

## Application for School Based Appointment Guidance Notes Information to Applicants

Thank you for the interest you have shown in working for this School/Service. This information is provided to help you complete your application form. If you have any queries about the completion of this form please telephone the School.

### **Closing Date**

Take a note of the closing date for applications and make sure your application is submitted in plenty of time. **Late Applications will not be accepted after the closing date.**

### **Lost/Delayed Applications**

Claims that any application form has been lost or delayed in the post will not be considered without proof of posting from the Post office in support of such claims.

### **Rehabilitation of Offenders Act 1974**

The nature of the work for which you are applying means that you are exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are not, therefore entitled to withhold provisions of the Act and, in the event of you being appointed to the post, any failure to disclose such information could result in summary dismissal.

### **Appointments to this post will be subject to an Enhanced CRB disclosure**

### **Medical Assessment**

All posts are subject to satisfactory medical clearance from the School's/Council's occupational health advisers.

### **Probationary (Support Staff)**

All new entrants to School/Council will be subject to a probationary period of up to 6 months.

### **Period of Notice**

The period of notice will be in accordance with Teachers/Support Staff Conditions of Service.

### **Retirement Age**

The School/Council has a normal retirement age of 65 years and welcomes applications from any persons under this age. Once in employment, employees may apply to continue working beyond 65.

### **Date Protection**

We are required, under the Data Protection Act (1988), to inform you that details of your name address and the post applied for will be held on computer to facilitate the recruitment process and that information you provide on the Recruitment Monitoring Form, will also be held in order to monitor the effectiveness of our policies.

### **Relatives of Governing Bodies, members or officers**

Candidates for any employment with the School/Council must disclose any relationships with a member or senior officer of the school/council. Candidates who fail to do so shall be disqualified from appointment. Members, Teachers and Senior Officers are also required to disclose any relationship known to exist with a candidate for an appointment. 'Senior Officer' is defined as including all officers whose salaries are graded SO1 or above.

### **Smoke Free Policy**

The School/Council operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the building which is wholly owned, leased or operated and occupied by RMBC or the School.

### **Complaints Procedure**

If a candidate is not satisfied with the feedback and explanations of their overall performance and they want to raise a concern or complain, you may make a written complaint under the Schools Recruitment and Selection Complaint Procedure.

### **Website**

Information about school job vacancies are available from the School website. All other council vacancies are available from the Council website:

[www.rochdale.gov.uk](http://www.rochdale.gov.uk)

**Striving to be an Equal Opportunities Employer**

**Applications/CVs**

Applications will be accepted on the attached form and continuation sheets (if needed).  
Use black ink so we can clearly photocopy forms for shortlisting and interviewing.

**Curriculum Vitae (CVs) are not accepted.****Job Descriptions and Person Specifications**

Before you start to complete the application you should read the job description and person specification carefully. This information will enable you to show us, on your application form, how your knowledge, experience, skills and abilities match those we require and how they will enable you to successfully do the job.

Use the criteria in the person specification as headings and give examples of your experiences and skills under each heading. If you do not clearly demonstrate how you meet the essential criteria in the person specification, you cannot be shortlisted for interview,

You can use skills you have gained from community and voluntary work, leisure interests and your home life, as well as those from the post and recent employment.

**Decision to shortlist**

Your application form is an important part of the recruitment process. The decision whether or not to shortlist you for interview will be based on the information you provide on your application form, we do not take into account any previous applications or prior knowledge of you.

**References**

Two satisfactory references will be required prior to appointment. One should be from your present/relevant employer (or your last employer if unemployed) References will be requested at the point of your application being shortlisted.

**Disabled candidates**

Disabled candidates meeting the essential criteria for the post will be guaranteed an interview. Your application form will be judged solely on its merits. Where possible, adjustments will be made to ensure a disabled person is able to carry out the work.

**Difficulties in completing this form**

If you have any questions about the completion of this form please contact the School for assistance.

**False Information**

Providing false information is an offence and could result in your application being rejected or summary dismissal if selected, as well as possible referral to the police.

**Recruitment Monitoring Form**

Rochdale Metropolitan Borough Council aims to be an Equal Opportunities Employer. The School/Council positively welcomes applications regardless of age, gender, cultural and ethnic origin, religion, disability and sexuality.

To help monitor the effectiveness of our recruitment practices and assess the success of different media in attracting applications, please complete the form and return it attached to your application form. It will be used for statistical purposes only.

**Acknowledgment and Feedback**

If you want confirmation that your application has been received please enclose a stamped addressed envelope marked '**acknowledgment**'. You may also send a stamped addressed envelope marked '**notification**' if you want to be told if your application is unsuccessful at the shortlisting stage.

If you want feedback as to why you have not been shortlisted and suggestions to improve your chances of success in the future please telephone the School and you will be directed to the appropriate person.

**Criminal Records Bureau**

The School/Council is committed to safeguarding and promoting the welfare of vulnerable adults, children and young people. The information requested for applicants to posts where they will come into contact with vulnerable adults or children and young people is considered to be objectively justified to comply with government guidance on safer recruitment in such areas.

**Striving to be an Equal Opportunities Employer**

# Application form

## School Teachers/Support Staff

School/  
Office Use

Posts subject to Criminal Record Bureau vetting checks.

Please return to the address stated in the advert/recruitment pack.

Please note that late applications and CVs cannot be accepted.

Application for the post of:	
School:	
Grade:	
Job Ref:	

### Personal Details

Mr/Mrs/Miss/Ms/Dr		Date of birth	
Surname		Address	
Previous Surname			
Forename names(s)		Town/City	
Telephone no (Home)		Post code	
Telephone no (Work)		E-mail address	
Mobile		National. Ins. No.	

### Teachers only

DCSF Number		Are you subject to any conditions or prohibitions on you by GTC?	Yes/No
Are you registered with GTC?	Yes/No	If yes, provide details	

### References

Please nominate **TWO** referees. If currently employed, one referee **MUST** be your current employer. If currently unemployed, one referee must be your last employer. If you are at present a student or newly qualified one of your referees must be your academic referee or a person who knows you as a helper or volunteer. References will not be accepted from relatives, friends or personal referees. **If you are applying for the post of Headteacher, one of your referees MUST be the Director of Education or their nominated representative in your current or last employing Authority.** You may not name persons who are members of the Governing Body or are elected members of the Council. **Please note that references will be requested if you are shortlisted for interview.**

<b>Professional 1</b>			
Name		Designation	
Address		Telephone no	
Town/City		Fax no	
Postcode		E-mail	
<b>Professional 2:</b>			
Name		Designation	
Address		Telephone no	
Town/City		Fax no	
Postcode		E-mail	

Faith Reference	In the case of an applicant for a post in a Voluntary Aided School, a third reference should be obtained from your local clergy.		
Name		Designation	
Address		Telephone no	
Town/City		Fax no	
Postcode		E-mail	

### Qualifications & Training

The Person Specification for the job will tell you which qualifications are essential and desirable. Please list your relevant qualifications in date order with the most recent first. Please also provide information about the post-16 education and training you have received in this country or broad.

You will be considered for shortlisting only if you have the essential qualifications listed for the job. If shortlisted, you will be required to produce proof of essential qualifications at interview. Teaching Certificates, degrees, relevant National Vocational Qualifications and Apprenticeships should be included in this section.

**Add extra boxes or continue on separate sheet if required.**

School/College/ University	Subject or Title of Qualification Course	Qualification Obtained	Class of Degree	Full/Part time	Date(s) awarded

**NPQH:** From April 2009 all first time Headteachers must already have been awarded NPQH before taking up post.

Date obtained NPQH: \_\_\_\_\_

**Type of teacher training:** Foundation/Early Years  KS1  KS2  Special  FE

Have you successfully completed your NQT Induction Year? Yes  No

#### Applicants for posts in Voluntary Aided schools only:

Please indicate your religious denomination \_\_\_\_\_

Do you have a Catholic Religious Teachers' Certificate or equivalent? Yes  No

Do you have the Church College's Certificate in Church School Studies? Yes  No

### Current Employment

This section MUST be completed in full.

Date started in current post _____  Post Title: _____  School Name and Address: _____ _____  Name and Address of Local Authority: _____ _____  Date left (if applicable) _____  Reason(s) for leaving (if applicable) _____	<p style="text-align: center;"><b>Current Salary Details:</b></p> Salary; _____  Salary Point: _____  Notice Period _____  Any additional payments i.e. TLR/SEN (including safeguarding). Please state amount: _____  Group size of school: _____  Age Range Taught: _____  Current responsibilities: _____ _____
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### Previous Employment (other than teaching)

Please list below **all** your other jobs since leaving school/college/university, including those overseas, in chronological order, with the most recent first. **Add extra boxes or continue on separate sheet if required.**

Employer's name, and address	From/to DD/MM/YY	Job Title	Reason for Leaving (must be stated)	Full/Part time	Salary Point

### Previous Teaching Posts/Experience

Please provide details of all previous teaching experience, including those posts overseas, starting with the most recent first. NQTs should state their experience to date.

**Add extra boxes or continue on separate sheet if required.**

Name and address of School/Service, Local Authority name State school group size	From/to DD/MM/YY	Age range/subject responsibility	Reason for leaving (must be stated)	Salary point

### Gaps/Breaks in Employment

Please provide a written explanation of any gaps/breaks in your employment history, eg looking after children/family, gap year.

### Unpaid/Voluntary Experience

You may have also gained skills and experience to meet the person specification through unpaid/voluntary work or other life experiences. It is important you also tell us about these experiences where they are relevant to the job you are applying for (e.g. voluntary work, unpaid work).

**Add more rows or continue on a separate sheet if needed.**

Organisation	Dates From/to	Experience Gained	Hours per week

### In Service Training/Continuing Professional Development

Please provide information about training courses you have attended. **Add more rows or continue on a separate sheet if needed.**

Title of Course	Date completed	Length of course	Organising Body

### Membership of Relevant Professional Bodies or Associations

**Add more rows or continue on a separate sheet if needed.**

Body	Status of Membership	Membership by Exam? Yes/No

**Details of your Experience and your reasons for applying for the Post.**

Explain how you would relate your education, training and experience (including examples from your paid or voluntary work) to the requirements of the person specification for the post for which you are applying.

The **Essential Criteria** are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The **Desirable Criteria** are used to help decide between candidates who meet **ALL** the Essential Criteria.

The **How Identified** column shows how the School will obtain the necessary information about you.

If the **How Identified** column says the **Application Form** next to an **Essential Criteria** or a **Desirable Criteria**, you **MUST** include in your application enough information to show how you meet the criteria.

**Please use additional sheets is necessary:**

<b>Are you related to, or the partner of:</b>			
a) any existing employee of the School/Service?	Yes?		No?
b) any member of the School Governing Body?	Yes?		No?
If yes, please give their names below:			
<b>Failure to declare any such relationship may lead to disqualification for appointment or to dismissal</b>			

<b>Early Retirement/Voluntary Redundancy (Teachers Only)</b>			
Are you in receipt of an occupational pension from the Teachers Pensions or the Local Government Pension Fund?:	Yes?		No?

<b>Sickness</b>			
The School/Council aims to be high performing, with low levels of sickness absence and expects all employees to attend work on a regular basis in accordance with the policy and procedures for managing attendance. If you do not complete this statement, you cannot be selected for interview.			
During the last three years have you lost time from work due to illness or injury? (other than maternity or disability related absences).	Yes?		No?
Number of occasions of illness or injury			
Total number of days of absence due to illness or injury			

<b>Dismissals (excluding redundancy and retirement)</b>			
<b>Failure to provide true and accurate information may lead to disqualification or to dismissal.</b>			
Have you ever been dismissed from any employment? (inclusive of ill health)	Yes?		No?
If yes on what grounds and date.			

Have you ever been the subject of any <b>child protection concern</b> either in your work or personal life, or disciplinary action, including any which is time expired?	Yes?		No?
If yes please provide details, including dates			

<b>Declarations</b>	
<ol style="list-style-type: none"> <li>1. I have read or had explained to me and understand all the questions on the form.</li> <li>2. I am not subject to any immigration controls or restrictions that prohibit my undertaking work in the UK.</li> <li>3. I understand that: <ol style="list-style-type: none"> <li>a) Under the Rehabilitation of Offenders Act if shortlisted, I will be asked to sign a written declaration stating any cautions, bind-overs, prosecutions or convictions which are either on my record or pending, even if they would be regarded as 'spent' under the Act. I understand that if successful, I may be questioned about the content of the declaration. I further understand that failure to disclose such convictions may result in dismissal or disciplinary action.</li> <li>b) Under the Home Office guidelines regarding the protection of children I will be asked, if shortlisted, to agree to a check being made by the Criminal Records Bureau about the existence and content of a criminal record.</li> <li>c) In accordance with the Data Protection Act, the personal details submitted on this application form are collected by Rochdale Metropolitan Borough Council. Personal data will be used for the purpose of selection, interview and employment records. In addition personal data may be disclosed to third parties where a legal basis is satisfied.</li> <li>d) Providing false information is an offence and could result in my application being rejected or summary dismissal if selected and possible referral to the police.</li> </ol> </li> <li>4. The information I have given on this form is true and accurate to the best of my knowledge.</li> </ol>	
<b>Signed:</b> (If you submit your application by email, you will be asked to sign this declaration if you are invited for interview.)	Date:

Thank you for your interest in working at this School/Service. IF you do not hear within 4 weeks of the closing date, please assume that you have been unsuccessful.

Candidates are reminded that if this is an application for a post in a Voluntary Aided School, where the Governing Body is the employer, the post will be subject to the terms and conditions of the Voluntary Aided Schools' contract. Where the appointment is for a position in a Foundation School, the post will be subject to the terms and conditions on the school's contract.

<b>Source of Application</b> How did you find out about this post? Put a cross (X) next to the relevant publication.			
Rochdale Council vacancy list		Manchester Evening News	
Rochdale Observer		Job Centre Plus	
Heywood Advertiser		Rochdale Council's Internet web site	
Middleton Guardian		Rochdale Council's Internal Intranet	
National newspaper	—————>	Please Specify	
Professional journal	—————>	Please Specify	
<b>Gender / Age</b>			
Are you male or female?		Date of birth	Age

<b>Race / Ethnicity</b> Put a cross (X) next to ONE of the following			
<b>1. White</b>		<b>3. Black or Black British</b>	
1.1 White British		3.1 Black Caribbean	
1.2 White Irish		3.2 Black African	
1.3 Any other white background		3.3 Black British	
		3.4 Any other Black background	
<b>2. Asian or Asian British</b>		<b>4. Mixed</b>	
2.1 Pakistani		4.2 White and Black Caribbean	
2.2 Bangladeshi		4.2 White and Black African	
2.3 Kashmiri		4.3 White and Asian	
2.4 Indian			
2.5 British Asian			
2.6 Any other Asian background		<b>5. Chinese or other Ethnic group</b>	
		5.1 Chinese	
		5.2 Other Ethnic Group	

<b>Religion</b> Put a cross (X) next to ONE of the following			
Christian (including CofE, Catholic, Protestant & all other Christian denominations)		Muslim	
Buddhist		Sikh	
Hindu		None	
Jewish		Any other religion (please indicate)	

**Applicants with Disabilities** (Put a cross - X - in the appropriate boxes and give details if necessary)  
 The Disability Discrimination Act 1995 defines a disabled person as anyone who has had a physical or mental impairment which has a substantial and long term effect on their ability to carry out normal day to day activities. You no longer have to be registered disabled. Applications from suitably qualified disabled people are positively welcomed. Any disabled person demonstrating they meet the essential requirements of the person specification will be guaranteed an interview.

Taking this definition into consideration do you consider you have a disability?	Yes?		No?	
If you are shortlisted for interview, do you have any specific requirements? (e.g. British Sign Language interpreter, wheelchair access, induction loop system, etc.)	Yes?		No?	
If Yes please specify below				

<b>Caring Responsibilities</b>				
I look after children	Yes?		No?	
I help an adult with her/his daily routine	Yes?		No?	

<b>Data Protection Act 1998</b>			
I consent to the data on this form being used for statistical purposes to assist Rochdale Council in the monitoring of equality and diversity.			
Signed		Date	