



APPLICATION FORM

For Appointment to a Teaching Post

Application for Appointment as
 at School/College

Surname

First Name(s)

Title: Mrs/Miss/Ms/Mr/Dr

Previous Surname(s)

Address

..... Postcode

Work Telephone Number in full

Home Telephone Number in full

e-mail address:

Date of Birth DFES No:

GTC No:

ASYLUM AND IMMIGRATION ACT 1996

National Insurance No: (please complete)

If no NI number available, do you have evidence of your entitlement to live and work in the UK?
 YES/NO

DISABILITY DISCRIMINATION ACT 1995

Do you have any disability which might require the County Council to make reasonable changes in order for you to undertake this job? YES/NO

If yes, please provide further details

Have you opted out of the Teachers' Pension scheme? YES/NO

Have you opted to pay part time election? YES/NO

In the event of not being appointed, I am happy for my application to be forwarded to other schools in West Sussex. YES/NO



YOUR PRESENT POSITION

For serving teachers

Date Started at Present School/College

Date Started at Present Post

Title of Present Post

Present Salary £Point

Additional Allowances - please specify category

Threshold: YES/NO.....Advanced Skills Teacher : YES/NO.....

School Address

.....

Telephone Number / Age Range

e-mail address

Type No. on Roll

LEA

Brief Description of Current Duties

.....

.....

..... Ages Taught

SUBJECTS OR AREAS CURRENTLY TAUGHT

Subject/Area	Age Range - Key Stage 1-4, 16+	Date
.....
.....
.....

OTHER SUBJECTS YOU CAN TEACH

Subject/Area	Age Range - Key Stage 1-4, 16+	Date
.....
.....
.....



DETAILS OF HIGHER EDUCATION

- 1 Qualification
University/College
Class Date
Subjects
- 2 Qualification
University/College
Class Date
Subjects
- 3 Qualification
University/College
Class Date
Subjects
- 4 Qualification
University/College
Class Date
Subjects

DETAILS OF SECONDARY EDUCATION POST GCSE

- 1 School/College Attended
From/To
Qualifications/with grades
- 2 School/College Attended
From/To
Qualifications



PREVIOUS TEACHING EXPERIENCE

In chronological order please
Newly Qualified Teachers should include Teaching Practice

- 1 School/College
LEA
Post and Salary Grade if applicable
..... No. on Roll
Full Time/Part Time From/To
- 2 School/College
LEA
Post and Salary Grade if applicable
..... No. on Roll
Full Time/Part Time From/To
- 3 School/College
LEA
Post and Salary Grade if applicable
..... No. on Roll
Full Time/Part Time From/To
- 4 School/College
LEA
Post and Salary Grade if applicable
..... No. on Roll
Full Time/Part Time From/To
- 5 School/College
LEA
Post and Salary Grade if applicable
..... No. on Roll
Full Time/Part Time From/To



EMPLOYMENT OUTSIDE TEACHING

- 1 Employer Post
- Salary From/To
- 2 Employer Post
- Salary From/To
- 3 Employer Post
- Salary From/To

Please note: Any gaps in employment history may be explored at interview

REFEREES

Please give two referees, one of whom should be your current or most recent employer. Where this information is not given we reserve the right to contact your current/most recent employer.

- 1 Name
- Position
- Address
-
-
- Daytime Tel No. Fax No.
- e-mail:
- 2 Name
- Position
- Address
-
-
- Daytime Tel No. Fax No.
- e-mail:

RELATIONS

Are you related to any elected member of West Sussex County Council or to any Chief Officer or Deputy, or the Headteacher, Principal or any Governor of the School/College? If so please give details:

.....
.....



LETTER OF SUPPORT

Please write in support of this application, showing how your experience, qualifications and interests are relevant, how you would contribute to the post and giving further information about yourself.

This section may be submitted as separate word processed sheets but please take note of any specific instructions from schools.



LETTER OF SUPPORT

Please continue on additional sheets as necessary



MEDICAL INFORMATION

Upon appointment you will be required to complete a questionnaire. Sickness absence may be discussed at interview. Details of any serious illnesses may be sent in confidence in a separate letter.

Please state the number of sick days you have taken in the last 2 years

REHABILITATION OF OFFENDERS

Because of the nature of the work this post is exempt from the provision of the Rehabilitation of Offenders Act 1974 and associated Order. You are therefore obliged to disclose details of any criminal record you may have. You will have the opportunity to discuss these details during your interview. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having convictions will not necessarily bar you from employment. This will depend on the circumstances and background to your offence. Information will be kept confidential and will only be used in relation to the application for the post.

If you are successful in your application, you will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will be done by means of requesting an "enhanced disclosure" and you will be required to complete a Disclosure Application Form. Disclosures include details of final warnings as well as convictions, spent or unspent.

Have you ever had any convictions, cautions, reprimands or final warnings given by the police? - YES/NO

If "Yes" please give details on a separate sheet and attach in a sealed envelope marked "Confidential".

Further information on Disclosures can be obtained from the Criminal Records Bureau, PO Box 91, Liverpool, L69 2UH or visit their website at www.crb.gov.uk.

DATA PROTECTION ACT

The information you have provided will be handled and processed in accordance with the Data Protection Act 1998. If you are appointed, the information will form part of your personnel record and may be used by the County Council for business purposes including the prevention and detection of fraud. If you are appointed, the foregoing information will be stored on the computer files of a personnel information system.

DECLARATION

I declare that the information given is true and accept that false information may result in my application being disqualified and if appointed could lead to dismissal. I understand that a criminal records check will be carried out.

Signature Date

