

Please return this form to:
The Headteacher
The Norwood School
Crown Dale, London, SE19 3NY

Employment Application Form

(for posts that are exempt from the Rehabilitation of Offenders Act 1974).

The post you are applying for is **EXEMPT** from the Rehabilitation of Offenders Act (1974). This means that you are required to give details of any 'spent' and 'unspent' convictions or pending cases, cautions, bind-over orders, reprimands and final warnings, including dates, the offence(s), sentences, and the court or police force which dealt with the offence.

This Authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Please complete the declaration in Section G of this form.

How to fill in this form

- ◆ Read all the information and guidance notes before you complete this application form
- ◆ Type or write neatly in black ink, as this form will be photocopied
- ◆ We want to ensure the recruitment process is accessible to disabled applicants, so if you would like us to make any arrangements in this respect please let us know
- ◆ Do not attach a CV, as the Council will not consider it
- ◆ Answer all the questions
- ◆ Continue on a separate sheet if you do not have enough room for your answers

If you have not heard from us within 4 weeks of the closing date your application for this job has not been successful.

A Job Applied For

Job Title:

Teacher of PE

Full Name:

B Personal Information

Title: Ms. Miss Mrs. Mr. Other:

Surname: Forenames:

Previous name/ Other name you may be known by (if applicable):

National Insurance number:

To be completed by applicants applying for teaching positions:

Teacher Reference No.

Do you have Qualified Teacher Status? Yes No

Are you registered with the General Teaching Council? Yes No

Address:
Post Code:

Telephone No.: Day: Evening:

E mail address:

May we contact you during the day? Yes No

Do you require a work permit? Yes No

Do you have a current driving licence? Yes No

Are you:
A current Lambeth Employee A former Lambeth Employee
Working for Lambeth through an agency Never worked for Lambeth

If a current or former Lambeth employee, please provide dates and post(s):

Are you related to a Member or Chief Officer of the Council? Yes No

If Yes, please give details:

C Employment History

Please list in order (the most recent first), the organisation(s) you have worked for full and part time, including any relevant voluntary or unpaid work. Please include ALL periods of unemployment.

Employers name and address	Dates of employment (with month/year)		Job Title Grade and Salary	Full/Part-time (If part time please indicate number of hours)	Reason for Leaving
	From	To			
			Title: Grade/Salary:		
			Title: Grade/Salary:		
			Title: Grade/Salary:		
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Please continue on a separate A4 sheet if necessary.

D Education and Qualifications

Please give details of your Education – schools and colleges attended and any qualifications obtained, including membership of any professional bodies.

School/ College (name and address)	Qualifications

E Training and Development

Please tell us about any relevant training or development courses or activities you have taken part in and any qualifications obtained, for example 'First Aid Certificate'

Activity	Dates	Qualifications

Please continue on a separate A4 sheet if necessary.

F Personal Statement

Please explain how you meet the points on the person specification, and what makes you suitable for this job. Ensure that you itemise your responses so that you can demonstrate how your knowledge, experience, skills and abilities meet the requirements of the person specification. This is a very important part of the information you supply to us.

Please continue on a separate A4 sheet if necessary.

G Rehabilitation of Offenders Act (1974)

Please read the guidelines on applying for a post before you complete this section.

The post you are applying for is exempt from the Rehabilitation of Offenders Act (1974).

Lambeth Council requires you to give details of all current (unspent) and 'spent' convictions or pending cases, cautions, bind-over orders, reprimands and final warnings, including dates, the offence(s), sentences, and the court or police force which dealt with the offence. Any offer of employment will be made on a conditional basis, subject to the relevant checks being carried out.

Failure to make a full and accurate declaration may result in withdrawal of a job offer or, if subsequently discovered, to disciplinary action and/or dismissal.

If you are unsure about any matter, please contact the relevant manager or Human Resources Officer (see the covering letter in the recruitment pack).

You are required to complete the following declarations:

I am applying for a post which is exempt under the terms of the rehabilitation of Offenders Act 1974 and:

I have a criminal record, cautions, bind-over orders, reprimands and final warnings and/ or pending prosecution(s), details of which I am sending under separate cover:

If you do have a criminal record, cautions, bind-over orders, reprimands or pending prosecutions, or appear on List 99 or are disqualified from working with children, your declaration of this should be sent with this application form in a sealed envelope marked confidential. Please ensure that your full name, post title and reference number is included with any information sent.

I do not have a criminal record, cautions, bind-over orders, reprimands and final warnings and/ or pending prosecution(s):

I do not appear on List 99 (DFES list of people barred or restricted from working with children):

I am not disqualified from working with children or subject to sanctions imposed by a regulatory body e.g. the General Teaching Council (GTC):

Any information given will be kept confidential and will only be considered in relation to the job you are applying for.

Signed:

Date:

H References

Please provide the following information for at least two referees. One of which should be your current or most recent employer. If you have not been employed before, please give details of teachers/ lecturers who know you well enough to comment on your ability to do the job. Friends or relatives must not be used.

Name: Current/ most recent employer

Job title:

Company Name

Address:

Tel No.

E-Mail Address:

Capacity Known:

Current Manager

Previous Manager

Other

Name: Preferably another employer

Job title:

Company Name

Address:

Tel No.

E-Mail Address:

Capacity Known:

Current Manager

Previous Manager

Other

Please note, references will normally only be taken up after the interview process has been completed. However, if you are applying for a Headteacher or Deputy Headteacher position references will be taken up prior to interview.

Declaration

I confirm that to the best of my knowledge the information given in this employment application form is true and correct and can be treated as part of a subsequent contract of employment.

Signature:

Date:

Please Note: This Council is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within this Council for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

Applicant Number (leave blank)	
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This form is separated from the main application form and will not be provided to the short-listing panel. Your answers will be treated in the strictest confidence and the information you provide will only be used for monitoring purposes. How you complete this form has no connection to the evaluation of your application in any way.

Surname:		Forenames:	
Date of Birth:		Sex:	<input type="checkbox"/> Male <input type="checkbox"/> Transgender <input type="checkbox"/> Female

Position Title	
Position Ref. Number	

ABOUT YOU.	What is your ethnic group? Please choose one selection from (a) to (e) and then tick the appropriate box to indicate your cultural background.
(a) White	<input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Other. Please specify: _____
(b) Mixed	<input type="checkbox"/> White and black Caribbean <input type="checkbox"/> White and black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Other. Please specify: _____
(c) Asian or Asian British	<input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Other. Please specify: _____
(d) Black or Black British	<input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Other. Please specify: _____
(e) Chinese or Other	<input type="checkbox"/> Chinese <input type="checkbox"/> Other. Please specify: _____

ABOUT YOU.	Do you consider yourself disabled under the 1995 Disability Discrimination Act?		
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

ABOUT YOU – Optional.	How would you describe your sexuality? – Optional. Please tick one box only.		
Heterosexual	<input type="checkbox"/>	Gay	<input type="checkbox"/>
Bisexual	<input type="checkbox"/>	Lesbian	<input type="checkbox"/>

ABOUT YOU – Optional.	What is your faith / religion / belief? – Optional. Please tick one box only.		
Agnostic	<input type="checkbox"/>	Humanist	<input type="checkbox"/>
Atheist	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
Christian	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	Other. Please specify	_____

How did you find out about this vacancy? (Please give the name of the newspaper/ journal/website).