Application Form
for Teachers including Head Teachers

Please see the privacy notices for Barnet Council and the individual setting that relates to your application (via websites). Personal data is processed in line with data protection legislation and does not compromise your data rights. Unsuccessful application forms are stored for 6 months (Information and Management Records Society retention periods).

Please note that it is not possible to use bold or rich text when completing this application form.

Vacancy:	School/Establishment:
Closing date:	
Ref number:	

Please complete all sections of this form carefully in typescript or black pen, following the instructions. The information you provide is the only material used in deciding if you should be interviewed.

I understand that it is an offence to apply for a position if I am barred from engaging in regulated activity relevant to children. *(Regulated activity -Refers to certain roles that involve working with children or vulnerable adults, such as teaching and providing care. Anyone who is on the Disclosure and Barring Service (DBS) barred lists cannot work in these roles).* Yes ☐ No ☐

I have read the child protection policy that is provided on our school website. Yes ☐ No ☐

I have read our practices and policy on the employment of ex-offenders that is provided on our school website and reflects *government guidance*. Yes ☐ No ☐

(Please contact the school for copies of printed policies)

You must complete the first and last pages of this form in full and in your personal statement show how you meet the job requirements specified in the documentation provided. This must be done, even if you submit extracts from your printed CV in response to the remaining sections of this form. **The declaration of criminal offences form must only be completed if you are shortlisted for interview**. The equal opportunities monitoring form does not form part of the selection process, but completion allows us to monitor the effectiveness of our equal opportunities policies.

PLEASE USE BLOCK CAPITALS FOR THIS SECTION

Family/Surname:	Any former Surname (if applicable):
First names:	

Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other ☐ Please specify:

Tick as appropriate

National Insurance Number:

Home/Contact Address:	Term time address for 1st appointments
Postcode:	Postcode:
E-mail:	Mobile:
Day Telephone No:	Evening Telephone No:

If you do not wish to be contacted at work, please tick here ☐

DES/DfEE/DfES Registration Number:

Where did you see this vacancy advertised?

Name of publication: _____

Once completed, please return this form to:	Please send your application to the email or postal address featured on the job for which you are applying.

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TEACHING EXPERIENCE

PRESENT OR MOST RECENT TEACHING POST	From: cc	To:
School/Establishment and address:	Post held and responsibilities:	
Type of school (eg community, V/A etc):		
Salary Spinal Point:		
Age Range: ☐ Boys ☐ Girls ☐ Mixed	Current Salary (inc. London Weighting):	
	Allowances (please specify):	

PREVIOUS TEACHING EXPERIENCE please continue on a separate sheet as required			
Schools and addresses:	Post held and responsibilities:	From:	To:

RELEVANT NON-TEACHING EXPERIENCE			
Employer and addresses:	Post held and responsibilities:	From:	To:

PERSONAL STATEMENT

ABILITIES, SKILLS, KNOWLEDGE & EXPERIENCE

Use this section to show how you meet all of the shortlisting criteria for the job as set out in the enclosed person specification, drawing on all aspects of your education and experience, including paid employment and unpaid work. (please continue on a separate sheet as required).

QUALIFICATIONS

SECONDARY SCHOOL name and address:	From:	To:	"A" level results and beyond, giving dates:

UNIVERSITIES/COLLEGES names and addresses:	From:	To:	Courses undertaken including results (type and class of degree:

Details of teaching practice (1st appointments only)

OTHER PLACES OF STUDY Attended in last 5 years:	From:	To:	Area of study and examinations passed, with dates and indicating full or part time:

Are you applying for job share? Yes ☐ No ☐

If you are a teacher, are you applying with a job share partner? Yes ☐ No ☐

Please specify your preferred hour/day arrangements:

Do you have any requirements to aid you at interview Yes ☐ No ☐

If you have any requirements to aid you at interview, please specify (e.g. sign language, brailled/taped recruitment literature, etc):

Are you required to have a UK work visa/permit? Yes ☐ No ☐

If so, do you have a valid visa/permit? Yes ☐ No ☐

If yes, when does it expire?

Do you have a full current driving licence valid in the UK? Yes ☐ No ☐

Do you have access to some form of personal transport? Yes ☐ No ☐

REFERENCES

Please give details of two referees of whom confidential enquiries may be made. One referee must be from your current employer (or most recent employer) or your current educational establishment. We may ask you for further references. If your current employer is not a child centered/educational establishment, please provide details of previous child centered/educational establishments. *References are normally taken up prior to interview. We reserve the right to contact any of your previous employers.*

Name of referee: Capacity in which known to you: Position: Organisation: Address: E-mail: Telephone:	Name of referee: Capacity in which known to you: Position: Organisation: Address: E-mail: Telephone:

DECLARATION

All applicants are required to declare personal relationships with existing members of school governing bodies, the council or its employees. Any financial interests that applicants may have in contracts with the council or pending council tenders must be declared. Canvassing members of the council, its committees or school governing bodies directly or indirectly will automatically disqualify the applicant.

Are you related to any member of school governing bodies, the council or senior officer employed by the Barnet Council? Yes ☐ No ☐

If yes, please state their name and your relationship with them:
Name:
Relationship:

Any financial interests that applicants may have in contracts with the council or pending council tenders must be declared.

Are you or any of your relatives party to an existing council contract or involved in any competitive tendering process? Yes ☐ No ☐

If yes, specify the contract details:

I certify that, to the best of my knowledge, the information I have provided on this form, and on my completed declaration of criminal offences form, is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it will automatically disqualify me from appointment or may render me liable to dismissal without notice.

Signed: Date:

Please note that you will be asked to sign this application form if you are invited to an interview.

To be completed only by candidates shortlisted for interview

Declaration of criminal offences

For jobs involving substantial access to children and vulnerable people which are subject to Disclosure and Barring Service (DBS) disclosure

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? Yes ☐ No ☐

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? Yes ☐ No ☐

'Filtering' is similar to the rehabilitation periods under the Rehabilitation of Offenders Act 1974. However, instead of establishing what is 'spent' and doesn't get disclosed on a basic check, 'filtering' establishes what doesn't get disclosed on a standard or enhanced DBS check.
Information that is filtered will be removed from a DBS check automatically at the point you apply for one. However, cautions and convictions do not get 'removed' or 'wiped' from the Police National Computer (PNC)

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. See DBS filtering guide

DECLARATION OF CRIMINAL OFFENCES

Please list all your cautions and criminal offences that are not 'Protected' under filtering rules. Do not forget to include any pending convictions and indicate that they are pending in the column 'Place & date of judgement(s)'. If you have no convictions, please write none and sign the form.

Nature of offence	Details of offence(s)	Place and date of judgement(s)	Sentence(s)

SELF DECLARATION

Are you included on the barred list Yes ☐ No ☐

Are you prohibited from teaching Yes ☐ No ☐

Are you prohibited from taking part in the management of an independent school Yes ☐ No ☐

Are you aware of any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where you were convicted Yes ☐ No ☐

Are you aware of any other overseas information Yes ☐ No ☐

Are you known to the police and children's social care Yes ☐ No ☐

Have you been disqualified from providing childcare Yes ☐ No ☐

Please provide further information including dates, if you answered yes to any self declaration questions or if there is any other relevant information.

I understand I may be subject to an online check during the recruitment process. Keeping Children Safe in Education, statutory guidance, under S175 Education Act 2002 states, 'schools and colleges should consider carrying out an online search as part of their due diligence on the shortlisted candidates'

All information given will be treated in the strictest confidence and will be used for this job application only.

I certify that, to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it will automatically disqualify me from appointment or may render me liable to instant dismissal without notice.

SIGNED: **Please note that you will be asked to sign this application form and complete the declaration of criminal offences section, if you are invited to an interview.**	
NAME: (PLEASE PRINT)	DATE:
JOB APPLIED FOR:	REF NO:

Diversity Monitoring Form (Optional)

Barnet Council aims to have a workforce that reflects the diversity of talent, experiences and skills of our communities. We monitor the composition of our workforce to ensure that it is representative and that all staff are treated fairly as a provision of the Equality Act 2010 and the Public Sector Equality Duty, which applies to everything the Council does. The information you give on this form will remain strictly confidential, in accordance with the Data Protection Act 2018 UK GDPR (and any subsequent amendments and or applicable legislation), and will not affect any decision to employ you.

Name Job Reference No

Post applied for

Are you applying on a job share basis? ☐ Yes ☐ No

Are you applying with a job share partner? ☐ Yes ☐ No

Do you currently work for Barnet? ☐ Yes ☐ No

If yes what is your Payroll Number?

Advertising: Where did you see this job advertised?

Date of Birth:

Disability (Optional information):

Disability under the Equality Act 2010 defines a disability as, 'A physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities'. In this definition, long term is taken to mean more than 12 months and would cover long term illness such as cancer, a breathing condition that develops as a result of a lung infection or mental health problems.

Do you consider that you have a disability under the Equality Act definition?

Yes ☐ **No** ☐

If you have answered 'Yes', please select the definition/s from the list below that best describes your disability/disabilities:

Hearing (such as: deaf, partially deaf or hard of hearing) ☐		**Reduced physical capacity** (such as inability to lift, carry or otherwise move everyday objects, debilitating pain and lack of strength, breath, energy or stamina, asthma, angina or diabetes) ☐
Vision (such as blind or fractional/partial sight. Does not include people whose visual problems can be corrected by glasses/ contact lenses) ☐		**Severe disfigurement** ☐
Speech (such as impairments that can cause communication problems) ☐		**Learning difficulties** (such as dyslexia) ☐
Mobility (such as wheelchair user, artificial lower limb(s), walking aids, rheumatism or arthritis) ☐		**Mental illness** (substantial and lasting m more than a year, such as severe depression or psychoses) ☐
Physical co-ordination (such as manual dexterity, muscular control, cerebral palsy) ☐		**Other disability** *Please specify*

Ethnicity (Optional information):

Asian or Asian British	**Black or Black British**	**Mixed**	**Other**	**White**
Bangladesh ☐ Chinese ☐ Indian ☐ Pakistani ☐ Other ☐	African ☐ Caribbean ☐ Other ☐	Asian and White ☐ White and Black African ☐ White and Black Caribbean ☐ Other Mixed Background ☐ Other ☐	Chinese ☐ Any other ethnic group ☐	British ☐ Greek ☐ Greek Cypriot ☐ Irish ☐ Turkish ☐ Turkish Cypriot ☐ Other ☐

If you selected any of the 'Other' categories, please tell us how you would further describe yourself

Faith: (Optional information):

Agnostic ☐	Atheist ☐	Baha'i ☐	Buddhist ☐	Christian ☐
Hindu ☐	Humanist ☐	Jain ☐	Jewish ☐	Muslim ☐
Sikh ☐	No Religion ☐			

Other Faith **Please specify**

Gender at birth (Optional): Female ☐ Male ☐

Pronoun (Optional): She/Her ☐ He/Him ☐ They/Them ☐ Prefer not to say ☐

In addition, if you prefer to define your pronoun in terms of other than those used above, please let us know.

Sexuality: (Optional Information)

Bisexual: ☐ Gay ☐ Heterosexual ☐ Lesbian ☐

In addition, if you prefer to define your sexuality in terms of other than those used above, please let us know.

Declaration:
I have completed the details required in this document and declare to the best of my knowledge the information given is correct. I consent to it being held on file under the terms of the Data Protection Act 2018.

Signature Date

OFFICIAL USE ONLY

☐ Application withdrawn ☐ Post withdrawn ☐ Shortlisted ☐ Not shortlisted ☐ Appointed

Information for Teaching Applicants

Thank you for your enquiry regarding the job vacancy with Barnet Council.

In order to proceed with your application you will need to complete an application form and the enclosed declarations. This information sheet has been designed to help you do this, as well as provide you with an outline of the conditions of service, salary & benefits and the equal opportunities policy operated by the council.

COMPLETING YOUR APPLICATION FORM

Please ensure that your Application Form is returned by the closing date shown in the job advertisement. Applications received after this date will not normally be considered.

Remember your Application Form is the only information to short list from so please take care when completing it and ensure you provide all the relevant details. For your own reference you may find it useful to keep a copy of your completed Application Form and the reference number of the post for which you are applying, which should be quoted in any future correspondence.

Further advice on completing your Application Form, information on the recruitment process and the council's Equal Opportunities Policy, are provided on the following page.

IMPORTANT DETAILS TO REMEMBER

CANVASSING OF MEMBERS

Canvassing of members of the council, its officers or school governors, directly or indirectly, will automatically disqualify the applicant concerned from the recruitment process.

REFERENCES

All appointments are subject to the receipt of satisfactory references, one of which must be from your current or most recent employer. If you have not been employed before, you should give the names of lecturers who know you sufficiently well to confirm the information you have given, and to comment on your ability to do the job.

DECLARATION OF CRIMINAL OFFENCES

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. See DBS filtering guide

All applicants who are shortlisted must complete the declaration of criminal offences in line with the DBS filtering guide.

This job involves substantial access to children and vulnerable people and if you are provisionally offered the post, you will be required to apply for criminal record disclosure through the Disclosure and Barring Service (DBS).

A criminal record will not automatically disqualify you from the job, please see London Borough of Barnet policy on employing ex-offenders. You will also need to complete the '*Declaration of Criminal Offences*' in the application pack if you are shortlisted for the position.

The council fully complies with the DBS Code of Practice which is available on request.

ENSURING YOU ARE TREATED EQUALLY

The council recognises that Equal Opportunities Policies cannot be implemented without effective monitoring. To this end, the council has introduced the monitoring of teaching applicants and the workforce. It is important that you complete any Equal Opportunities Monitoring Forms if you wish to do so.

The information you provide on this form will be treated in strict confidence and will not be used as part of the selection criteria.

THE NEXT STEP

SHORT-LISTING

You will be notified within three weeks of the closing date if you have been short-listed for interview. If you have not heard, within that time, you have not been short-listed. It is not possible to reply to all job applicants individually.

INTERVIEW DATES

Where possible, interview dates will be shown in the job advertisement. Otherwise, these will be notified in application packs or in the letter inviting short-listed applicants for interview. This involves considerable organisation and applicants should arrange to be available on the date specified.

FUTURE VACANCIES

If you are not successful on this occasion please do not be dissuaded from applying for future teaching vacancies. Posts are advertised every week in the local press and in appropriate national publications. The council also produces a List of Current Vacancies, available to anyone writing in to SVL Recruitment, Recruitment Team, The Town Hall, The Burroughs, Hendon, London NW4 4BG and enclosing stamped addressed envelopes.

If you believe you can fulfil the requirements of any teaching post advertised, we would welcome your application.

CONDITIONS OF APPOINTMENT

HEALTH ASSESSMENT

Prospective employees are required to complete a health assessment questionnaire and may be requested to attend a medical interview with the council's Occupational Health Doctor to assess their fitness to do the job.

CONDITIONS OF SERVICE

Teachers are employed under Conditions of Service which are nationally negotiated. A staff handbook outlining the Conditions of Service and other employment information is provided to all employees of the council within two months of appointment.

NO SMOKING POLICY

The council has a no smoking policy and schools may have a 'No Smoking Policy' with which you will be required to comply. Further details will be available at interview.

SALARY AND BENEFITS

SALARY

The salary offered on appointment will be in accordance with the School Teachers' Pay and Conditions Document for head teachers, deputies and teachers. Salaries are paid directly into your bank account, normally on a monthly basis. Full details will be available at interview.

PENSION

Full details of the Teachers' Pension Scheme are sent to all teachers when they commence employment.

CREDIT UNION

Barnet Council Employees Credit Union Limited provides its members with a straight forward, safe way of saving and is a source for low cost loans. There is a small membership fee and regular savings are automatically deducted from your pay – you decide the level at which you wish to save. Three months after joining you will qualify to apply for a loan, and if you wish to take up this facility, you will pay less interest than at a traditional bank, building society, credit card or hire purchase loan scheme.

EQUAL OPPORTUNITIES

The council is committed to equal opportunities in employment practices and in service delivery.

OUR AIMS

The Council's Equal Opportunities/Diversity Policy ensures that no person receives less favourable treatment on any grounds such as their: Age, disability, gender reassignment. marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and or sexual orientation. These are Protected Characteristics under the Equality Act 2010.

Schools have their own individual Equal Opportunity Policies, which comply with the council's Equal Opportunity Policy and the Public Sector Equality Duty.

MONITORING AND REVIEW

All policies are regularly monitored and reviewed to ensure their relevance and effectiveness.

WORKING ARRANGEMENTS FOR DISABLED APPLICANTS

The council welcomes applications from people with disabilities and does not wish any applicant who is disabled to be deterred from applying for a particular post because he/she feels that adequate facilities will not be available to accommodate him/her.

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