

# Teaching Staff Application Form



beauchampcollege

Post Title:

Where did you first see this vacancy advertised?

## Personal Details

Title:

Forename:

Surname:

Address:

Mobile Telephone:

Postcode:

Home Telephone:

Do you hold current driving licence:

E-mail address:

National Insurance Number:

DCSF Reference Number:

## Present Employment

Employer's Name:

Outline Key Duties and Responsibilities:

Employer's Address:

Job Title:

Salary:

If employment is in a school please complete:

Type of School:

Age Range:

Number on Roll:

Date Started:

Reason for Leaving:

Period of Notice:

**Employment History – Start with the most recent**

Employer's Name	Job Title and Main Responsibilities	Salary	Dates From/To	Reason for Leaving

## Education and Qualifications

Place of Study	Subject and Qualification Level	Grade Achieved	Dates From/To

**Further Information** – Describe the relevant experience, skills and knowledge that you have which meet the job description for this position and your reasons for applying for the position.

**Referees** – Please give details of two referees, one of whom must be your present or last employer. References may be taken up immediately in respect of candidates selected for interview so please state if you do not wish us to contact your referee prior to interview.

Name and Address:

Name and Address:

Position Held by Referee:

Position Held by Referee:

Telephone:

Telephone:

E-mail:

E-mail:

Can we contact this referee prior to interview?

Yes  No

Can we contact this referee prior to interview?

Yes  No

**Attendance** – Please detail your sickness absence in the last two years, including number of days and frequency. Please indicate if absence was disability or pregnancy related.

Have you suffered from any medical condition which has affected (or might in the future affect) your performance as an employee?  Yes  No

### Work Permit

If you are not an EU national, do you have permission to work in the UK?

Yes  No

If yes, please enclose evidence e.g. passport, biometric immigration document or permanent residence card.

## Convictions and Spent Convictions of a Criminal Nature

You will appreciate that the Local Authority must be particularly careful to inquire into character and background of applicants for appointment to posts involving contact with children under the age of 18. It is therefore essential that, in making your application, you disclose whether you have ever been convicted of a criminal offence and, if so, for what offence(s). Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exemptions) (Amendments) Order 1986. The fact that conviction(s) have been reported against you will not necessarily debar you for consideration for this appointment.

You must, therefore, answer the question at the foot of this notice "have you ever been convicted of a criminal offence?" (Please answer "yes" or "no"). If the answer is "yes", you must give details which may, if you wish, be enclosed in a separate, sealed envelope marked "confidential" and attached to the application. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies. The object of this notice, will not in any way reflect upon applicants' integrity but it is necessary to protect the public and the Council.

In accordance with the recommendations of the Home Office, successful candidates for all posts where there is to be contact with children, will be the subject to a criminal records bureau clearance, regardless of the answer given to the question concerning previous convictions. Acceptance of an offer of appointment will be deemed to be acceptance that such an investigation may take place. Applicants are informed that providing false information is a disciplinary matter and may result in summary dismissal.

Have you ever been convicted of a criminal offence?  Yes  No

If yes, please give details in an envelope attached to this form (as explained above).

## Applicant's Statement

- I am not related to any present governors or employees of Beauchamp. If you are, please state to whom:
- I am prepared to undergo a medical examination.
- I can produce the original documents of my qualifications.
- I confirm that the statements in this application are true.
- I understand that canvassing, directly or indirectly, will be a disqualification.

Signed

Dated

## Equal Opportunities Questionnaire

Please complete and return with your application form

The policy of Beauchamp College is that no person should be discriminated against by reason of their race, colour, ethnic or national origin, nationality, religious belief, gender, marital status, sexual orientation, age, hours of work, disability or union/non-union membership. It is the policy of the College that all decisions taken in respect of recruitment, promotion and training shall be taken having regard only to the requirements of the job or training proposed.

Post applied for:

Full Name:

Date of Birth:

Gender:

### Disability

The Disability Discrimination Act 1995 defines disability as “physical or mental impairment which has a substantial and long term adverse effect on the ability to carryout normal day to day activities”.

Do you consider that you have a disability?  Yes  No  Prefer not to say

If yes, please give details of the nature of your disability by putting an X in the appropriate box below:

- I have dyslexia
- I am blind/partially sighted/visually impaired
- I am a wheelchair user/have mobility difficulties
- I have mental health difficulties
- I have an unseen disability e.g. asthma, cancer, diabetes, epilepsy, HIV, MS
- I have a disability not listed above. Please specify:

Please indicate if you require any reasonable adjustments due to a disability or health condition to enable you to attend an interview, or which you wish us to take into account when considering your application.

**Ethnic origin** – Please tick the category that you feel best reflects your ethnic origin.

**White**

- White British
- White Irish
- Other White

**Asian**

- Indian
- Pakistani
- Bangladeshi
- Other Asian

**Black**

- Caribbean
- African
- Other Black

**Mixed**

- White and Black Caribbean
- White and Black African
- White and Asian
- White and Chinese
- Other Mixed

**Chinese**

- Chinese
- Other Chinese

**Other**

- Other Ethnic Group

- Prefer not to say

**Nationality**

Please indicate your nationality:

**Declaration**

Signed

Dated

**Please return the completed form to:**

Post: Recruitment Team  
The Beauchamp College  
Ridgeway  
Oadby  
Leicester  
LE2 5TP

E-mail: [jobs@beauchamp.org.uk](mailto:jobs@beauchamp.org.uk)