

# Application form for a teaching post

East Sussex County Council is committed to the safeguarding and promotion of the welfare of all children, young people, and vulnerable adults, and expects all staff to share this commitment.

The information requested in this form is important in assessing your application. Please complete this form in full. Unless stated otherwise, CVs are not acceptable. Please ensure that you save this document before sending, otherwise all data may be lost

<b>Job details</b>	
Post applied for:	
School / Establishment:	
Subjects (if to specialise):	
If the post is full-time, would you be prepared to consider working on a job-share basis?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If appointed when can you start:	
<b>Personal details</b>	
Title:	
First name:	
Family Name / Surname:	
Maiden or previous name(s):	
Home address:	
Correspondence address (if different from above):	
Email address:	
Daytime telephone number:	
Home telephone number:	
Mobile telephone number:	
Teacher's Reference number	

## Education & Qualifications

(NB: Shortlisted candidates will be required to produced qualification certificates at interview)

GCSE or equivalent				Pass marks	Dates
'A' OR AS level				Pass marks	Dates
Higher Education					
University :				Date:	
Degree in:				Award:	
Subject (s) studied				Pass marks	Dates

## Additional Education & Qualifications – Initial Teacher Training

University / College / Designated Recommending Body (DRB):			
Qualification gained:		Date:	
Date Qualified Teacher Status obtained:			
Have you passed the QTS skill tests?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you completed the NQT induction period?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If you have not yet completed the statutory NQT induction period, please indicate which assessment periods are outstanding			
Age range(s) for which trained:			
Principal Subject:			
Subsidiary subject(s):			

## Further Qualifications & Further Training

(Including one year and one term courses and any recent short courses (e.g. NPQH))

University, College or Organising Body	Subjects & Course Title	Qualifications Obtained	Length of courses & Dates

## Current or most recent teaching post

Name & Address of school / establishment		
Name of Local Authority:		
Name of Academy Trust (if applicable):		
Type of school:	<input type="checkbox"/> Boys <input type="checkbox"/> Girls <input type="checkbox"/> Mixed <input type="checkbox"/> Maintained <input type="checkbox"/> Academy <input type="checkbox"/> Independent  (Please select all that apply, as appropriate)	
Number on roll:		
Telephone no:		
Position title:		
Subjects taken:		
Date appointed:		
Working hours:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time (please specify hours per week)	
Pay Scale:	<input type="checkbox"/> Unqualified <input type="checkbox"/> Main <input type="checkbox"/> Upper <input type="checkbox"/> Leading Practitioner <input type="checkbox"/> Leadership	
Spinal Column Point:		
Additional allowances (Please specify type and value)		
Are you still employed by this establishment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Date and reason for leaving (if applicable)		

## Previous Teaching Experience

(Please give the fraction of full-time where the post is / was part-time)

Name of School & Authority	Type of School & Number on Roll	Post held	Period of service From To (exact dates)	Reason for leaving

**Non-teaching employment experience**

Employer	Position	From / To	Reason for leaving

**Other History**

(Please ensure that you provide a complete chronological history by listing below any periods not covered above in your employment history, e.g. travel, unemployment, sabbatical, carer responsibilities etc.)

From	To	Reason

<b>Declaration by Applicant</b>	
<b>Other employment</b>	
In order to ensure compliance with the Working Time Regulations and the relevant pensions legislation, you must tell us about any other employment you hold that you intend to continue with should you be appointed. We also need to know which, if any, pension scheme you are an active member of in respect of these posts.	
Job title, hours per week and employer	Active pension scheme membership
<i>e.g. Teacher, 0.5FTE, Kent County Council</i>	<i>Teachers Pension Scheme</i>
<b>Pension</b>	
Are you in receipt of a pension awarded through the teachers' ill health retirement arrangement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If 'YES', give details below: (including the date pension arrangements took effect)	
(Please note that if you were awarded an ill-health pension on or after 01 April 1997, you are not eligible for future employment as a teacher)	
<b>Safety and Welfare of children</b>	
Have you ever been the subject of any allegations in relation to the safety and welfare of children, either substantiated or unsubstantiated?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you have answered 'YES' to the above question, you must supply details on a separate sheet of paper, place it in a sealed envelope marked confidential and attach it to your application form.	
I have attached details as requested.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Disciplinary Record</b>	
Are you (or have you ever been) dismissed from a teaching post for alleged misconduct or incompetence or resigned in the face of such allegations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If 'YES', please give details:	
Have you ever received a final warning for misconduct or incompetence, or have you received a lesser warning which has not time expired at the point of making this applications?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If 'YES', please give details:	

Have you ever been barred from working with children?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If 'YES', please give details:	

### **Rehabilitation of Offenders Act 1974 and Safeguarding Vulnerable Groups Act 2006**

Under the Rehabilitation of Offenders Act (ROA) job applicants are only required to declare criminal convictions which are not considered "spent" under the Act. Please note that in accordance with the Safeguarding Vulnerable Groups Act 2006, all roles in schools are now classified as "regulated". This means that they are all exceptions to the ROA and therefore you are required to declare any convictions (including bind over and cautions) regardless of whether or not they would be considered spent in other circumstances.

Please read the guidance notes before completing this section.

Have you ever been convicted of a criminal offence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any alleged offences outstanding against you?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If 'YES' to any of the above, please give details below or, if you prefer, attach details in a sealed envelope marked 'strictly confidential'. Failure to disclose, in accordance with the guidance, any information relating to criminal convictions may disqualify your application or result in dismissal without notice.

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## **Relevant Experience & Other Information**

The information you provide in this section is important in assessing your application. Please use the space (and/or additional A4 sheets, if necessary) to state your reasons for applying for the post, relating your skills, experience and personal qualities to the requirements of the job (please refer to the person specification for the post).

You should include details of the following, where they are relevant to the requirements of the post: present and previous teaching posts or teaching practices if you are newly qualified, other paid or unpaid employment or any other activities outside the workplace.

## **Leisure Interests**

## Referees

### Teaching vacancies:

Name, address (including the post code if known) and status/position of two persons to whom reference may be made who can comment on your teaching and/or organisational ability. The first reference must be your present or most recent employer.

The second reference must be a previous recent employer unless you have had no previous employment, in which case, a character reference will be needed or a reference from a school, higher educational establishment or an initial teacher training provider at which you most recently carried out teaching experience. If you are not currently working with children, you should provide details of the employer where you last worked with children.

If you are a trainee teacher, please provide the name and address of your course tutor from your teacher training college. References will not be accepted from relatives or from people writing solely in the capacity of friends.

### School leadership vacancies:

For your application for any of the following vacancies, please see below the requirements for your **first referee**, see above for your second referee:

- **Executive headteacher or headteacher** - irrespective of your current teaching/school leadership role please provide the name, role, and contact details of the chair of governors of your current or most recent school **and** the Director of Children's Services (CSD) or Multi Academy Trust (MAT) Chief Executive Officer (CEO).
- **Head of school** – irrespective of your current teaching/leadership role please provide the name, role, and contact details of your executive headteacher/headteacher of your current or most recent school.
- **Deputy headteacher** - irrespective of your current teaching/leadership role please provide the name, role, and contact details of your executive headteacher/headteacher of your current or most recent school.
- **Assistant headteacher** - irrespective of your current teaching/leadership role please provide the name, role, and contact details of your executive headteacher/headteacher of your current or most recent school.

### Voluntary Aided or Controlled Schools - Church of England (CE)

If a third reference is required for Voluntary Aided (VA) or Voluntary Controlled (VC) school the letter from the chair of governors or school will state this. Candidates for VA schools: Should give the name and address of the Parish Priest, Vicar, Minister or Pastor as appropriate. The governing board for the recruiting school will take up church references.

References will be taken up if you are short listed in advance of the selection process. In view of the nature of the post no offer of employment can be made without these. If, for any reason, you feel unable to give your present or most recent employer as a

referee, or cannot consent to referees being contacted prior to interview, please send a covering letter explaining why.

In the event we seek references prior to a provisional job offer being made, we will not seek information relating to sickness absence or medical history.

**If you do not wish for us to contact your referees or previous employers prior to interview, please indicate below, giving your reason why:**

1) Present/most recent employer/chair of governors/MAT CEO

Name:			
Address:			
Occupation:			
Telephone no.			
Email address:			

2) Previous employer/chair of governors/Director of Children's Services/MAT CEO

Name:			
Address:			
Occupation:			
Telephone no.			
Email address:			

<b>3) Course tutor (trainee teachers only)</b>			
Name:			
Address:			
Occupation:			
Telephone no.			
Email address:			
<b>4) Church of England Schools – Voluntary Aided or Controlled Schools</b>			
Name			
Address			
Occupation			
Telephone no.			
Email address			
<p>We may also seek references at any point in the recruitment process and from any previous employers listed in the 'Previous Employment' section of this form. If your previous employment includes working for the County Council, we may seek an additional reference from your former line manager.</p>			

<b>Canvassing</b>	
<p>You are required to declare any relationships with Senior Officers or Members of the County Council as canvassing, whether direct or indirect, will invalidate your application. (Please note Senior Officers are defined as Chief Officers or Deputy Chief Officers).</p>	
<p>Are you related to any County Councillors, existing employees, or Senior Officers of the Council?</p>	<p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>
<p>If 'YES', please give details (stating department and job title)</p>	
<p></p>	

## Declaration

I declare that the information given is true and understand that (a) canvassing of Members or Officers directly or indirectly will invalidate this application, and (b) the Authority reserves the right to seek verification from me of the factual basis for any information provided.

I suffer no legal impediment to taking up employment with the Authority if so appointed and I accept that the discovery of any legal impediment after an appointment has been made may lead to my immediate dismissal.

Signature:

Date:

Print name:

If form has been completed electronically, please place an 'x' in this box to indicate your consent  
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## Data Protection

East Sussex County Council will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment.

Your details will be kept both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud.

For further information, see our privacy notice for job applicants at <https://www.eastsussex.gov.uk/privacy/job-applicants-and-employees/>

## **Guidance Notes for Applicants**

### **Application Form**

It is imperative that the application form is completed in full and signed. Please follow the instruction to use black ink or typescript as your form will very likely be photocopied. If you are submitting your application form electronically, you will be asked to sign the form should you be invited to interview.

When submitting your application, it is important that you relate your skills, experience, and abilities against the person specification, identifying against each criterion, examples of your expertise. The shortlisting panel cannot guess or make assumptions. Please make sure you complete the application form that was sent to you with the application pack as this will be the most up to date version.

Please do not attach a previously prepared CV as an alternative. It is important that we are able to compare candidates' experience by drawing on the same range of information. Statements in support of an application will often need to be longer than the space provided on the form and these should be attached to the application on a separate sheet. Please refer to the information contained within the recruitment pack for the length and presentation of your personal statement.

### **Letter of Application**

In addition to the application form, we ask that you write a covering letter briefly describing the extent to which your experience has prepared you for the post for which you have applied.

The selection panel will look to see how well you have focused your application on the needs of the school in addition to relating your skills and knowledge to the person specification with supporting evidence which demonstrates how you meet the range of criteria.

### **Referees**

We take up references on shortlisted candidates. Please give your current or most recent employer as one of your referees.

We ask that you do not include photocopies of open testimonials. We will always write to your current or previous employer for a professional judgement of your suitability for the post. If you have been employed in your present school for less than five years, the governing body may wish to seek further supporting information from your previous employer(s).

### **Qualifications**

Please bring documentary evidence of your Qualified Teacher Status (QTS) and other relevant qualifications (excluding GCSE, "O" and "A" levels) to your interview. The selection panel will ask to see the original certificate, and copies will be taken for your

application. If you have achieved the National Professional Qualification for Headteachers (NPQH) or any other professional qualifications e.g. National Qualification for School Leaders (NPQSL), National Qualification for Middle Leaders (NPQML), please bring copies of these qualifications to the interview for checking.

### **Medical Information and Disclosure and Barring Service (DBS) Disclosure**

Prior to appointment, you will need to complete a health statement which will be assessed by one of the County Council's Occupational Health Team.

East Sussex County Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff will be expected to hold or be willing to obtain an enhanced DBS disclosure issued with this Authority as the employer.

This disclosure will need to be approved by the County Council before we can fully confirm your appointment. Please note that having a criminal record does not automatically mean that an offer of appointment will be withdrawn.

### **Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 ("the 2018 Regulations")**

The post of Headteacher is directly concerned with the management of early or later years provision; therefore, the post is covered by the 2018 Regulations.

The school will need to ensure that they are not knowingly employing a person who is disqualified under the 2018 Regulations in connection with relevant childcare provision. Accordingly, the successful candidate will be required to demonstrate to the school, by completing a self-declaration form as part of the pre-employment checks process, that they have not been disqualified under the 2018 Regulations.

If the preferred candidate is found to be disqualified under the 2018 Regulations, the offer of employment will be subject to the application by the preferred candidate to Ofsted for a waiver and the receipt of a waiver from Ofsted.

Other teaching and leadership posts may also be subject to these Regulations.

### **Eligibility to Work in the UK**

It is a criminal offence to employ persons whose immigration status prevents them from working in this country.

You will be required to provide evidence, prior to appointment, contained within passports, Identity Cards for Foreign Nationals or other documents on the approved UK Visas and Immigration list to satisfy the County Council that you have the right to work in the UK.

We would like to take this opportunity to thank you for your interest in working with East Sussex County Council and wish you every success in the future.

### **Note to Candidates:**

If you have not heard from the school/establishment within 4 weeks of the closing date, you should normally assume that on this occasion you have not been selected for interview.



## CONFIDENTIAL: Equal Opportunities in Employment – Monitoring Form

This section will be removed for monitoring purposes before the selection process begins and will not affect the consideration of your application.

Everyone is unique owing to differences in age, gender, ethnic origin, religion, sexual orientation, ability etc. The County Council aims to treat these differences positively, recognising that diversity creates a strong, flexible, and creative workforce.

The County Council's Equality of Opportunity in Employment Policy states that all applicants are to be treated fairly, and selection for appointment is to be based solely on a person's ability to do the job.

The County Council has a statutory duty to collect the information you provide on this form and it will assist us in ensuring fairness of treatment in appointment decisions, as statistical monitoring will show whether minority groups are being treated equitably.

This information will not affect the consideration of your application.

Job applied for			
Job No. or Ref (if applicable)			
How did you learn of this vacancy?			
Surname and initials			
Age		Date of Birth	
Gender	M <input type="checkbox"/> / F <input type="checkbox"/>		

### Ethnic Origin

This is the origin of your family rather than your nationality. For example, you could be British, and your ethnic (family) origins could be any of the ones listed opposite, or a combination of them, or something more specific.

Please identify your ethnic origin either by putting an 'x' in ONE of the boxes below or by giving your own description in the space provided.

#### a. White

British	<input type="checkbox"/>
Irish	<input type="checkbox"/>
Gypsy/Roma	<input type="checkbox"/>
Traveller of Irish Heritage	<input type="checkbox"/>
Any other White background	<input type="checkbox"/>

#### b. Mixed

White and Black Caribbean	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>

Any other mixed background	<input type="checkbox"/>
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#### c. Black or Black British

If other, please specify:

Caribbean	<input type="checkbox"/>
African	<input type="checkbox"/>
Any other Black background	<input type="checkbox"/>

#### d. Asian or Asian British

Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>
Any other Asian background	<input type="checkbox"/>

#### e. Other ethnic groups

Chinese	<input type="checkbox"/>
Any other ethnic group	<input type="checkbox"/>

## Disability Guidance

The Council is a Disability Confident employer. If you have a disability, this lets you know that:

- we will make reasonable adjustments to make sure you are considered for the job on an equal basis with other applicants.
- If the manager is satisfied your application shows you meet all the essential criteria, you will normally automatically be shortlisted for interview. However, in line with the National Disability Confident scheme, if there is a high number of suitable applications for a vacancy and its therefore not possible to interview all applicants, we will select those disabled candidates who best meet the essential criteria for a role. It may also be necessary to limit the overall number of disabled and non-disabled candidates interviewed for a vacancy.

The Equality Act 2010 says that a person is disabled if they have a mental or physical impairment or long term health condition which has a substantial adverse effect on their ability to carry out normal day-to-day activities.

If you consider yourself to be disabled please let us know. We would appreciate advice on any assistance you may require or reasonable adjustments we might arrange to enable you to attend or participate in the interview, in compliance with the Equality Act 2010.

Do you consider yourself to be disabled as set out in the Equality Act? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES, please describe your disability.	
If you need any assistance to attend or participate in the interview, please give details.	

## Military status

Where an applicant is a current or former member of the Armed Forces (including reserve forces) and they meet the essential criteria of the post, they are automatically shortlisted for interview.

Are you a current or former member of the Armed Forces (including reserve forces)?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
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## Looked After Children

Where an applicant is or has been a Looked After Child in the care of East Sussex County Council, and meet the essential criteria of the post, they are automatically shortlisted for interview.

Are you currently or have you previously been a Looked After Child of East Sussex County Council?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
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## Religion

Please identify your religion by putting an 'x' in ONE of the boxes below.

Christian	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>
Hindu	<input type="checkbox"/>
Jewish	<input type="checkbox"/>
Muslim	<input type="checkbox"/>

Sikh	<input type="checkbox"/>
Other religion	<input type="checkbox"/>
No religion	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

## Sexual Orientation

Please identify your sexual orientation by putting an 'x' in ONE of the boxes below.

Bisexual	<input type="checkbox"/>
Gay man	<input type="checkbox"/>
Gay woman / lesbian	<input type="checkbox"/>
Heterosexual / straight	<input type="checkbox"/>
Other	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

## Gender Identity

Is your gender identity the same as the gender you were assigned at birth?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

## Military Status

Please identify your military status by putting an 'x' in the relevant box below, if required.

Army Reserve	<input type="checkbox"/>
Regular Reserve	<input type="checkbox"/>

## Employees with caring and parental responsibilities

We value the contribution of carers, and we understand the additional pressures carers face in managing their work and caring responsibilities at the same time.

### Are you a carer?

We consider a carer to be anyone who spends a significant proportion of their time providing unpaid support to family or friends. This could be caring for a partner, relative or friend who is ill, frail, disabled, or has mental health or substance misuse problems.

### Examples of caring activities

A lot of people with caring responsibilities don't identify themselves as being a carer. We consider you to be a carer if you provide:

- personal care such as help with bathing, washing, dressing, going to the toilet and administering medicines
- physical care such as help getting out of bed, walking, eating, and feeding, getting out of the house and/or in the community and with shopping
- administrative support such as help with finances and filling in forms
- emotional support and company including listening, prompting, encouraging, and raising confidence.

According to the definition of a 'carer' given above, do you have caring responsibilities for an adult?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

### Are you a parent carer?

The term parent carer means any person with parental responsibility for a child or young person with special educational needs or disability. It is an inclusive term and covers for instance foster carers, adoptive parents and other family members.

According to the definition of a 'parent carer' given above, do you have caring responsibilities for a disabled child under the age of 18 years?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

## Are you a parent?

We define a parent as:

- a mother, father, adopter, guardian, special guardian, foster parent or private foster carer of the child or a person who has been granted a residence order in respect of a child, or
- a person married to, or the civil partner of the child's mother, father, adopter, guardian, special guardian, foster parent or private foster carer of the child or person who has been granted a residence order in respect of a child.

Are you a parent of a child or children under the age of 17 years?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

### Data Protection

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Your details will be kept both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud.

For further information, see our privacy notice for job applicants at <https://www.eastsussex.gov.uk/privacy/job-applicants-and-employees/>