



North

Yorkshire County Council

EDUCATION SERVICES

APPLICATION FOR A TEACHING APPOINTMENT

Post Title

At School/College

PERSONAL DETAILS

Surname: Forename(s):

Former surname(s) (For pension purposes):

Address:

.....

.....

..... Postcode:.....

Home Tel: Daytime/Work Tel: E-mail:

National Insurance Number: Dfes/GTC Reference Number:

PRESENT POST OR MOST RECENT POST

Title of post: Salary point:

Name of School/Employer: L.E.A:

Age range: Number on roll: Date of appointment:

CAREER DETAILS

Starting with the most recent position prior to current post. Include paid and voluntary experience.

Start Date	End Date	School (nor/age range/LEA) Employer	Position held and nature of work/activity

QUALIFICATIONS

EDUCATION

Secondary School/College of Further Education	Date From	To	Qualifications: GCE/GCSE etc. number; A Level/BTEC etc. give subject details	Date
College of Higher Education / University	Date From	To	Degree or Certificate Degree please state classification	Date
Other qualifications (full details and date)	Date From	To		Date

COURSES

Please give details of recent significant in-service training courses etc. attended.

(continue on a separate sheet if necessary)

(Newly Qualified Teachers are invited to outline key elements of their course and dissertation work).

Organising Body	Nature/Title of Course	Dates

RELEVANT EXPERIENCE

Please read the Job Description and Person Specification carefully, then describe how your knowledge, skills and experience relate to this post.

REFERENCES:

Please give the name and addresses of two referees (not relatives) one of whom should be your present employer (or last employer if not currently employed). If you are in, or have just completed, full time education, one referee should be from your College/University.

Name: Address: Position held: Telephone: Email Address:	Name: Address: Position held: Telephone: Email Address:
May your referee be approached prior to interview? Yes / No	May your referee be approached prior to interview? Yes / No

DECLARATIONS

- The applicant should state whether to his/her knowledge, he/she is related to any member of, or to the holder of any senior office under, the County Council, or to any governor of the school.
- This document is subject to medical clearance and to national procedures for the disclosure of criminal background of those with access to children, which will be checked by the Criminal Records Bureau. Because of the nature of the work for which you are applying, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986, Section 4 (2) of the Rehabilitation of Offenders Act 1974 does not apply to this question. You are **not** entitled to withhold information about a previous conviction on the grounds that it is for other purposes spent under the act. In the event of employment, any failure to disclose such convictions will normally result in dismissal by the Authority. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the order applies. A criminal conviction does not preclude consideration for employment.
- Date on which applicant could take up duty if appointed
- I confirm that the information I have provided is correct.

Signed: **Date:**

This application form should be completed in full and returned, together with a letter of application addressing any issues identified in the information provided, to the address indicated by the specified date. Applicants requiring an acknowledgment of receipt should please enclose a stamped self addressed envelope or postcard.

FOR OFFICE USE ONLY:

Not Shortlisted	Shortlisted	Interviewed	Unsuccessful	Offered	Appointed

Ref: ES 9945/02.



EQUAL OPPORTUNITIES MONITORING FORM

EQUAL OPPORTUNITIES MONITORING FORM

OFFICE USE ONLY

Post Number

A	A	A	N	N	N	N	N	N	N

Note: Please use printed forms only, not photocopies.

North Yorkshire County Council is committed to the principle of equality in employment. The Council's aim is to ensure equality of opportunity for all existing and prospective employees.

In order to assist the Council in monitoring its recruitment procedures your co-operation in providing the information requested on this form would be appreciated. This information will not form part of your application, but will be separated from your application form upon receipt. The information provided will be used purely for statistical purposes.

Please refer to the Guidance Notes for Applicants for further information about this form.

1. To which Directorate are you applying?

Chief Executive's Group <input type="checkbox"/>	Children & Young Peoples Service <input type="checkbox"/>	Business & Environmental Services <input type="checkbox"/>
Adult & Community Services <input type="checkbox"/>	Finance & Central Services <input type="checkbox"/>	School <input type="checkbox"/>

2. Gender Male Female

3. Age Under 18 18 – 24 25 – 34 35 – 44 45 – 55 Over 55

4. Please indicate whether the post is: (mark all that apply)

Full Time Term Time Part-Time Casual/Relief Job Share

Fixed Term/Temp Other

5. Do you consider yourself to have a disability? Yes No

6. Are you currently employed by NYCC? Yes No

7. Are you applying under the New Deal Initiative? Yes No

8. Are you applying as a claimant of: Incapacity Benefit Carers Allowance for people on IB Neither

9. Where did you see the vacancy advertised?

Local Press <input type="checkbox"/>	Job Centre <input type="checkbox"/>	Internal <input type="checkbox"/>	Personnel Bulletin <input type="checkbox"/>
National Press <input type="checkbox"/>	Word of Mouth <input type="checkbox"/>	Phoned <input type="checkbox"/>	Professional Journal <input type="checkbox"/>
University <input type="checkbox"/>	College <input type="checkbox"/>	School <input type="checkbox"/>	Library <input type="checkbox"/>
Careers Centre <input type="checkbox"/>	Internet <input type="checkbox"/>	Email <input type="checkbox"/>	Local Government Magazine <input type="checkbox"/>

Other (Please indicate)

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10. Please note: the categories below are taken from the 2001 Census. The council is required to use this format for its monitoring exercise.
 What is your ethnic group? Please choose one section from (a) to (e), then place a cross in the appropriate box to indicate your cultural background.

(a) White

British

Irish

Any other white background (please state)

(b) Mixed

White and Black Caribbean

White and Black African

White and Asian

Any other mixed background (please state)

(c) Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background (please state)

(d) Black or Black British

Caribbean

African

Any other black background (please state)

(e) Chinese or other Ethnic Group

Chinese

Any other ethnic group (please state)

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE

FOR OFFICE USE ONLY 1 2 3 4

MONTH/YEAR SELECTION PROCESS UNDERTAKEN

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EDUCATION SERVICES

Guidance Notes for Applicants

Completing this application form

- You must complete all parts of the application form. If you have insufficient space, please continue on a separate sheet, mark it clearly with your name and the vacancy it relates to and attach it securely to your application form.
- Please type or write your application in black ink so that it can be photocopied for the selection panel.
- Read the instructions on the application form carefully before completing it.
- The job description will outline the duties of the post and the person specification tells you the minimum knowledge, skills and experience we require. You should show clearly in your application how your knowledge, skills and experience are relevant to the requirements of the post.
- Where you believe you have the necessary knowledge, skills and experience you should give examples of these if possible.
- Relevant skills may have been gained other than through paid employment, so consider also any private, social, leisure, voluntary and domestic responsibilities you have where relevant skills have been developed.
- If you consider yourself to have a disability, then please indicate this in the relevant section of the application form. Within the Disability Discrimination Act 1995, the definition of disability is:
 - *'a person has a disability if he/she has a physical or mental impairment which has a substantial and long-term adverse affect on his/her ability to carry out normal day to day activities'*.
- In order to assist the Authority in monitoring its Equalities Policy your co-operation in completing the Equalities Monitoring Form attached to the application form is requested. **This information will not form part of your application, but will be separated from your application form upon receipt.**
- Check the closing date and allow time for your application to reach us.
- We suggest you keep a copy of your completed application form.
- Applicants should understand that before an offer of employment is confirmed that it will be subject to medical clearance and to national procedures for disclosure of criminal background of those with access to children, which will be checked by the Criminal Records Bureau. You must ensure that referees know that you have applied for a post and they may be contacted. The referees of shortlisted candidates will normally be contacted **prior** to the interview unless you state otherwise on the application form.
- For reasons of economy, it is not our practice to inform applicants that they have been unsuccessful in being called for interview. If you have not heard from us within 4 weeks after the closing date of the advertisement, you may assume that your application has been unsuccessful.
- If you require an acknowledgement of receipt of your application, then please include a stamped addressed envelope for this purpose.