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| **APPLICATION FOR TEACHING EMPLOYMENT** |

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| **Job applied for:** |  |
| **School / Location:** | Marple Hall School, Marple, Stockport. |

**Please read the Guidance notes on page 2 before filling in this application.**

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| **PERSONAL DETAILS** |

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| **Title:** | **Forename:** | | **Surname:** |
| **Address:** | | | |
| **Postcode:** | | **Date of Birth:** | |
| **Tel No Day:** | | **Evening:** | |
| **Email Address:** | | **National Insurance Number:-** | |
| **Date of achieving QTS/Probationary period:-** | | | |
| **DCSF Number:-**  **www.gtce.org.uk** | | | |
| **Are you registered with the GTC?** **YES  NO** | | | |
| **Are you a member of the Teachers’ Pension Scheme?** **YES  NO** | | | |

**Eligibility to work in the UK:**

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| Current legislation means that it is a criminal offence to employ a person who is subject to immigration control, unless he or she has documentary proof showing an entitlement to work in the UK. If selected for interview you will asked to provide proof of your work entitlements. www.ukba.homeoffice.gov.uk |
| Do you have an entitlement to work in the UK? **YES**  **NO** |

Do you consider yourself to be disabled? **YES  NO**

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| **GUIDANCE NOTES** |

We are committed to ensuring our selection procedure is as free as possible of any bias and therefore we ask you to complete an ‘Applicant information’ form to provide your details [this is a legal requirement] and this separate supporting application form. The information you provide on this supporting form is the only information we will use in deciding whether or not you will be shortlisted for interview, so you are strongly advised to complete the application form as fully as possible. **Please read all the documents enclosed and refer to our values information on the recruitment page on our website – they are designed to help you.** **Pre-prepared CVs will not be considered.**

* **Please note, all Council employees particularly those based and working in educational establishments are expected to share the Council's commitment to safeguarding and promoting the welfare of children and young people, that they have responsibilities for or come into contact with.**
* Please ensure you have put your Application Reference Number at the top of every page including any separate sheets you submit. The job reference number can be found on the right of the job title on the advert and on the cover letter.
* The application form will be photocopied, so please complete it in **black ink.**
* Please do not add any personal details such as your name or address to any additional sheets you submit.
* **Please return your completed application forms as stated in the advertisement/application pack.**

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| **REFERENCES** |

Please give details of two referees, one of which must be your current/last employer, if you have one. The second referee should also be a previous employer where possible. If you are a school or college leaver, then your Headteacher or Tutor’s name should be given. In all cases make sure you use someone who knows your capabilities, can comment on your reliability and is aware of your potential.

**REFERE**

* Always remember to specify your responsibilities rather than those of your section or department

Please supply the names and contact details of at least two referees who can comment on yout suitability for this position. One should be your current or most recent employer. (If you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives, or persons who only know you as a friend.)

References will be sought prior to interview, the references will ask your current/previous employer/tutor about any disciplinary offences relating to children. Please note that for Headteacher and Deputy Headteacher appointments a reference will automatically be sought from your current L.A

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| **1st Reference** | | | |
| Job Title: | Forename: | | Surname: |
| Address: | | | |
| Postcode: | | | |
| Email Address: | | Main School/Switchboard Telephone Number: | |
| In What capacity do you know the referee? | | | |
| Are you related to, or the partner of this referee?  **YES  NO** | | | |

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| **2nd Reference** | | | |
| Job Title: | Forename: | | Surname: |
| Address: | | | |
| Postcode: | | | |
| Email Address: | | Main School/Switchboard Telephone Number: | |
| In What capacity do you know the referee? | | | |
| Are you related to, or the partner of this referee?  **YES  NO** | | | |

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| **DISCLOSURE OF INFORMATION** |

We must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations that handle public funds. This will only apply if you become an employee.

CONTACTS WITH THE COUNCIL – CANVASSING WILL DISQUALIFY

Are you related to, or the partner of?

Any councillor or employee of Stockport Metropolitan Borough Council?  **YES**  **NO**

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| If YES please give details: |

## DISMISSAL

## Have you ever been dismissed from any previous employment? YES NO

If YES please give details, including dates, reasons and employer.

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## DISCLOSURE OF CRIMINAL CONVICTIONS

Please give details of any unspent criminal convictions in line with the Rehabilitation of Offenders Act including date of conviction and sentence imposed.

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DECLARATIONS

* I confirm that I am not subject to any immigration controls or restrictions, which prohibit my working in the UK.
* I confirm that the information supplied by me in this application is complete and correct to the best of my knowledge
* I understand that any false information, any relevant omission or misleading statements may disqualify me from employment or result in my dismissal.

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| In completing this signature section in word on this document and submitting your application via the internet you are confirming that the information supplied is accurate and complete. Providing false information is an offence and could result in the application being rejected, or summary dismissal if the applicant has been selected, and possible referral to the police.  Signed | Date |

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| **EXEMPTION UNDER THE REHABILITATION OF OFFENDERS ACT** |

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| **Application for the post of:** |  |
| **Employing Authority:** | Stockport Metropolitan Borough Council |
| **School / Location:** |  |

## The Rehabilitation of Offenders Act (Exemptions) Order 1975 applies to this post.

**PLEASE NOTE:- A signature is required even if you have nothing to declare.**

This means that you must disclose all criminal convictions (including those defined as spent under the Rehabilitation of Offenders Act), cautions, reprimands, final warnings, motor offences and any other information that may have a bearing on your suitability for the post, such as if your suitability to work with children or vulnerable adults has ever been questioned.

Failure to disclose any convictions / reprimands / cautions / final warnings or any other relevant information may disqualify you from employment or result in your later dismissal.

### Nature of convictions / reprimands / cautions / final warnings/ other relevant information.

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| **Date** |

### Do you have any outstanding cases waiting to be heard? Please tick appropriate box

**YES**  **NO**

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| **Date (if known) and details** |
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| **Name** | |
| **Signed** | **Date** |

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| **MONITORING INFORMATION** |

It is the Council’s policy to ensure that all appointments are made on merit.In order to monitor the effectiveness and success of this policy please provide the information requested below regarding your personal details. The details supplied by you on this form are confidential, but will form part of the personnel record of the successful candidate.

In line with the **Data Protection Act 1988**, in signing the declaration you agree to Stockport Council disclosing information such as name to the Job Centre and New Deal participants for statistical purposes, this information will not be retained or processed for any other purpose.

Have you previously worked for Stockport Metropolitan Borough Council? **YES NO**

**Where did you see this job advertised?**

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| **ETHNIC ORIGIN** |

These groupings are in line with the 2001 census. I describe my ethnic origin as:

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| ASIAN OR ASIAN BRITISH:  Indian  Pakistani  Bangladeshi  Other Asian – Please Specify: | BLACK OR BLACK BRITISH:  Caribbean  African  Other Black – Please Specify: | CHINESE:  Chinese  Other – Please Specify: |
| WHITE:  British  Irish  Other White – Please Specify: | MIXED:  White & Black Caribbean  White & Black African  White & Asian  Other Mixed – Please Specify: | OTHER ETHNIC GROUP:  Please Specify: |

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