

APPLICATION FOR APPOINTMENT AS A NEWLY QUALIFIED TEACHER IN CROYDON

FOR OFFICE USE
Candidate No:



CONFIDENTIAL

Please: Complete this form in **black ink** or type script to facilitate photocopying.

1. PERSONAL DETAILS

FULL NAME	ADDRESS	TELEPHONE
Surname:	Home:	Home:
Other Names:	Post Code:	Mobile:
Mrs. / Miss / Ms. / Mr:	Email:	
Former Names:	Term Time: <i>(if different from above)</i>	Term Time:
	Post Code:	
Dates available to start teaching:		

2. TEACHING EXPERIENCE

TEACHING PRACTICE
Please list all schools where you have undertaken teaching practice.

Name, Type and Location of School	Name of LEA	Dates		Boys, Girls or mixed & No. on roll	Ages Taught	Subjects Taught
		From	To			

3. OTHER EXPERIENCE

Please give details in chronological order of any experience/activities which you consider relevant to the appointment, e.g. commercial experience, raising a family, youth work, voluntary, etc.				
Details of Employer/Workplace	Details and Nature of Work/Activity	Dates		F/T or P/T
		From	To	

4. EDUCATION AND QUALIFICATIONS

HIGHER EDUCATION - FIRST QUALIFICATION AND FURTHER QUALIFICATIONS						
Place of Study (University, College, etc.)	Dates		F/T or P/T	Main Subject(s)	Subsidiary Subject(s)	Qualification gained, including class. (Degree, Cert., Diploma, etc.)
	From	To				

TEACHER TRAINING						
Place of Study (University, College, etc.)	Dates		F/T or P/T	Main Subject(s)	Subsidiary Subject(s)	Qualification expected/obtained
	From	To				

Age range you are qualified to teach (Please circle):
 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

Preferred Age Range:

Date of award of qualified teacher status:

DfES Reference No:

GTCE No:

Subjects qualified to teach:

Main:

Subsidiary:

Additional subjects (if any) which you are willing to teach:

Have you ever been dismissed by an employer? Yes No

Have you ever been subject to any sort of investigation by an employer? Yes No

If you have answered yes to either of these questions, please give details on a separate sheet.

SECONDARY EDUCATION AND EXAMINATION RESULTS

Examinations taken: CSE, GCE 'O' and 'A' level, GCSE, etc. (include any access courses)	Subjects passed with Grades	Dates	School/Colleges attended

5. LEISURE ACTIVITIES AND SPECIAL INTERESTS

Please give details of your recreational and any other special interests which may be relevant to the post and to your work with children.

6. SUPPORTING STATEMENT

Using the person specification (on the reverse of the Equal Opportunities Monitoring Form) please write a supporting statement giving additional relevant information about yourself and the skills and experience you have. Please ensure your name is written on each page of your statement

7. REFERENCES

Please give the name and address of two people who may be consulted regarding your suitability for this post. One of the referees should be your college principal.

Full Name	Address	Capacity in which known to you
First Referee:	Daytime Tel:	
Second Referee:	Daytime Tel:	

Are you related to a School Governor or to a Member or Senior Officer of the London Borough of Croydon?

YES

NO

(A candidate who fails to disclose such a relationship shall be disqualified for the appointment and if appointed shall be liable to dismissal without notice). Any canvassing will disqualify candidates.

TO BE COMPLETED BY ALL APPLICANTS

Do you have any criminal convictions? Yes No

CHECK ON CONVICTIONS OR CAUTIONS

A check as to the existence and content of a criminal record may be requested from the Criminal Records Bureau after a person has been selected for appointment to this post. Refusal to agree to a check being made could disqualify you from being considered for the appointment.

You are therefore asked to sign the statement below to confirm your agreement, if you are selected for the appointment, to a check being made on any criminal record applicable to you.

Under the Rehabilitation of Offenders Act 1974, you have the right not to disclose details of 'spent' convictions. However, for certain jobs, employers are allowed to ask about these offences. The Rehabilitation of Offenders Act 1974 (Exception) (Amendment) Order 1986 sets out details of all jobs to which this applies and the job you have applied for is included in that list.

Please give details (in the space below) of any criminal convictions that you may have. The disclosure of a criminal record may not necessarily prevent you from being appointed. The nature of the offence, how long ago it took place, your age at the time and any other relevant factors may be considered when a decision is made. Please note that some convictions are never considered 'spent' under the terms of the Act.

Please give details of ALL convictions, cautions, reprimands or warnings (whether spent or not).

CRIMINAL RECORDS BUREAU

The Criminal Records Bureau, an executive agency of the Home Office, helps employers check records, which were previously held by the police, the Department of Health and the Department for Education and Skills.

Different levels of disclosure can be provided, according to the type of work applied for.

The job for which you have applied necessitates an Enhanced disclosure.

Enhanced disclosures are for positions which have contact with children or vulnerable adults. They contain details of all convictions, cautions, reprimands or warnings on record.

I agree, if I am selected for this appointment, to checks being made with the Criminal Records Bureau for any record of convictions or cautions against me. I am aware that such information as appropriate for Enhanced Disclosures will be made available.

If I am appointed to the post I understand that any major omission or inaccurate information relevant to my application could lead to the withdrawal of an offer of employment or even dismissal.

I CONFIRM THAT THE INFORMATION GIVEN ABOVE IS CORRECT.

I also consent to Croydon Council carrying out other appropriate checks with the Criminal Records Bureau if it so wishes.

Name (please print) _____

Signature _____ Date _____

Please return the completed form to:

Teacher Recruitment, Room 10.11, Taberner House, Park Lane, Croydon CR9 1TP

Email: teacher.recruitment@croydon.gov.uk

The LEA supports the Council's belief that it's workforce should reflect the Croydon community and that all groups within the community should have equal access to the employment opportunities.

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The Council is committed to taking action to eliminate discrimination and, by redressing imbalances, to achieve genuine equality of opportunity. The Council has so far identified that women, disabled people and people from minority ethnic groups are under-represented in certain areas of the workforce. By monitoring our recruitment and the makeup of our workforce, we will ensure that our equal opportunity initiatives are having effect. Recruitment, selection and promotion procedures are monitored to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

For school based teaching posts, the complaints procedure is outlined in Appendix 2.1 of the "Local Personnel Management in Schools" Handbook. Initial contact should be made in writing to the clerk of the governing body.

For centrally appointed staff, there is a Council procedure for dealing with complaints about the selection process. For further information, please contact the Head of Human Resources and Organisational Development.

PERSONAL SPECIFICATION FOR SUPPORTING STATEMENT

In your supporting statement please demonstrate that you meet the criteria below.
Where possible give practical examples.

- Be working towards, or already have gained, Qualified Teacher Status

- Appropriate teaching practice experience within relevant key stages and/or subject areas

- Knowledge and understanding of National Curriculum for subject area and National Strategies

- Ability to plan, deliver, monitor and evaluate pupil's learning

- Understanding of assessment and record keeping

- Ability to communicate ideas clearly to variety of groups

- Demonstrate an understanding of the requirements of all pupils including EAL and SEN

- Ability to effectively manage and motivate pupils

- Ability to work as part of a team and develop positive relationships with pupils, colleagues and parents

- Commitment to equality of opportunity and social inclusion for all pupils

- Commitment to high educational standards

