

APPLICATION FORM – PART 1

**Please complete all sections of the form using black ink or type.**

The outside pages of this application form (which contain all your personal details and the

Equal Opportunities information) will be detached prior to shortlisting. This ensures that your application is dealt with objectively. The application form must be fully completed and **CVs will not be considered alone**.

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| **Data Protection Act**  Information from this form will be processed in accordance with the Data Protection Act 1998. In signing it you agree to this data being held and processed and if appointed to the job you also agree to further personal information, including sensitive data (e.g. bank details, medicals, etc) being held and processed by Cheshire West and Chester Council in accordance with the Act. |

Vacancy Information

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| **Application for the post of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Name of School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

Personal Details

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| **First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Known as: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Preferred Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Previous Surname (s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NI Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Address & Postcode for correspondence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Contact Telephone Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **DfES No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GTC Reg No (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Are you applying for this vacancy as a job sharer? Yes: No:** |

**References**

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| Please give the names of two persons who are able to comment on your suitability for this post. One must be your present or last Headteacher or employer\*. (For applications for Headteacher posts a reference will be sought from your present local education authority or employer). The employing body reserves the right to seek any further references it deems appropriate.  **Please let your referees know that you have quoted them as a referee and to expect a request for a reference should you be shortlisted.**  **PLEASE ENSURE YOU PROVIDE AN EMAIL ADDRESS FOR BOTH REFEREES.** |

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| Present/most recent employer\*  Name:  Relationship to applicant:  Address:  Post Code:  Business Phone No:  Home Phone No:  Email: | Previous employer/other  Name:  Relationship to applicant:  Address:  Post Code:  Business Phone No:  Home Phone No:  Email: |

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| If the referee knows you by a different last name, please state:  \* If you have not previously been employed, please provide details of another referee.  Please tick the relevant box if you **do not** want us to contact your referees without your prior agreement;  My present/most recent employer: My previous employer/other referee |

**Recruitment Monitoring**

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| Please indicate where you first saw the advertisement for this vacancy (if a newspaper, please state which one: |

APPLICATION FORM – PART 2

**This section of the form to be detached prior to short listing:**

**Vacancy Details**

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| **Application for the post of**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Educational Attainments**

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| **Training, Academic and Professional Qualifications including those at age 16 (GCSEs/O Levels etc.)** | | | |
| **From To**  **Month & Year** | | **Full name and town of**  **School/College/University** | **Qualifications gained**  **(including grades) or for which you are studying** |
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| **PLEASE NOTE THAT YOU WILL BE REQUIRED TO PRODUCE RELEVANT EVIDENCE OF**  **QUALIFICATIONS ATTAINED.** | | | |

**Driving Licence Details:**

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| **Do you have a valid driving licence? Yes: No:** |

**Current Employment Details:**

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| **Title of present/most recent post: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Name, address and type of school/establishment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of LA/Employing Body: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date appointed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date left: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Age range taught: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number on roll: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Permanent/Temp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Part/Full time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Salary details (please give details of all allowances): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Current salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Spinal Point:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Previous Employment**

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| **Please enter most recent first** | | | | | |
| **Title of post/type**  **of experience** | **Name and address of employer (including type of school e.g. academy/local authority/independent)** | **Numbers on roll** | **Age range taught** | **Dates**  **From To** | |
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**In Service Education**

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| **Please give details on In-Service Education relevant to your application and undertaken in the last three years** | | | | | |
| **As a Participant** | | | | | |
| **Dates of Course**  **From To** | | **Length of Course** | **Course Title** | **Qualification obtained and date of Award** | **Course Provider** |
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| **As a Course Leader** | | | |
| **Dates of Course**  **From To** | | **Length of Course** | **Course Title and brief outline of your contribution** |
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**Additional Teaching Skills and Special Interests**

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| **Please list additional teaching skills and special interests relevant to this application** |
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**Letter of Application**

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| You are required to submit a letter of application in which you should explain why you are applying for the job. Please concentrate on how your experience, training and personal qualities match the requirements of the job description and person specification |

**Relationship to Councillors, Governors of the School or Employees**

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| If you have any personal relationship to any Cheshire West & Chester County Councillor, Member of a Committee, Panel or other group of the Council, employee of the Council or Governor of the School, please give their name and relationship. This does not stop a Councillor, Governor or employee giving a reference. (Any approach to Councillors, Governors or other employees to influence a selection decision will disqualify you).  If Councillor or Governor: Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  If Employee:  Name: Relationship: Work Location: Their present job: |

**Diversity**

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| We are committed to equality of opportunity for everyone. To assess whether our Diversity policy is effective we need to monitor it and to do this we need to know the information requested below. We can then compare the success rates of different groups at both the shortlisting and appointment stages to ensure that unfair discrimination is not taking place. This will also enable us to comply with our obligations under current legislation. The information below will be used only for monitoring purposes and not in the selection process. Please tick correct boxes:  Sex: Male Female  Marital Status: Married Not married  **DATE OF BIRTH: AGE: NATIONALITY:** | |
| **Ethnic Origin: How would you describe your ethnic origin?** | |
| White  Mixed  Asian or Asian British  Black or Black British  Chinese or other Ethnic group | English, Scottish, Welsh, Northern Irish  Irish (Republic of)  Any other White background (please state)  White and Black Caribbean  White and Black African  White and Asian  Any other Mixed background (please state)  Indian  Pakistani  Bangladeshi  Any other Asian background (please state)  Caribbean  African  Any other black background (please state)  Chinese  Any other background (please state) |

**Disability**

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| The Disability Discrimination Act of 1995 made it unlawful for employers to discriminate against their employees who are disabled, and places a duty on the employer to make reasonable adjustments to enable the employee to undertake the work. The definition in the Act is ‘People with disabilities are individuals who have, or have had, a physical or mental impairment which has a substantial and long term effect on his or her ability to carry out normal day to day activities’. If you do consider yourself to be disabled under the definition in the Act, please indicate this, even if you do not currently need any adjustments to undertake the job.  Do you consider yourself to have a disability? Yes: No: |

**The Rehabilitation of Offenders Act**

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| The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2½ years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.  The job for which you are applying is one of those to which the provisions of the above Act in relation to spent convictions, do not apply. You must therefore disclose whether you have any previous convictions, whether or not they are spent.  Should you identify that you have a criminal conviction, this will be discussed in confidence at interview. However, you should note that only convictions that are relevant to the job in question will be taken into account.  Do you have any criminal convictions whether spent or unspent? Yes: No:  If yes, please state:  If you do not disclose any conviction you have it could lead to your application being rejected, or, if you are appointed, may lead later to your dismissal. If between the completion of this application form and taking up a job within the school you are convicted of a criminal offence you must inform the school of this.  People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job. All applicants will be considered on merit and ability.  Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job.  **Disclosure Barring Service Check**  Successful applicants will be asked to apply for a DBS Check from the Disclosure Barring Service.  Further information about the Disclosure process can be found at www.disclosure.gov.uk |

**General Teaching Council (GTC)**

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| Have you been referred to the GTC on misconduct grounds and/or are subject to a reprimand and/or a conditional registration order?  No: Yes: If yes, please state: |
| I certify that the details on this application form and any supplementary information attached are true as far as I know. I understand that if I give false information or withhold relevant information, it could result in my dismissal.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |