



## Teaching Post Application Form

Thank you for downloading Durham County Council's Teaching Post Application form.

This form should only be used to make applications for advertised teaching jobs.

### How to submit Your Job Application Form

Please fill in the following pages, ensuring you complete all relevant parts.

Once you have completed your application form please ensure you have detailed which post it is you are applying for and that it is sent to the correct address. The address will be detailed on the advert of choice. Please note if application forms are received late or sent to the incorrect address they are at risk of being excluded from the recruitment process.

**Please return completed forms as detailed on the advert, i.e. to the school.  
Do not return applications to the email address below – this will be returned to you and cause a delay which may result in you missing a deadline.**

### Problems filling in this form or requests for other formats

If you have any queries/problems completing this form and it is not in the guidance notes document or you need this form in another format such as large print or Braille, then please:

- email [hrschoools@durham.gov.uk](mailto:hrschoools@durham.gov.uk) or
- telephone the HR Schools team on 03000 267247 (24 hour answerphone service)

Vacancy ID Number

## Equal Opportunities Monitoring Form

We are an equal opportunities employer and want to ensure that all applicants are considered solely on their merits. Therefore we need to check that decisions are not influenced by unfair or unlawful discrimination. To help us we should be grateful if you would complete this short questionnaire. You only need to answer if you feel happy to do so. Your answers will be treated with the utmost confidence and will only be used for statistical purposes.

1. Are you:  Male  Female

2. How old are you:  Prefer not to say

### 3. Do you consider yourself to be a person with a disability?

This may include a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities. Long-standing means that it has lasted, or is likely to last, for over a year.

Yes  No  Prefer not to say

### 4. What is your religion or belief?

Christianity  Judaism  Baha'i  
 Hinduism  Sikhism  No Religion  
 Islam  Buddhist  Prefer not to say  
 Other – e.g. Humanist, Atheist, etc (Please state)

### 5. How do you describe your sexuality?

Heterosexual / Straight  Bisexual  Prefer not to say  
 Gay Man  Gay Woman / Lesbian

### 6. Please describe your ethnic origin?

#### White

British  
 Irish  
 Any other White background

#### Arab or Middle Eastern

Arab  
 North African  
 Any other Arab or Middle Eastern Background

#### Asian or Asian British

Indian  
 Pakistani  
 Bangladeshi  
 Chinese  
 Any other Asian background

Other ethnic groups: Please state

#### Black or Black British

Caribbean  
 African  
 Any other Black background

#### Travelling Community

Gypsy/Roma  
 Traveller of Irish Descent  
 Other member of the travelling community

#### Mixed

White & Black Caribbean  
 White & Black African  
 White & Asian  
 Any other Mixed Background

#### Prefer not to say

Prefer not to say

### 7. What is your Relationship Status?

Married/Civil Partnership Prefer not to say

# Durham County Council Teaching Post Application Form



**Strictly Confidential**

**Please read the Teaching Post Guidance Notes before completing this form**

**To be completed by the Applicant**

Vacancy ID:

Post Title:

School/Location:

Closing Date:

Surname:

Title:

Previous Surname (s):

Forename(s):

National Insurance Number:

Address:

Telephone No: Home

Mobile:

Postcode:

Work (if convenient):

E-mail address:

**Job Share**

If this post is open to job share, do you wish to apply for this post in a job share capacity?

 **Yes** **No****Please state where you saw the advertisement for this post.** **Durham County  
Council Website** **Evening Chronicle  
Newspaper** **Northern Echo  
Newspaper** **Vacancy Bulletin** **Specific Journal** **DCC Intranet** **Sector1 Website** **Jobcentreplus** **Fish4Jobs Website** **TES/TES Online** **Northeastjobs** **Other**

Do you consider yourself to be a person with a disability? This may include a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities. Long-term means that it has lasted, or is likely to last, for over a year. Applicants with disabilities will be invited for interview if they meet the essential criteria on the person specification.

 **Yes** **No** **Prefer not to say**

If you have answered yes please detail below any specific requirements to assist you with an interview and we will try to make the necessary arrangements.

### Important Information

#### **FOR POSTS WHICH REQUIRE A DBS CHECK ONLY – AS STATED ON THE JOB ADVERT/JOB DESCRIPTION**

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and therefore cannot be taken into account. Further guidance and details on the criteria on the 'filtering' of these cautions and convictions can be found on the Disclosure and Barring Service website ([www.gov.uk/dbs](http://www.gov.uk/dbs))

**Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (amended in 2013)? YES / NO**

If YES, please provide relevant details of the offence, date of offence and sentence below. If you would prefer not to include this information on the application form, please provide the details in a sealed envelope addressed to:  
Team Leader – HR Operations & Data, Durham County Council, County Hall, Durham, DH1 5UL marked '**Strictly Confidential**' – **For the attention of the Head Teacher/Lead Officer – only to be opened by the addressee**' also please ensure that you state the **job title** of the job you are applying for and the **vacancy ID number** (as detailed on the job advert).

#### **Data Protection Statement**

The Council is committed to confidentiality and complies with the Data Protection Act 1998. All information will be handled and stored sensitively and used only for its intended purpose.

### Declaration

Under the Council's constitution you are required to state in writing whether to the best of your belief you are the parent, grandparent, partner, child, step-child, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing Councillor or Officer of the Council; or of a partner of such persons.

Name	Relationship
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**Canvassing of Members of the Council or any Committee of the Council or any appointing officer directly or indirectly for any appointment with the Council is prohibited and shall, if deemed appropriate, disqualify the candidate for that appointment.**

**I certify that the information I have given is true and complete. I authorise Durham County Council to check the details I have supplied with any other agencies, including other local authorities and the police. I understand that I am responsible for the accuracy of information submitted and making a false declaration or knowingly providing false information may constitute fraud and may lead to dismissal without notice. Should the circumstances that I have declared on this form change, I understand that I must notify Durham County Council immediately.**

**Durham County Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided or any information that is held within this Council for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for this purpose.**

I agree to the above statement and will sign and date a copy of this application as a true record if I am invited for an interview:

**Signature:**

**Date:**

(For Office Use Only)

Candidate Ref. No:

Post Title and Vacancy  
ID:

**A Education**

**Secondary Education**

N.B. appointment will only be confirmed subject to receipt of official certificates in support of below.  
(Please use continuation sheets if required)

School attended	Qualifications	Subject	Date	Grade

**Higher Education:**

Please indicate institution attended

	From	To	Degree, Diploma, Certificate	Date of Award	Subject, Class, Division
Degree					
Higher/Advanced Degree/Diploma/ Certificate					
NPQH	<input type="checkbox"/>	Yes	Date obtained		<input type="checkbox"/> No

**In-Service Training:**

Name of Establishment	From	To	Course Taken

Subsidiary subjects offered, e.g. Games, Music

Particulars of residence abroad (for modern language posts)

**B Employment Details**

Teaching Service

**(1) Present Appointment (please state)****Please state whether present appointment is permanent or temporary**

Full or Part time	Salary Grade/Group indicating any additional allowances	Name of Establishment	No. on Roll	Age Range	Local Authority	Date of Appointment

**(2) Previous Appointments (please list most recent first)**

*Post	Full or Part time	Salary Grade/Group indicating any additional allowances	Name of Establishment	No. on Roll	Age Range	Local Authority	Employment Dates	
							From	To

\* e.g. D.H., A.H.T., A.S.T., H.D. (English); H.Yr; H.Fac; H.House, etc.; Q.A. Fast Track Teacher

## B Employment Details

Do you have any additional employment which you intend to continue if appointed to this post?

**Yes**

**No**

If yes, please detail the nature of the work and the hours:

Period of notice required or termination date for current employment:

### **Person Specification:**

Please use this section to demonstrate that you have the essential and where possible desirable experience, skills and knowledge as stated on the person specification of the post for which you are applying. Candidates who do not evidence that they meet the essential qualifications and experience listed on the person specification will not be shortlisted. (Please use continuation sheets if required).

**C Full Employment History**

Name & Address of Employer	Appointment held/Grade and/or salary (if any)	Dates (dd/mm/yy)		Reason for leaving
		From	To	

**D Additional Information**

Subject (s) Secondary School only:

Department of Education Ref. No:

General Teaching Council No:

**To be completed in case of general application only**

In which area(s) of the County do you wish to teach?

Do you want full time, part time, permanent or temporary work?

Have you already given notice to your present employer?  Yes  No

If Yes when will you be able to commence?

If No how much notice are you required to give?

## D Additional Information

Do you have any additional information that might be helpful to the Governors/Appointment Panel (continue on separate sheet if necessary)

## E Referees

Give name, job title, relationship to referee and address of **TWO** people, who must know you well to whom a reference may be made. Referee 1 should be your present (or most recent) employer. Next of kin or immediate relatives should not be named as referees.

The School reserves the right to seek references prior to interview and this may include references from your current or most recent employing local authority. All references will be verified by the Council with the referee to ensure authenticity.

Referee 1 Name:	Referee 2 Name:
Job Title:	Job Title:
Relationship to Referee:	Relationship to Referee:
Address:	Address:
Post Code:	Post Code
Telephone No:	Telephone No:
E-mail:	E-mail:

**N.B. Appointment will only be confirmed subject to satisfactory references.**

**D Additional Information**

Do you have any additional information that might be helpful to the Governors/Appointment Panel  
(continue on separate sheet if necessary)

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