLY - NOT TO BE COMPLETED BY STAFF CURRENTLY EMPLOYED IN S.C.C. SCHOOLS

Teaching, with the privileged access it gives to children, is an exempted occupation under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. You should indicate whether you have convictions, cautions or court martial as follows:

Have you ever been convicted of any criminal offences, cautioned, or court martialled? YES/NO

If YES, please give details and date(s) on a separate sheet, place the sheet in a sealed envelope marked for the personal attention of the Headteacher and attach it to this form.

We shall, through the Police Service, make checks to establish details of any criminal record, caution or court martial upon offer of appointment and your signature at the end of this form will be regarded as signifying your agreement that this may be done.

B. TO BE COMPLETED BY STAFF CURRENTLY EMPLOYED IN S.C.C. SCHOOLS

Have you been convicted of any criminal offences, cautioned or court martialled? YES/NO
(NB. Do not include minor traffic offences)

If YES, please give details and date(s) on a separate sheet, place the sheet in a sealed envelope marked for the personal attention of the Headteacher and attach it to this form.

9. Please state whether, to the best of your knowledge, you are related to a Governor or senior employee of a school maintained by this Authority. YES/NO if Yes, please state the nature of relationship and the name of the Governor or senior employee of the school.

10. I understand that if I am appointed, personal information about me will be computerised for personnel/employee administrative purposes including analysis for management purposes and statutory returns.

The information on this is correct and complete to the best of my knowledge and belief.

Signature of Candidate

Date