



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 are only able to employ nationals of European Economic Area (EEA) countries, citizens of Switzerland and those legally entitled to work in the UK. Lancashire County Council does not hold a sponsorship licence and is unable to employ non-EEA nationals under tiers 2 or 5 of the points-based system. If you submit an application form and are shortlisted for interview, you will be required to produce documentary evidence of your right to work in the UK.

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.

Private and ConfidentialJob Ref No. 

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) Please indicate a preferred Method of contact.	Home Preferred <input type="checkbox"/>	Mobile Preferred <input type="checkbox"/>	Work Preferred <input type="checkbox"/>
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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 Department for Education require this ☐ Yes ☐ No

If yes, please give date of completion

Teacher Reference number (eg 12/34567)

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

If yes, give full details

2. Present PositionPresent 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)

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6. Teaching Experience Starting with first post, ending with present post. Please include all paid and voluntary work and give exact dates and indicate the reasons for any gaps in employment record										
Employing Authority	Post Held (Incl. TLR) Reason for leaving	Full/Part Time/ Supply	Name of School/ Establishment	Type Secondary/ Primary/ Special etc	Mixed or Single Sex	No on Roll (approx)	Age Range Taught	Areas of Responsibility	Dates	
									From D M Y	To D M Y

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 (Please include reason for leaving)	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) 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 (as amended in 2013)? Yes ☐ No ☐ Click as appropriate.
You may be entitled to answer 'no' to this question even if you have been convicted of a criminal offence in the past, however certain types of employment which involves contact with children and / or vulnerable adults are excluded under Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). It is therefore suggested that you take appropriate advice if you are in any doubt as to the correct answer to give.
- Please note 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 cannot be taken into account.
Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service web site.
- (b) If you answer yes, please detail offence(s) including date(s) and sentence(s) where relevant, in a sealed envelope, marked Private and Confidential for the attention of the Chair of Governors c/o the school / establishment.
- (c) I can confirm that I am not barred from working with children or vulnerable adults or subject to sanctions imposed by a regulatory body or subject to any on-going investigation into any matter which may bring into question my suitability for the post applied for.

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 submitting this application form, I certify that the information contained in this application form is accurate and true. I give my explicit consent to the processing, transfer and disclosure of all information submitted by me during the recruitment process and throughout any subsequent periods of employment for pre-employment checks, equal opportunities monitoring, payroll operations and training and absence records.
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 referee 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.

NB References will not be accepted from relatives or from people writing solely in the capacity of friends.

The CSA reserves the right to seek any further references deemed appropriate.

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

When completed this form should be e-mailed to: e.johnson@unity.lancs.sch.uk

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 Ask HR 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)

<p>1. Name (in block capitals)</p> <p>2. I am: (Please check the appropriate box)</p> <table style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;">MALE</td> <td style="width: 50%;">FEMALE</td> </tr> <tr> <td style="height: 40px; vertical-align: middle;"><input type="checkbox"/></td> <td style="height: 40px; vertical-align: middle;"><input type="checkbox"/></td> </tr> </table> <p>3. I consider my marital status to be Please note: If you are widowed or divorced and you live alone, please check 'single'.</p> <table style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;">Single</td> <td style="width: 50%;">Married</td> </tr> <tr> <td style="height: 40px; vertical-align: middle;"><input type="checkbox"/></td> <td style="height: 40px; vertical-align: middle;"><input type="checkbox"/></td> </tr> </table> <p>4. Date of Birth</p> 	MALE	FEMALE	<input type="checkbox"/>	<input type="checkbox"/>	Single	Married	<input type="checkbox"/>	<input type="checkbox"/>	<p>5. Please check the box which best describes your ethnic/cultural/racial origin</p> <p>(O) <input type="checkbox"/> White British</p> <p>(9) <input type="checkbox"/> White Irish</p> <p>(H) <input type="checkbox"/> Any other White background (please type in) _____</p> <p>(J) <input type="checkbox"/> Mixed White and Black Caribbean</p> <p>(K) <input type="checkbox"/> Mixed White and Black African</p> <p>(L) <input type="checkbox"/> Mixed White and Asian</p> <p>(M) <input type="checkbox"/> Any other Mixed background (please type in) _____</p> <p>(4) <input type="checkbox"/> Asian or Asian British Indian</p> <p>(5) <input type="checkbox"/> Asian or Asian British Pakistani</p> <p>(6) <input type="checkbox"/> Asian or Asian British Bangladeshi</p> <p>(8) <input type="checkbox"/> Any other Asian or Asian British background (please type in) _____</p> <p>(1) <input type="checkbox"/> Black or Black British Caribbean</p> <p>(2) <input type="checkbox"/> Black or Black British African</p> <p>(N) <input type="checkbox"/> Any other Black or Black British background (please type in) _____</p> <p>(7) <input type="checkbox"/> Chinese</p> <p>(A) <input type="checkbox"/> Any other ethnic group (please type in) _____</p>	<p>6. Do you consider yourself to have a disability or to be a deaf person? <input type="checkbox"/> YES <input type="checkbox"/> NO (Please see the definition of disability in the advice note 'How to</p> <p>7. How did you find out about this job? (Please check the appropriate box)</p> <table style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;">Internal circular</td> <td style="width: 50%;">Job centre</td> </tr> <tr> <td style="height: 40px; vertical-align: middle;"><input type="checkbox"/></td> <td style="height: 40px; vertical-align: middle;"><input type="checkbox"/></td> </tr> <tr> <td style="height: 40px;"></td> <td style="height: 40px;"></td> </tr> <tr> <td style="height: 40px;"></td> <td style="height: 40px;"></td> </tr> <tr> <td style="width: 50%;">Newspaper/journal (please say which)</td> <td style="width: 50%;">Internet (please say which site) <small>or other source</small></td> </tr> <tr> <td style="height: 40px; vertical-align: middle;"><input type="checkbox"/></td> <td style="height: 40px; vertical-align: middle;"><input type="checkbox"/></td> </tr> <tr> <td style="height: 40px;"></td> <td style="height: 40px;"></td> </tr> </table> <p style="text-align: center; font-weight: bold;">Thank you for your assistance. Your co-operation will help promote equality of opportunity</p>	Internal circular	Job centre	<input type="checkbox"/>	<input type="checkbox"/>					Newspaper/journal (please say which)	Internet (please say which site) <small>or other source</small>	<input type="checkbox"/>	<input type="checkbox"/>		
MALE	FEMALE																							
<input type="checkbox"/>	<input type="checkbox"/>																							
Single	Married																							
<input type="checkbox"/>	<input type="checkbox"/>																							
Internal circular	Job centre																							
<input type="checkbox"/>	<input type="checkbox"/>																							
Newspaper/journal (please say which)	Internet (please say which site) <small>or other source</small>																							
<input type="checkbox"/>	<input type="checkbox"/>																							

DATA PROTECTION

The information you supply about yourself as part of the application procedure is handled according to the requirements specified in data protection legislation. This includes the Data Protection Act 1998 and the General Data Protection Regulation.

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 confidentially destroyed. Equal Opportunities information is anonymised and then used for statistical monitoring purposes.

The Lancashire County Council contact for data protection matters is:

The Data Protection Officer
PO Box 100, County Hall, Preston, PR1 8XJ

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 and the General Data Protection Regulations 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.