

# ROYAL BOROUGH OF GREENWICH TEACHING APPLICATION FORM

POST APPLIED FOR:

REFERENCE NUMBER:

CLOSING DATE:

Please complete all sections in black ink and BLOCK CAPITALS. Refer to Job Description / Person Specification / Guidance Notes for help. Please note if you have not heard from us within 4 weeks of the closing date, you should assume that your application has been unsuccessful unless you are a newly qualified teacher (NQT).

## Equal Opportunities

As an equal opportunities employer we welcome applications from suitably skilled women and men irrespective of their ethnic origin, disability, sexuality, age or religion. Please contact the School/Department if you have a disability and need help completing this form or, if shortlisted, you have a special need at the interview stage.

Please state preferred Key Stage/s:

Please state year group/s you wish to teach:

## 1. PERSONAL DETAILS

TITLE (please tick)

Mr  Mrs  Miss  Ms  Other

SURNAME:

FORMER NAME(S)

OTHER NAME(S):

CURRENT ADDRESS:

POSTCODE:

HOME TELEPHONE  
NUMBER:

WORK TELEPHONE  
NUMBER:

MOBILE TELEPHONE  
NUMBER:

EMAIL:

NATIONAL INSURANCE NUMBER:

Are you related to any elected Councillor, School Governor or employee of the Royal Borough/School?

Yes  No

IF YES, GIVE DETAILS

## 2. WORK DETAILS

DATE OF RECOGNITION AS A QUALIFIED TEACHER:

TEACHER REFERENCE  
NUMBER (FORMERLY  
KNOWN AS DFES NUMBER):

HAVE YOU COMPLETED A PERIOD OF INDUCTION?

Yes

No

IF YES, DATE COMPLETED:

ARE YOU ELIGIBLE TO WORK IN THE UK?

Yes  No

DO YOU NEED A WORK PERMIT TO WORK IN THE UK?

Yes

No

IF YES, WHEN DOES YOUR CURRENT PERMIT EXPIRE?

DATE OF AVAILABILITY TO COMMENCE POST IF APPOINTED:

PLEASE INDICATE IN WHICH AREAS YOU ARE TRAINED TO TEACH BELOW

KEY STAGE/S:

PRIMARY SPECIALISM SUBJECT:

NUMBER OF YEARS OF TEACHING EXPERIENCE:

NUMBER OF YEARS OF TEACHING EXPERIENCE OVERSEAS (if applicable):

You will be required to produce documentary evidence of your legal rights to work in the UK (Section 8 – Asylum & Immigration Act).

### 3. HEALTH DETAILS

All successful applicants will be required to undertake appropriate medical screening to ensure their fitness for the post.

### 4. CURRENT OR MOST RECENT EMPLOYMENT

NAME AND ADDRESS OF EMPLOYER:

FROM (MONTH/YEAR): TO (MONTH/YEAR)

POSITION HELD: (including KS and subject; enter NQT if applicable)

BASIC SALARY & GRADE: OTHER PAYMENTS:

TOTAL REMUNERATION:

### 5. EDUCATION DETAILS

(Please include details of examinations, which have been or are about to be taken but results are not yet available. Continue on an additional sheet if necessary. You will be required to provide original evidence of qualifications gained, if appropriate.)

SECONDARY, FURTHER & HIGHER EDUCATION  
(If overseas trained, please advise of UK comparability)

Name of college, university or institute (address if outside UK)	Date of qualifying	Qualifications and / or certificates (including subjects & grades)

**OTHER RELEVANT QUALIFICATIONS / IN-SERVICE COURSES**

(If overseas trained, include details of GCSE or equivalent Maths and English)

Name of professional body	Date	Membership grade	Was membership gained by examination?

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## 6. PREVIOUS EMPLOYMENT

(Please give details of your full employment history explaining any gaps in it. Also give details of any voluntary work undertaken.)

Name and address of previous employer	Position	From (month/year )	To (month/year )
Subjects / key stages taught	Age range	Reason for leaving	
Name and address of previous employer	Position	From (month/year )	To (month/year )
Subjects / key stages taught	Age range	Reason for leaving	

Name and address of previous employer	Position	From (month/year )	To (month/year )
Subjects / key stages taught	Age range	Reason for leaving	

If necessary, please add more columns.

## 7. INTERESTS AND ACTIVITIES

Please give details of any responsibilities and achievements including any voluntary work or additional languages.

## 8. EXPERIENCE AND RELEVANT SKILLS – SUPPORTING STATEMENT

Drawing upon your experience, knowledge, skills and abilities, please describe how you have developed your career and how you fulfil the person specification. Attach additional sheets if necessary. You may enclose a Curriculum Vitae for additional information but not as a substitute for completing this form. Short listing will be

conducted on the basis of written/typed applications only. If you are a disabled person but are unable to meet some of the job requirements, specifically because of your disability, please address this in this section.

A large, empty rectangular box with a thin black border, occupying the majority of the page below the introductory text. It is intended for the applicant to provide details regarding any disabilities that might affect their ability to meet job requirements.

## 9. REFEREES

(Please give details of two referees who are in a position to provide a professional reference, one of which should be your current head teacher / line manager. Referees must not be friends or relations of yours. If you are not currently working with children, one referee must be from the organisation where you last did, if appropriate.)

### FIRST REFEREE

NAME:	POSITION IN ORGANISATION:
BUSINESS ADDRESS:	
TELEPHONE NUMBER:	FAX NUMBER:
RELATIONSHIP TO APPLICANT:	EMAIL ADDRESS:

### SECOND REFEREE

NAME:	POSITION IN ORGANISATION:
BUSINESS ADDRESS:	
TELEPHONE NUMBER:	FAX NUMBER:
RELATIONSHIP TO APPLICANT:	EMAIL ADDRESS:

Please note that if you are shortlisted references will be automatically requested at the same time as the invitation to interview so as to be available to the panel at



interview stage. It is possible that previous employers may be approached for information to verify particular experience or qualifications, before interview.

## 10. OTHER DETAILS

IS THE POST APPLIED FOR: FULL TIME  PART TIME  JOBSHARE

IF JOBSHARE, DO YOU HAVE A JOBSHARE PARTNER? Yes  No

HAVE YOU PREVIOUSLY BEEN EMPLOYED BY GREENWICH COUNCIL? Yes  No

HAVE YOU PREVIOUSLY RECEIVED ANY REDUNDANCY PAYMENT OR ENHANCED RETIREMENT BENEFIT FROM GREENWICH COUNCIL Yes  No

IF YES, PLEASE STATE WHEN AND JOB TITLE:

## 11. PROTECTION OF CHILDREN

Disclosure of any criminal background is required. Teaching in the UK is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions) (Amendment) order 1986, and therefore applicants are not entitled to withhold information about convictions, cautions and bind-overs which for other purposes are spent under the provisions of the Act. Offers of employment will also be dependent on completion of a satisfactory Police check. Disclosure of criminal background will not necessarily bar you from appointment.

Offers of appointment will be conditional upon the individual obtaining a Disclosure Certificate from the Criminal Records Bureau and on the relevance of the information contained in the Disclosure.

If you are currently working with children on either a paid or voluntary basis, your current and / or previous employers will be asked about any disciplinary offences relating to children, including any in which the penalty is time expired (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether the applicant has been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure,

### Monitoring information

Please complete the Monitoring Information on the final sheet before signing the declaration below.

## 12. DECLARATION

I hereby declare that I have understood and will comply with the provisions concerning the disclosure of criminal convictions, that I do not appear on List 99 and am not subject to sanctions imposed by a regulatory body e.g. the General Teaching Council. I agree that the information given on this form may be used for registered purposes under the Data Protection Act, 1998.

(Providing any misleading or false information to support your application or canvassing, directly or indirectly, anyone likely to be involved in the appointment process will disqualify you from the appointment or if appointed will render you liable to dismissal without notice and possible referral to the police.)

**I certify that the information provided is true and accurate and that I have not omitted any facts, which may have a bearing on my application. I authorise the employer to check the information that I have supplied. I understand that falsification of qualification or information may lead to dismissal without notice or in some circumstances legal action taken against me.**

SIGNED:
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DATE:
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#### **EQUAL OPPORTUNITIES MONITORING INFORMATION**

The Royal Borough wishes to ensure there is genuine equality of opportunity in employment. It is collecting the following information to monitor the effectiveness of its equality initiatives. This information will be held by Human Resources within the School and not seen by the Appointment Panel.

Position applied for:
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Reference number
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Last name:
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Initials:
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Date of Birth: (You will need to produce proof if appointed.)
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Where did you see the post advertised?
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I am    Male     Female

Do you consider you have a disability which falls within the Disability Discrimination Act?

Yes                       No

The Disability Discrimination Act considers a person disabled if:

- You have a longstanding physical or mental condition or disability that has lasted 12 months or is likely to last 12 months or more

And;

- This condition or disability has a substantial adverse effect on your ability to carry out normal day-to-day activities.

I would describe my ethnic origin as:

**White**

British

Irish

Any other White background (please specify):

**Mixed**

White & Black Caribbean

White & Black African

White & Asian

Any other Mixed background (please specify):

**Asian or Asian British**

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background (please specify):

**Black or Black British**

Caribbean

African

Any other Black background (please specify):

**Other ethnic group**

Any other ethnic group (please specify):

I would describe my Religion as:

Christian  Muslim  Hindu

Buddhist  Jewish  Sikh

Prefer not to say  None  Other

Please specify if not listed here:

**I would describe my Sexual Orientation as:**

Bi-sexual  Gay Man  Lesbian

Heterosexual  Prefer not to say