

CONFIDENTIAL

**APPLICATION FOR EMPLOYMENT
TEACHING STAFF**



**NORTH AYRSHIRE
COUNCIL**

PLEASE USE BLACK INK AND BLOCK LETTERS OR TYPESCRIPT

1

Post Applied For	
School	Closing Date

2

Surname	Title Mr/Mrs/Miss/Ms	
Forenames	National Insurance Number	
Address	Date of Birth	
	GTC Registration Number	
	RC Church Approval Number (Where Applicable)	
Postcode	Telephone Number	RC Church Certificate in Religious Education YES <input type="checkbox"/> NO <input type="checkbox"/>

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Degree(s), Diploma(s)/Teaching Qualifications	Date Awarded	University/College

4

Teaching Qualification: Nursery/Primary/Secondary
If Secondary, state subject(s)

5

Present Employment - Present Post, School and Authority/Employer		
Date Appointed	Present Salary	Period of Notice Required
Please give a summary of your present duties/responsibilities		

An Equal Opportunities Employer



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Previous Employment Please list all previous employment in chronological order giving details of schools, dates in posts and main duties. Please also detail subjects (secondary) and/or stages (primary). Any relevant non-teaching employment should be included.

Date From	Date To	Name and Address of Employer (including name of school if appropriate)	Position Held and Nature of Duties	Reason for Leaving

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Length of Service at Present Level	Years
Total Length of Teaching Service	Years

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Information in Support Of Your Application Please supply information, including any activities, experience, skills and training, both inside and outside work, which will support your application. (Continue on a separate sheet, if necessary). Please comment under the following headings, where appropriate

a) Personal and Professional Development

b) Curriculum Development/Initiatives

c) Resource Organisation

d) Relationship with Pupils

e) Communication Skills

f) Management Skills (including Leading and Working with Pupils)

g) Any Other Information

Referees	Please provide details of two referees, one of whom should be your Head Teacher or Line Manager. References will only be taken up for candidates short listed for interview. However, it will be assumed that it is in order to approach referees without consultation unless you clearly state otherwise.		
Name of Referee	Contact Address	Job Title (where relevant)	Relationship (eg Head Teacher)
a)			
b)			

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Give details of sickness absence over the last two years

From _____	To _____	Reason _____
From _____	To _____	Reason _____
From _____	To _____	Reason _____

If selected for interview, you will be required to complete a Health Questionnaire form (only the form of the successful applicant will be opened)

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Disability

Would you consider yourself to have a disability? YES NO

If yes, what is the nature of your disability?

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GENERAL TEACHING COUNCIL REGISTRATION

Only candidates registered with the General Teaching Council for Scotland can be successful with this application for employment. Other than in the case of students undergoing training at teacher training establishments in Scotland, applicants who are not registered should contact the Registrar of the General Teaching Council for Scotland, Clerwood House, 96 Clermiston Road, Edinburgh, EH12 6UT. Registered teachers must insert their registration number at Part 2 of this form.

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REHABILITATION OF OFFENDERS ACT 1974

The employment for which you are applying is excepted from the provisions of section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the act. If selected for interview, you will be required to complete a Criminal Conviction Declaration Form. In the event of employment, any failure to disclose such convictions may result in dismissal.

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CANVASSING

Canvassing of members or employees of North Ayrshire Council directly or indirectly in connection with any appointment under the Council shall disqualify the applicant.

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Where did you see this post advertised?

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IMPORTANT - READ CAREFULLY BEFORE SIGNING DECLARATION

I certify that all statements given by me on this form are true and correct to the best of my knowledge. I realise that if I am employed and it is found that such information is false or that I have withheld information, I am liable to dismissal without notice.

Signature _____ **Date** _____



EQUAL OPPORTUNITIES POLICY RECRUITMENT MONITORING

North Ayrshire Council is committed to promoting a culture that values diversity and equal opportunities in employment and to achieving this through taking action to eliminate discrimination. It is also a Council objective that all within the community should have equal access to the Council's employment opportunities.

It is recommended good practice to monitor both your workforce and your applicants for employment and it is central to measuring progress towards achieving our aims on equality and diversity. We shall be most grateful, therefore, if you would assist us by completing the questionnaire below and this will enable us to achieve meaningful and accurate monitoring.

Please be assured that the information you provide will be treated in the **strictest confidence** and will be handled in accordance with the requirements and obligations placed on us by the Data Protection Act, 1998. The information provided will be used for statistical purposes only and **will not** be made available to (a) any person involved in the selection process or (b) any other person except the Personnel staff who will be inputting this data into our computerised Human Resources System. After such recording, this monitoring form will be destroyed. Please return this questionnaire to Personnel with your application form.

With thanks in anticipation of your co-operation.

Alison Shields
Senior Administrative Officer (Personnel)

Post applied for

Post Ref. No.

Gender: Male <input type="checkbox"/>	Female <input type="checkbox"/>	Transgender <input type="checkbox"/>	Date of Birth:	
Marital Status: Single <input type="checkbox"/>		Married <input type="checkbox"/>	Other <input type="checkbox"/>	

Disability: Would you consider yourself to have a disability? Yes No
 If yes, what is the nature of your disability? _____

Responsibility for Dependants: Are you the parent/guardian of:
 Children aged under 6 years Disabled children under 18 years Other

Please note that the following groupings have been developed by the Commission for Race Equality and relate to the 2001 Census in Scotland.

Ethnic Origin: What is your ethnic group?

A White
 Scottish Other British Irish
 Any other white background, please specify? _____

B Mixed Any mixed background, please specify? _____

C Asian, Asian Scottish, Asian British
 Indian Pakistani Bangladeshi Chinese
 Any other Asian background, please specify? _____

D Black, Black Scottish, Black British
 Caribbean African Any other Black background, please specify: _____

E Other Ethnic Background
 Any other background, please specify: _____

TO BE COMPLETED BY CANDIDATES CURRENTLY EMPLOYED BY NORTH AYRSHIRE COUNCIL ONLY

If successful with your application will this result in an increase in your salary? Yes No