**Hammersmith & Fulham, Kensington and Chelsea, Westminster**

**Employment application form**

**Application for a First Teaching Appointment**

**Important note for completion of the application form**

This application form is all the information we have about you as a candidate. It is therefore vital that you give as much relevant information as possible. In particular make sure you read and understand the job description and selection criteria which accompany this form. It is important that you fully complete section 10 telling us in detail how you meet each of the selection criteria in turn under appropriate criterion headings (using extra paper if you require).

**N.B. Curriculum vitae will not be accepted. You must fill in all sections of the application form. Please read the NQT application guidance notes which can be found at:** [www.lbhf.gov.uk/nqts/howtoapply](http://www.lbhf.gov.uk/nqts/howtoapply) **before completing this form.**

Please complete this application electronically and return this application by email to [nqtadmin@rbkc.gov.uk](mailto:nqtadmin@rbkc.gov.uk) to be included in the central pool database for the London Borough of Hammersmith and Fulham (LBHF), The Royal Borough of Kensington and Chelsea (RBKC) and/or Westminster City Council (WCC). Please indicate in which authority you are seeking a First Post. You may choose to be considered for one or more by ticking the relevant boxes below.

**Hammersmith and Fulham**  **Kensington and Chelsea**  **Westminster**

19 Feb 2018

Closing date for receipt of this application

**1. Applicant's personal details**

Applicant's surname Initial(s)

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Permanent home address Postcode

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Email address

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Home telephone no. Mobile telephone no.

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**2. Right to Work**

Do you require a work permit?  YES  NO

If YES, you will be required to provide further details

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National Insurance number (you will be required to verify this)

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Are you an overseas qualified teacher have yet to achieve QTS in the UK?

YES  NO

Country of qualification

Are you recognised by the Dept. for Education and Skills as a qualified teacher, or are you currently working towards the award of Qualified Teacher Status (QTS)?

YES  NO

(expected) Date of award of QTS Teacher Reference Number (TRN)

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Available for employment as a qualified teacher from:

**3. Details of references**

Please give the names and addresses of two people from whom a current reference may be obtained. They should NOT related to you. They must be able to provide references in a professional capacity.

**1st REFEREE 2nd REFEREE**

Name Name

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Email Address Email Address

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Telephone no. Telephone no.

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Connection with applicant Connection with applicant)

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May we contact this person before May we contact this person before

interview?  YES  NO interview?  YES  NO

**4. Age range you wish to teach**

Please tick appropriate box(es). You should ideally select an age range that your teacher training has prepared you for.

1st choice 2nd choice

1. Foundation stage (Nursery) 2-4 years
2. Foundation stage (Reception) 4-5 years
3. NC Key stage 1 (Years 1-2) 5-7 years
4. NC Key stage 2 (Years 3-6) 7-11 years
5. NC Key stage 3 (Years7-9) 11-14 years
6. NC Key stage 4 (Years 10-11) 14-16 years
7. NC KS 5/Sixth Form (Years 12-13) 16-19 years

**5. Specialisms and other preferences**

Main subject must be the main subject of your teacher training course. If joint main, indicate preference as the main.

**Main subject**

**Subsidiary subject**

I wish to be considered for posts in church schools  YES  NO

I would prefer (please tick preference)  C of E  RC  No preference

I would like to be considered for a post in the school where I did teaching practice (only if in Hammersmith and Fulham, Kensington and Chelsea or Westminster)

**School Name**

**Local Authority**

**6. Previous teaching appointments**

Please start with your most recent post and include both qualified and unqualified paid teaching employment

**Dates from/to Name of school Position held Age range of  
day/month/year (and type e.g. Primary) (full-time or part-time) pupils/subject**

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**7. Other experience**

**Please state other paid work experience in order of date**

**Dates from/to Name of employer Position held Salary   
day/month/year (full-time or part-time)**

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**Please include other unpaid voluntary work and teaching practice placements**

**Dates from/to Name of School/ Voluntary or Age group  
day/month/year Organisation Teaching practice**

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**8. Details of education**

**Please list Schools/Colleges/Universities you have attended since age14. You must include details of your degree and teaching qualification with expected completion dates.**

Name of school/college/university Qualification level/skills gained Date

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You will be required to provide evidence of any academic qualifications stated where they are relevant to your appointment.

**9. Other training, qualifications and Membership of Professional Associations**

**Please give details (e.g. First Aid, Catholic Certificate of Religious Studies etc.)**

Description of course and qualification gained, or membership details Date

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**10. How you consider you meet the selection criteria**

Drawing upon your knowledg/experience/skills/abilities and qualifications explain how you meet each criterion and what makes you suitable for this position. Address each one in turn, you may find it helpful to use criteria as subheadings. Please try and limit your response to 2 sides of A4, and read the guidance notes that accompany this form.

1 Appropriate recent teaching qualifications and experience in obtained in UK or

EU (**from application form).**

2 Ability to organise and manage a class to promote effective learning.

3 Ability to plan, implement and assess effective teaching programmes and to

evaluate classroom practice.

4 Ability to relate to and build positive relationships with pupils.

5 Ability to promote positive pupil behaviour and understanding of procedures

for implementing school policies.

6 Ability to work as part of a multi-disciplinary team within the wider school

community.

7 Demonstrate awareness of equal opportunities, inclusion and cultural diversity

issues in education.

8 Demonstrate an awareness and understanding of the role of

parents/caregivers and families in education.

9 Show an understanding of the importance of keeping abreast of current

developments in education and how to go about this.

10 Demonstrate an understanding of a teacher’s role in safeguarding of children.

11 Demonstrate your interest in and suitability for Hammersmith and Fulham, Kensington and Chelsea or Westminster as borough/s in which you’d like to begin your teaching career.

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**11. Rehabilitation of Offenders Act 1974**

Do you have any criminal convictions, bindovers, formal warnings or cautions, including those considered 'spent' under the Rehabilitation of Offenders Act 1974.  
For the purposes of employment in the education sector, no convictions are considered spent and everything must be declared.

The councils have a positive policy on the recruitment of ex-offenders, and will not unnecessarily discriminate against those who disclose a criminal record unless it is considered that this makes you unsuitable for employment. In making this decision the councils will consider the nature and relevance of the offence, how old you were when it was committed and any other factors which may be relevant.

This information will be treated in strictest confidence and only those directly involved in the recruitment process will have access to the information provided.

YES  NO

If YES please give details

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**12. Prevention and Detection of Fraud**

The councils are committed to the highest ethical standards and expects their employees to act with integrity, to be honest and trustworthy and to comply with all laws and regulations which apply to council business.

The councils collect information for a variety of local authority purposes including Housing Benefit. The information collected about you may be used for any local authority purpose.

Information on you provided by you or by a third party may be checked with other information held by the councils. This information may also be used by the councils or supplied to other bodies to prevent or detect crime or protect public funds. Use of information about you and disclosures to anyone outside the councils will only be carried out where law permits.

If you have any queries about information held about you, all of which is held under the provisions of the Data Protection Act 1998, please contact the Tri-Borough Director of Finance and Resources for Children’s Services at Kensington Town Hall, Hornton Street, London W8 7NX.

**13. Relationship to current employee/councillor**

To your knowledge are you related to any borough Councillor and/or Governor or senior member of staff of a school in the local authority to which you are applying?

YES  NO

If YES, please give details

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**IMPORTANT INFORMATION**

**Please read before signing this application form**

The accuracy of information provided may be checked with other organisations. Provision of false or misleading information may amount to a criminal offence.

The council may obtain from or provide information to third parties for the purposes of the detection and prevention of crime.

The councils may data match information it holds about its employees for the prevention and detection of crime.

**Declaration**

I accept that the offer of employment is conditional on the provision by me of true, accurate information with no material omissions.

I give my consent to the council making such reasonable enquiries as it sees fit in respect of my application.

As part of this application I agree to the provision of background character information being obtained from the Disclosure and Barring Service under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the checks requested are in accordance with the relevant legislation. I (the job applicant) confirm that the information provided in support of this application is accurate and true and that I have not omitted any material facts. I understand that knowingly to make a false statement for this purpose is a criminal offence and will mean that any provisional offer of employment made to me will be withdrawn, or if in post, will lead to the termination of my contract of employment without notice.

Signature Date

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| **RECRUITMENT MONITORING** | | | | | | | | | | | | |
| The councils are committed to Equality in Employment and aims to employ a workforce which reflects the diverse community we serve. The policies of the councils are to appoint the best candidates for any position irrespective of gender, sexual orientation, age, marital status, disability, race, colour, ethnic or national origin, religion or belief. The information you provide here is completely confidential and will be separated from your application prior to the short-listing stage of the recruitment process. You must complete this section for your application to be considered. | | | | | | | | | | | | |
| **Full Name:** | | | | | | | | | | | | |
| **Date of Birth:** | | | | | | | | | | | | |
| **Gender:** | | | | | | | | | | | | |
| **Disability Status**  The Disability Equality Scheme states ‘the problems experienced by many disabled people are not because of their impairments or medical conditions, but are due to attitudinal and environmental barriers. This is known as ‘the social model of disability’. | | | | | | | | | | | | |
| Do you consider yourself to be disabled as defined by the above ‘social model’? | | | | | | | | | | | | |
| **Yes:** | | | | | **No:** | | | | **Prefer not to say:** | | | |
| The definition of disability, as outlined in the Disability Discrimination Act 1995 & 2005(DDA) is as follows:  **‘A physical or mental impairment which has substantial and long term effect on a person’s ability to carry out normal day-to-day activities’.** | | | | | | | | | | | | |
| **Yes:** | | | | | **No:** | | | | **Prefer not to say:** | | | |
| **ETHNIC GROUP:** To which of these groups do you consider you belong? Please tick one box | | | | | | | | | | | | |
| **ASIAN OR ASIAN BRITISH** | | | | | | | | | | | | |
| **Indian** |  | | | **Bangladeshi** | | |  | | **Pakastani** | | |  |
| **Any other Asian Background (please specify)** | | | | | | |  | | | | | |
| **BLACK OR BLACK BRITISH** | | | | | | | | | | | | |
| **Caribbean** | |  | | | | **African** |  | **Black**  **British** | | |  | |
| **Any other Black background (please specify)** | | | | | | | | | | | | |
| **MIXED ETHNICITY** | | | | | | | | | | | | |
| **White & Asian** | | | | | | |  | | | | | |  |
| **White & Black African** | |  | | | | **Black & Asian** |  | **White & Black Caribbean** | | |  | |
| **Any other Mixed background (please specify)** | |  | | | | **Black & Chinese** |  | **Chinese & White** | | |  | |
| **OTHER ETHNIC GROUP** | | | | | | | | | | | | |
| **Arab** | | |  | | | | **Chinese** | | |  | | |
| **Other (please specify)** | | |  | | | | **Prefer not to say** | | |  | | |
| **WHITE** | | | | | | | | | | | | |
| **English** | | | | | | | **Irish** | | | | | |
| **Eastern European** | |  | | | | **Northern Irish** | **Scottish** | **Welsh** | | |  | |
| **Any other White background (please specify)** | | |  | | | | **Western European** | | |  | | |
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| **SEXUAL ORIENTATION** | | | |
| **Bisexual** |  | **Heterosexual (straight)** |  |
| **Gay Man** |  | **Gay Woman (Lesbian)** |  |
| **Other** |  | **Prefer not to say** |  |
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| **DATA PROTECTION ACT**  The Council will process all data in compliance with the provisions of the Data Protection Act 1998. Please sign below to give your explicit consent that the information which you give on this form may be processed in accordance with the 3 Councils registration under the Data Protection Act 1998. | | | |
| **Do you agree to give consent?** | |  | |
| **Thank you for taking the time to complete this form** | | | |