

**Luton Education Authority  
APPLICATION FORM FOR A TEACHING POST**

**Post details**

Position	School/Reference	Closing Date
Return to		
Mrs S Bradley Cardinal Newman Catholic School		
sbradley@cardinalnewmanschool.net		

**Personal details**

Title e.g. Mr, Mrs, Miss or Ms	First name(s)	Surname (family name)
Address		
E-mail	Postcode	
Telephone No:		
Date of birth	DfE Number	National Insurance Number
Do you need a work permit?    No <input type="checkbox"/> Yes, and I already have it <input type="checkbox"/> Yes, but I do not have it <input type="checkbox"/>		

**Present Position**

If teaching, please give details only of your current post:

LEA/employer	School/College (name and address)	School/College type and age range	Approx roll

Post	Date appointed	Pay spine point and salary	Subject specialisms (if applicable)	Ages taught

If in non-teaching employment:

Employer	Post title and main responsibilities	Date appointed	Salary

If not in employment, please give a brief outline of your current situation/occupation:

## Past employment

Please list teaching posts in chronological order including previous posts at your current school/college:

LEA/employer	School/college (name and type)	Age range	Approx roll	Subject/ages taught (if applicable)	Post and scale/grade	Full/part time	From/to (month/year)

Please list non-teaching posts, including voluntary work, in chronological order.

Employer	Post held	Main responsibilities	Salary	Full/Part time	From/to (month/year)

# Qualifications

Qualifications gained at school:

Examinations passed	Date	Subject and grades
GCSEs or equivalent		
GCE 'A' Level or equivalent		
Other (please specify)		

Qualifications gained at College/University

Please give details of all nationally recognised qualifications awarded/awaiting results:

Name and addresses of university or college and/or university education department	Dates from/to	Full or part-time	Date of exam	Qualifications obtained	Subjects passed with details of standard obtained	Age groups for which trained

If you qualified before 1993, or in or after 1999, have you successfully completed your Induction Year? Delete as appropriate.

Yes      No

## In-service training

Please give details of any training or experience to which you wish to draw particular attention:  
Continue on a separate sheet if necessary.

Training/course title (+ subjects)	Organising body	Duration	Month/year completed

## References

Please give the name and address of your present or last headteacher and one other person who may be consulted regarding your suitability for this post.

Name and job title

Capacity in which known to you ;professional and/or personal

Address

Postcode

Tel No.

Name and job title

Capacity in which known to you; professional and/or personal

Address

Postcode

Tel No.

*It is usual to seek a reference from your current employer.*

## Relationships

Are you a friend or relative or do you have other links with any councillors, senior officers of the Council or school governors?

**Yes/No**

If yes please provide their name, position and the nature of the relationship:

## Your supporting statement

As part of the selection process, you are asked to attach a supporting statement (to be no more than two sides of A4), indicating how you see yourself meeting the criteria set out in the person specification. **(Please do not submit CVs or testimonials.)**

## Declaration

canvassing of councillors, senior officers or school governors in relation to this post will disqualify you.

I declare that the information I have given is correct. I understand that canvassing or giving false information will disqualify my application and give my explicit consent for this information to be used for monitoring purposes.

Signature

Date

## Where did you see the post advertised?

Publication:

FOR OFFICE  
USE ONLY

Position

Reference

# Equal Opportunity Monitoring

## Ethnic classification - I would describe myself as:

(please tick)

Asian or Asian British	Black or Black British	Chinese or other ethnic group	Mixed	White
Indian <input type="checkbox"/>	Caribbean <input type="checkbox"/>	Chinese <input type="checkbox"/>	White & Black Caribbean <input type="checkbox"/>	British <input type="checkbox"/>
Pakistani <input type="checkbox"/>	African <input type="checkbox"/>	Other (Please write in) <input type="checkbox"/>	White & Black African <input type="checkbox"/>	Irish <input type="checkbox"/>
Kashmiri <input type="checkbox"/>	Any other Black background (please write in) <input type="checkbox"/>		White & Asian <input type="checkbox"/>	Any other White background (please write in) <input type="checkbox"/>
Bangladeshi <input type="checkbox"/>			Any other Mixed background (please write in) <input type="checkbox"/>	
Any other Asian background (please write in) <input type="checkbox"/>				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Disability

(please tick)

Do you declare yourself to be disabled under the Discrimination Act 1995? Yes  No

If 'Yes', please tick whether you need any of the following arrangements to be made if you are invited for an interview:

	Yes	No
Interview information on audio tape	<input type="checkbox"/>	<input type="checkbox"/>
Interview information in large print	<input type="checkbox"/>	<input type="checkbox"/>
Disabled car-parking space	<input type="checkbox"/>	<input type="checkbox"/>
Wheelchair-accessible location	<input type="checkbox"/>	<input type="checkbox"/>
Induction loop in the interview room	<input type="checkbox"/>	<input type="checkbox"/>
Facility for personal care assistant or other person at the interview	<input type="checkbox"/>	<input type="checkbox"/>

Do you need sign language interpretation or other help with communication at an interview?

Yes  No

If 'Yes', please specify the type of help you need

Other needs

## Declaration

Canvassing of Councillors or Council Officers in relation to this job will disqualify you

I declare that the information I have given is correct and give my explicit consent for this information to be used for monitoring purposes.

Signature

Date

If your application is unsuccessful, we will keep this form for 12 months and use its information solely to fulfil our statutory duties and our own policies.

This form must be completed and returned by all applicants or we cannot consider your application

To apply for a job you must tell us about any unspent criminal convictions you have - in line with the Rehabilitation of Offenders Act 1974. When applying for certain jobs, you will also need to declare spent convictions, pending charges/current police investigations, bind overs, warnings/cautions or reprimands. (See item 2 below)

The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.

If you disclose a conviction, it doesn't necessarily mean that we will not consider and appoint you. Our main consideration will be whether the offence would make you unsuitable for the type of work that you are applying for.

- 1 Please read carefully the notes overleaf and then enter any unspent convictions below
- 2 **You must also state spent convictions, pending charges/current police investigations, bind overs, warnings/cautions or reprimands .**

Position applied for:

Do you have any criminal convictions to declare?

Yes

No

If yes, please complete below

Offence

Date of Conviction

Sentence

**Further information in relation to any conviction may be required at interview.**

I declare that I have provided all the information required and that the information I have given is correct. I understand that, should I be appointed, failing to declare or falsification of information will result in my dismissal without notice.

Signature

Date

**Please Note: If you choose to submit your application via email you will be required to sign this section at interview.**

#### **National Fraud Initiative; NFI Fair Processing Statement**

Please note that key payroll data and personal identifiers such as contact details may be provided to bodies responsible for auditing and administering public funds for the purposes of preventing and detecting fraud. For more details, see the LBC internet-search "NFI Fair Processing Notice."

#### **Disclosure and Barring Service**

For all jobs within the school we will need to complete and enhanced Disclosure and Barring Service check. The disclosure must be satisfactory before we can confirm any offer of an appointment

**Section D** Disclosure of criminal convictions

You must disclose all 'unspent' convictions and 'spent' convictions for certain jobs (Item 2, previous page)

Details of relevant convictions and time periods are as follows:-

<b>Sentence</b>	<b>Becomes 'spent' after</b>
Sentence of imprisonment or youth custody exceeding 6 months but not exceeding 30 months	10 years
A sentence of imprisonment or youth custody not exceeding 6 months	7 years
A sentence of borstal training	7 years
A fine or other sentence, not otherwise covered in this chart, such as a compensation or community service order or a probation order received on or after 3 <sup>rd</sup> February 1995	5 years
An absolute discharge	6 months
A probation order, conditional discharge, bind over, fit person order, supervision order or care orders under the Children and Young Persons Acts (and equivalent in Scotland)	1 year or until the order expires (whichever is the longer), or 5 years if a probation order was made on or after 3 <sup>rd</sup> February 1995
Cashiering, discharge with ignominy or dismissal with disgrace from the armed forces	10 years
Simple dismissal from the armed forces	7 years
<b>Detention by direction of the Home Secretary</b>	
A detention period exceeding 6 months but not exceeding 30 months	5 years
A detention period not exceeding 6 months	3 years
A detention care order	3 years
A remand home order, an approved school order or an attendance centre order	The period of the 'order' plus a further year after the order expires
A hospital order under the Mental Health Acts	The period of the 'order' plus a further 2 years after the order expires, with a maximum of 5 years from the date of conviction
<b>Sentence exceeding 30 months</b>	
A sentence of imprisonment or youth custody more than 30 months	Never becomes 'spent'

**Further notes**

If you were under 17 years of age on the date of your conviction, please halve the period shown in the right-hand column. This does not apply to sentence under the heading 'Detention by direction of the Home Secretary'

For the purpose of calculating a 'spent' conviction, it does not matter whether a sentence was suspended.

When applying for some job **you must** also declare spent convictions, pending charges/current Police investigations, bindovers, warnings/ cautions or reprimands. If you are employed, failure to declare or falsification of information will result in your dismissal without notice.