



BUCKINGHAMSHIRE COUNCIL TEACHING APPLICATION FORM

PLEASE COMPLETE USING BLACK INK OR TYPE.

APPLICATION FOR THE POST OF:		
SERVICE/SCHOOL:	JOB REF. NUMBER: (where available)	

SURNAME:'	FORENAME(S):
TITLE:	Please give details of any previous surnames:
ADDRESS FOR CORRESPONDENCE:	TELEPHONE NUMBERS
POSTCODE:	HOME:
E-MAIL ADDRESS:	WORK: May we contact you at work? *Yes/No
	MOBILE:
	NATIONAL INSURANCE NUMBER:

EMPLOYMENT HISTORY	
PRESENT OR MOST RECENT EMPLOYMENT	
Name & address of employer:	Date and reasons for leaving (If applicable):
Nature of business:	Grade and details of allowance:
Job title and summary of main duties:	Salary Scale and Current Salary:
Are you still currently employed by this organisation? *Yes/No	Notice required:
Date of appointment: / /	

PREVIOUS NON-TEACHING EMPLOYMENT
Please summarise your employment history since leaving full-time education, paid or unpaid, or working in a voluntary organisation or agency, full or part-time. Start with the most recent. Please continue on a separate sheet if necessary.

Employer's name and address	From month / year	To month / year	Job title and summary of main duties	Reasons for leaving

Please describe the reason and duration of any period(s) longer than 1 month when you have not been in employment since leaving full-time education.	
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Teaching Experience	
Do you hold Qualified Teacher Status? * YES/NO If yes, please give date of award _____	
If you are a Newly Qualified Teacher please complete Section A, detailing any teaching experience gained through teaching placements.	
If you are a Qualified Teacher, please complete Section B only.	

Section A: For Newly Qualified Teaching staff	School Name	Primary/Secondary/Special	Age of children taught
Dates From To			

Section B: For Qualified Teaching staff only	
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Name of school or college	Type of school or college	Number on roll	Full or part time	Qual or unqual	Salary scale	Exact start date	Exact end date

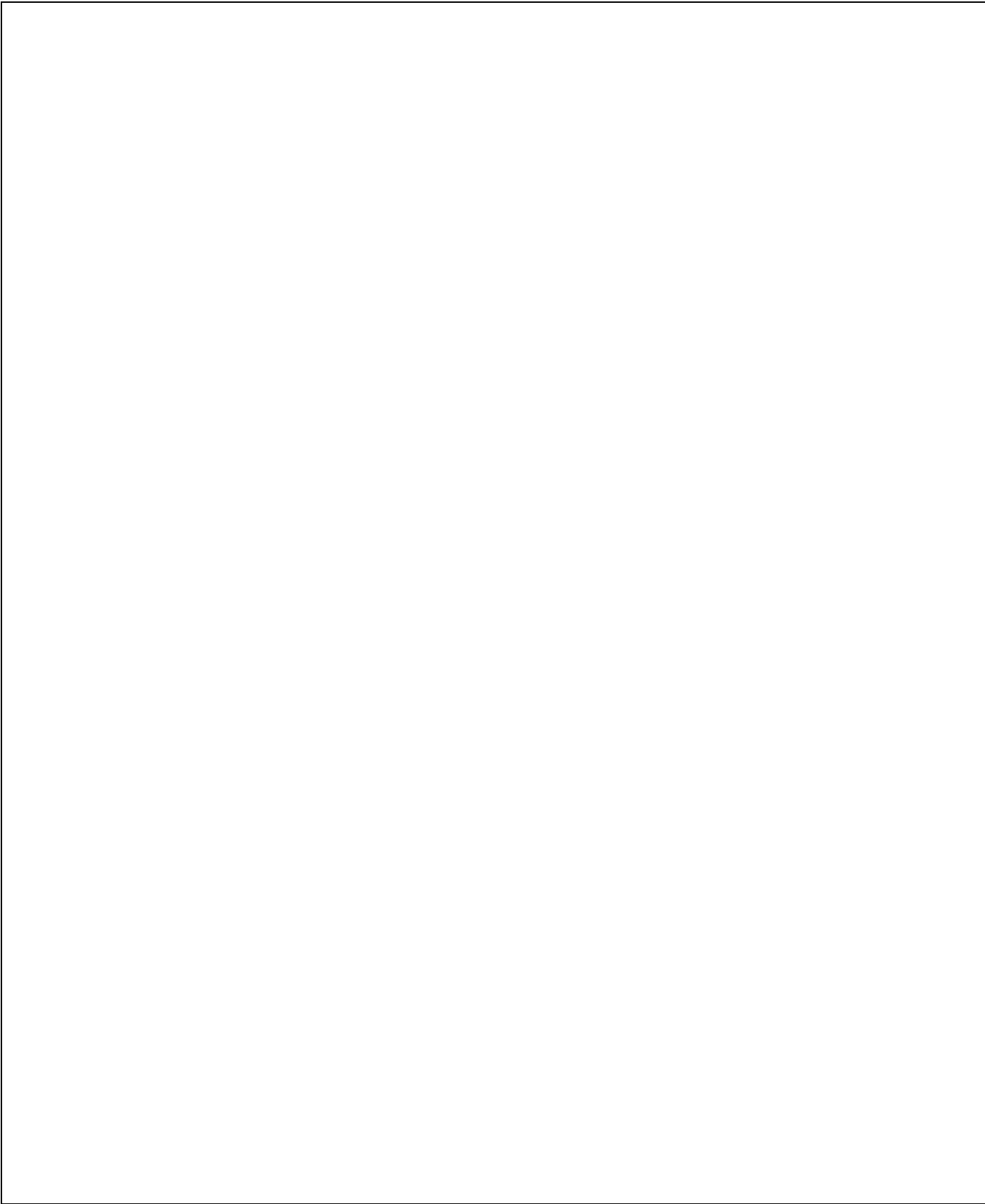
Are you registered with the TRA?	*Yes/No
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TRN Reference Number: Mandatory field/please complete if appropriate		Date Issued: Mandatory field/please complete if appropriate	/ /
Date of Satisfactory Completion of Induction:	/ /	Name of confirming Authority of induction period:	

Are you subject to any conditions or prohibitions placed on you by the Teaching Regulation Agency? * Yes/No

If Yes, please give full details _____

Support of application
Please attach a letter of application giving any further details of experience that may be relevant to this post. Make sure you read the job description and person specification and refer to it throughout.



Qualifications and training

EDUCATIONAL AND ACADEMIC QUALIFICATIONS (Secondary, Further/Higher or work based)

Please give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies, relevant to the application. (Please continue on a separate sheet if necessary) Evidence of qualifications may be requested.

Examination course with dates	From	To	Result/Qualification gained

INSERVICE TRAINING

Give details of the most recent, relevant courses attended and indicate any awards earned.

Course Title	Provider	Duration	Dates

References

Give details of two people who have knowledge of you in a working / educational environment, paid or unpaid. The first reference should be your present or most recent employer. If you are a student give appropriate school or college referees. References must cover a 5 year consecutive period. **It is the normal practice for references to be obtained before any formal interview.**

If you were known to either of your referees by another name please give details:

1st Referee

If this is your current employer, please confirm if we can contact before interview Y/N

Name:	
Position:	
Address:	
Tel:	
Email:	
In what capacity does the above know you?	

2nd Referee

Name:	
Position:	
Address:	
Tel:	
Email:	
In what capacity does the above know you?	

If you were known to either of your referees by another name, please give details:

Additional Information

1. To comply with Asylum and Immigration legislation you will be required to provide proof of your right to work in the UK. Please confirm that you will provide that proof as part of any selection process.	*Yes/No
2. Under the Working Time Directive, you should not work more than 48 hours a week. Do you plan to undertake work for other employers, which would cause a breach of these regulations? If so, please give details:	*Yes/No
3. Do you hold a full current driving licence?	*Yes/No
4. Are you able to travel to different locations across the County?	*Yes/No
5. Have you ever been subject to any disciplinary action by your employer or professional body? If YES, please give details	*Yes/No
6. Are you a relative or partner of any County Councillor, employee of this authority and/or school governor? If YES, Please state name of person and relationship:	*Yes/No
7. If you have a disability please let us know of any special arrangements you may need to make if you are short listed for interview:	*Yes/No
8. Where did you see the advertisement for this post? Please circle or delete as appropriate: <input type="checkbox"/> BC job website - <input type="checkbox"/> BC social media - <input type="checkbox"/> TES - <input type="checkbox"/> School website - <input type="checkbox"/> Careers fair - <input type="checkbox"/> other website	

Declaration

I agree that any offer of employment with Buckinghamshire Council is subject to satisfactory evidence of the right to work in the UK, satisfactory references, DBS check and other pre-employment vetting checks. In accordance with the Data Protection Act (2018), Buckinghamshire Council will hold and use my personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information will be stored in both manual and/or computer form. I understand that my data will be used in connection with recruitment and may be passed to non-BC employees, such as School Governors, Consultants and referees in connection with my application for a role. If unsuccessful, information will be held in line with our retention standards.

This Authority 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 for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see our [Privacy Policy](#)

I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action by the Council.

Signed:

Date: / /

Please complete the recruitment monitoring form. Application form updated February 2022

The information you give is confidential and is used for monitoring purposes only.

Religion

These categories of religion were used in the 2001 census. We recognise however, that the specified categories may not be appropriate for everyone; if this is the case, please use the last box.

- Buddhist ☐
Christian ☐
Hindu ☐
Jewish ☐
Muslim ☐
Sikh ☐
No religion ☐
Other ☐
Prefer not to say ☐

How would you describe yourself?

These categories of ethnic origin are recommended by the UK Equal Opportunities Commission as the most appropriate for the UK. We recognise however that the specified categories may not be appropriate for everyone. If this is the case, please use the last box.

- | | |
|---------------------------|--------------------------|
| White British | <input type="checkbox"/> |
| White Irish | <input type="checkbox"/> |
| White Other | <input type="checkbox"/> |
| White and Black Caribbean | <input type="checkbox"/> |
| White and Black African | <input type="checkbox"/> |
| White and Asian | <input type="checkbox"/> |
| Gypsy or Irish Traveller | <input type="checkbox"/> |
| Mixed Other | <input type="checkbox"/> |
| Indian | <input type="checkbox"/> |
| Pakistani | <input type="checkbox"/> |
| Bangladeshi | <input type="checkbox"/> |
| Asian Other | <input type="checkbox"/> |
| Black Caribbean | <input type="checkbox"/> |
| Black African | <input type="checkbox"/> |
| Black Other | <input type="checkbox"/> |
| Chinese | <input type="checkbox"/> |
| Chinese Other | <input type="checkbox"/> |
| Other Ethnic Group | <input type="checkbox"/> |
| Prefer not to say | <input type="checkbox"/> |

“Office information – once completed this monitoring form must be detached from the application before submission for shortlisting”