



Some schools are excluded as commitment is on an individual basis

Application Form for
Headteacher
Deputy Headteacher
Assistant Headteacher
Advanced Skills Teacher
Teaching Posts

**Community and Voluntary Controlled
Schools**

APPLYING FOR A JOB WITH LANCASHIRE COUNTY COUNCIL IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Your application form plays an important part in your selection. Your completed form is the only basis for considering your initial suitability for the post. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

SOME POINTS TO BEAR IN MIND BEFORE YOU START

- Look carefully at the job description and application form. Ask yourself why you are interested in the job. Don't copy the same application for a series of jobs.
- Read the Employee Specification carefully. This outlines the type and range of skills/experience etc that we would like the candidate to possess or have the potential to develop.
- Try to complete the form in a concise, well organised and positive way.
- Please use the application form provided, continuing on a separate sheet if necessary. Please do not send standard details of your own, i.e. in the form of a curriculum vitae, unless specified in the advertisement.
- Please remember to complete the Monitoring Job Applicants Form on page 9, as this is essential for the County Council to determine whether its Equal Opportunities Policy is working with regard to employment.

Please note that we can only consider applications from E.U. citizens and those holding valid UK visas.

The Disability Discrimination Act 1995 defines a disabled person as:

(Relevant to question 10 on page 7 and question 6 of the Monitoring Job Applicants Form on page 9)
'A person with a physical (including sensory) or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day to day activities.' Or someone who has had such a disability but is now recovered. Or someone with a severe disfigurement.

APPLICATION FORM

The following headings correspond to some of the appropriate sections in the application form:

Post applied for:	The full job title should be completed and the relevant School shown.
Name and Address:	Make sure that your full name (including any previous names), address and telephone number (if you are on the telephone) are legibly written.
Present Appointment and Previous Employment	Starting with your first post, ending with your present post, list all the employers you have worked for, provide job titles and the period you worked for them. This information may be used to assess whether you meet the experience requirement for the vacancy. Check that the dates are correct and in order. Please also provide an explanation for any gaps in employment.
Education and Professional Qualifications:	Give a list of formal and informal qualifications. Information may be necessary here to assess whether you meet the required qualifications for the vacancy. Ensure that nothing important has been omitted. Please include the name of the awarding body, the grade and the date the qualification was obtained.



Lancashire County Council as an equal opportunity employer intends that no job applicant or employee shall receive less favourable treatment because of his or her sex, marital status, race, colour, nationality, national origins, ethnic origins, sexual orientation or disability nor be disadvantaged by any other condition which cannot be shown to be justifiable.

Application for the post of

Name of School/Service

Would you please note that, in the interest of economy, the receipt of an application is not acknowledged. If you have not been contacted within 28 days of the closing date, you should assume your application has not been successful.

PLEASE COMPLETE THIS SECTION IN BLOCK CAPITALS

1. Personal

Surname Forename(s)

Previous Names(s)

National Insurance number

Home Address

Postcode

Telephone Number(s) Home Preferred Mobile Preferred Work Preferred
Please indicate a preferred Method of contact.

May we contact you at work Yes No Email address
If supplied this may be used to inform you of the outcome of your application.

Do you hold Qualified Teacher Status? Yes No (if yes, please give date of award)

QTS Certificate Number (if available)

Have you successfully completed a period of induction as a qualified teacher in this country where the DfES require this Yes No

If yes, please give date of completion

GTC Teacher Reference number (DfES number) (eg 12/34567)

Are you registered with the GTC? Yes No

Are you subject to any conditions or prohibitions placed on you by the GTC (or another GTC in the UK?) Yes No

If yes, give full details

2. Present Position

Present Post Date Appointed

School/Establishment (Name, Type and Address)

Postcode

Single Sex or Mixed Age Range

Number on Roll (Total)

Spinal Column Point/Group Salary: Basic £ +£ (if applicable)

CSA or other Employer (with address)

Postcode Tel No



3. Education and Qualifications. Successful applicants will be required to provide original documentary evidence of all qualifications stated below.

A Secondary Education

Names of Schools/ Colleges/Further Education	From	To	Qualifications Obtained <i>(please indicate Level, Awarding Body, Subjects and Grades)</i>	Date of Award(s)

B Higher and Professional Education

Names of Schools/Colleges	From	To	Full Time/ Part Time	Qualifications Obtained <i>(please indicate Level, Awarding Body, Class Subjects and Grades)</i>	Date of Award(s)

4. In-service Education in the last five years appropriate to your application (this section can be completed as a separate attachment).

A As a Participant

Dates of Courses		Length of Course	Details of Course	Qualification Obtained + Date of Award	Course Provider
From	To				

B As a Contributor

Dates of Courses		Length of Course	Details of Course and Your Involvement	Course Provider
From	To			

5. Additional Teaching Skills and Special Interests (relevant to this application)

7. Other Employment (including part-time and voluntary work. Please give exact dates and indicate the reasons for any gaps in employment record)

Employer	Nature of Employment	From		To	
		M	Y	M	Y

8. Letter of Application - You are asked to submit a letter, describing in some detail your relevant experience and achievements and their application to this post. Please include any other information you feel would be helpful. Please include all those related to the list of essential experiences, skills etc for the post set out in the Person Specification.

9. Disclosure of Criminal Background *(before completing this section please read the enclosed advisory notes)*

(a) **Have you ever been convicted of a criminal offence or been given an official caution?** Yes No
 Click as appropriate.

Please note that under the Rehabilitation of Offenders Act 1974 you may be entitled to answer 'no' to this question even if you have been convicted of a criminal offence in the past. However, the 1975 Exemptions Order to this Act excludes certain types of employment, which involve contact with vulnerable or young people, from the protection of the Act. So you should take advice if you are in any doubt as to the correct answer to give. Also, if you are applying for a 'regulated post for employment' (the advert, job details and accompanying information should make clear whether the job is regulated), please refer to the criminal records disclosure requirements.

(b) **If Yes, please provide full details as requested in the advisory notes, including date of conviction/caution/bind-overs, court, nature of offence and sentence imposed, place in envelope marked Private and Confidential for attention of Chair of Appointing Panel and return with a hard copy of your completed application form.**

(c) **I certify that I am not included on List 99, that I have not been disqualified from working with children and I am not subject to any sanctions imposed by a regulatory body.**

Signed: _____ Date: _____

10. Do you consider yourself to have a disability? Yes No *Click as appropriate*

11 Canvassing directly or indirectly will disqualify candidates. State whether you are related to, or have a close relationship with any existing employee or employer (including councillors and governors)

.....

12 By supplying this information you consent to our using it for verification and for all employment purposes as defined in data protection legislation.

I certify that to the best of my knowledge all the information I have given is correct. I understand that by deliberately giving false or incomplete answers I will be disqualified from consideration for this post or, if I am appointed, may be liable to summary dismissal with possible referral to the police.

Signed: _____ Date: _____

Details of Referees

Please give the names of at least two persons who are able to comment on your suitability for this post. One **must** be your present or last Headteacher or employer. (For Headteacher applications one **must** be your present local Children's Services Authority or employer). **If you are not currently working with children but have done so in the past, one reference must be obtained from the employer who most recently employed you to work with children.** The CSA reserves the right to seek any further references deemed appropriate. **NB References will not be accepted from relatives or from people writing solely in the capacity of friends.**

Name: _____	Name: _____
Position: _____	Position: _____
Address: _____	Address: _____
_____	_____
_____	_____
Postcode _____	Postcode _____
Email _____	Email _____
Tel No _____	Tel No _____

When completed this form should be returned to the School/Establishment, unless stated otherwise in the advertisement.

Please note that, in the interests of economy, we will not acknowledge receipt of your application. If you have not been contacted within 28 days of the closing date, you should assume your application has not been successful. You may telephone the school if you wish to check on the progress of your application, quoting the job reference number.

Recruitment Monitoring in Employment

MONITORING JOB APPLICANT'S FORM

All applicants for jobs must complete this monitoring form to enable us to fulfil responsibilities placed upon us under legislation in relation to the monitoring of applicants by racial group and to assist us in the elimination of unlawful discrimination, the promotion of equality of opportunity and good race relations between people of different racial groups.

Please return this form **WITH** your completed application form to the address given in the advertisement or with the job details.

This information will be treated as strictly confidential and will only be used for monitoring purposes. Details will not be available to members of the Selection Panel.

Details of the job you have applied for

Directorate/DSO: Job title

Job Ref: Grade:

(if known)

1. Name (in block capitals)

2. I am:
(Please check the appropriate box)

MALE	FEMALE
<input type="checkbox"/>	<input type="checkbox"/>

3. I consider my marital status to be
Please note: If you are widowed or divorced and you live alone, please check 'single'.

Single	Married
<input type="checkbox"/>	<input type="checkbox"/>

4. Date of Birth

5. Please check the box which best describes your ethnic/cultural/racial origin

(O) White British

(9) White Irish

(H) Any other White background
(please type in)

(J) Mixed White and Black Caribbean

(K) Mixed White and Black African

(L) Mixed White and Asian

(M) Any other Mixed background
(please type in)

(4) Asian or Asian British Indian

(5) Asian or Asian British Pakistani

(6) Asian or Asian British Bangladeshi

(8) Any other Asian or Asian British background
(please type in)

(1) Black or Black British Caribbean

(2) Black or Black British African

(N) Any other Black or Black British background
(please type in)

(7) Chinese

(A) Any other ethnic group
(please type in)

6. Do you consider yourself to have a disability or to be a deaf person? YES

(Please see the definition of disability in the advice note 'How to complete the application form'.) NO

7. How did you find out about this job?
(Please check the appropriate box)

Internal circular	Job centre
<input type="checkbox"/>	<input type="checkbox"/>

Newspaper/journal (please say which)	Internet (please say which site or other source...)
<input type="checkbox"/>	<input type="checkbox"/>

**Thank you for your assistance.
Your co-operation will help promote equality of opportunity**

DATA PROTECTION ACT 1998 – FAIR PROCESSING STATEMENT

The information you supply about yourself as part of the application procedure is handled according to the requirements of the Data Protection Act 1998. The “data controller” in respect of information about job applicants for this post is Lancashire County Council.

Information you supply as part of the application process will be used for recruitment purposes and, if you are successful, for subsequent employment purposes. If you are unsuccessful, your application is retained for a maximum of 12 months from the closing date and then destroyed. Equal Opportunities information is used for statistical monitoring purposes which is not related to named individuals.

Details of unsuccessful applicants for casual posts may be retained for longer than 12 months with the consent of the applicant.

The Lancashire County Council contact for data protection matters is:

The Data Protection Officer

PO Box 100, County Hall (Room C21), Preston, PR1 0LD

email: data.protection@lancscc.gov.uk

NB: Please do not return your completed application form to this address.

FINAL CHECKLIST

Please ensure that you have:

- Filled in all relevant parts of the form
- Signed and dated the form
- Completed the monitoring form (**this is essential if your application is to be considered**)
- Read and understood the Data Protection Act – Fair Processing Statement details above

Please note that, in the interests of economy, we will not acknowledge receipt of your application. If you have not been contacted within 28 days of the closing date, you should assume your application has not been successful. You may telephone Lancashire Employee Services if you wish to check on the progress of your application, quoting the job reference number.