



# The Local Teachers

Office C, Norland House, 9 Queensdale Crescent W11 4TL  
E: [heather@thelocalteachers.co.uk](mailto:heather@thelocalteachers.co.uk) Tel:02037948137

This form can be supplied in large print please contact us.

## Job Application Form

Vacancy Title:

Please tell us how you heard about this vacancy:

### 1. Personal details

Last Name:

First Name:

Address:

  
  

Postcode:

Home Telephone No.

Daytime Contact No.

E-mail address:

National Insurance No.

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**Driving Licence**

Yes  No

Do you hold a full, clean driving licence valid in the UK?

### 2. Preferred hours

Please tick

Full time

Part time

**We like our workers to be willing to work flexibly across the week and need to know when other commitments mean you could not be available to work:**

Please tick when you are unavailable:

	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
Morning							
Afternoon							
Evening							

### 3. Education/Qualifications

School (11+)	Study Dates	Qualification and Grade	Date Obtained
College/University	Study Dates	Qualification and Grade	Date Obtained
Ongoing Professional Development	Study Dates	Qualification and Grade	Date Obtained

### Training and Development

Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.

Training Course	Course Details (including length of course/nature of training)

### Current Membership of any Professional Body/Organisation

Please give details:



Salary on leaving this post:

	Contact Name of Line Manager for reference	
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Brief description of duties:


**Previous employer**

Name of Employer:

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Address:

Postcode:

Position Held:

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Date Started:

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Leaving Date:

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Reason for Leaving

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Salary on leaving this post:

	Contact Name of Line Manager for reference	
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Brief description of duties:


Continue on separate sheet if necessary

## 5. Information in support of your application

### **Skills, abilities and experience**

Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification (and by giving examples and case studies). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. Attach and label any additional sheets used. See guidance sheet for further information.

Continue on a separate sheet if necessary

## 6. Compulsory declaration of any convictions, cautions or reprimands, warnings or bind-overs

To ensure the safety of our students/members a DBS (CRB check) must be completed for all positions.

Jobs in schools are exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974. You **must** therefore declare whether spent or not, any convictions, cautions or reprimands, warnings or bind-overs which you have ever had and give details of the offences. The fact that you have a criminal record will not necessarily deter you for consideration for this appointment.

**Do you have ANY convictions, cautions or reprimands, warnings or bind-overs?**

Yes:

No:

If the answer is 'yes', you must record full details in a separate, sealed envelope marked with your name and 'confidential: criminal record declaration' and enclose it with your application. In accordance with statutory requirements, an offer of appointment will be subject to a Disclosure & Barring Service check. A copy of this notice will be sent to your referees.

## 7. Reasonable Adjustments/Arrangements for Interview

**Please contact us if you need the application form in an alternative format.**

Are you subject to any conditions relating to your employment in this country?

**YES/NO**

If "yes" please use the space below to tell us what these are?

If you need us to make any adaptations for your interview to accommodate any disability you may have please tell us what these should be?

**Are you closely related or married to a staff of The Local Teachers?**

**Yes/No**

If yes, please state the name of the staff member and nature of this relationship below:

**If appointed when could you start? Give period of notice if applicable**

**8. References**

Please give the details of **two** references if you have not done so already– see guidance sheet for further information.

**Name of Referee and relationship to you:**

**Address:**

<b>Postcode:</b>
<b>Email:</b> <span style="float: right;"><b>Tel:</b></span>

**Name of Referee and relationship to you:**

**Address:**

<b>Postcode:</b>
<b>Email:</b> <span style="float: right;"><b>Tel:</b></span>

**9. Declaration**

Statement to be Signed by the Applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I agree that The Local Teachers can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Principles.

I will declare to Local Teachers, if appointed, my intention to continue to work for another employer or on a self-employed basis (under the Working Time Directive). I understand that providing misleading or false information (including qualifications) will disqualify me from appointment or if appointed, may lead to disciplinary action and dismissal. I authorise the Local Teachers to check the information supplied.

I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn, or employment terminated.

**Signed:**

**Date:**

## 10. Recruitment Monitoring Form

This section will be separated from your application form upon receipt and does not form part of the selection process. It will be retained by Human Resources purely for monitoring purposes.

Application for the post of:

To help us ensure that our Equal Opportunities Policy is fully and fairly implemented (and for no other reason) please COMPLETE THIS SECTION OF THE APPLICATION FORM.

### What is your Ethnic Group?

Choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background.

#### A. White

White UK

Irish

White non-UK

Any other White background  
(please give details):

#### D. Black or Black British

Black Caribbean

Black African

Any other Black background  
(please give details):

#### B. Mixed

White & Black Caribbean

White & Black African

White & Asian

Any other Mixed background  
(please give details):

#### E. Chinese or other ethnic group

Chinese

Vietnamese

Any other ethnic background  
(please give details):

#### C. Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background  
(please give details):

#### F. I do not wish to provide this information

## GUIDANCE SHEET

Please read through the following guidelines that will help you complete the application form.

- Complete all sections of the form.
- Make sure the form is tidy and try to avoid mistakes by writing out a version first to make sure you are happy with the information you are providing. Always read through your final version before you send it.

If you require an acknowledgement of your application:

- If emailing you must activate a read receipt from your email account.
- If sending by post you must enclose a stamped addressed envelope.
- **Please note with limited resources, we cannot verify if we have received your application over the phone.**

To complete your application:

- Please type or write clearly in black or blue ink.
- Ensure you clearly state the job title you are applying for.
- In the 'Employment History' section you must state why you have left a position.
- Always explain any gaps in work history.
- Proof of qualifications and membership to professional bodies may be required.

## References

We will take up professional references once you have been interviewed and **provisionally** offered the post. Please make sure that you have given the full contact details of your referees so that this does not delay processing reference requests.

If you have no employer references, we will take up references with named individuals at colleges where you have studied, or people who know you in a professional capacity. Please do not put down family members or people you live with as referees.

You will only be confirmed in the post once we are satisfied with the information received from your referees.

## Supporting Statement

The 'Why you feel you are suitable for this position' part of the form is called your *supporting statement*. It is the most important part of the application form.

You should consider the following:

- Applications can only be assessed on the information you provide. You need to clearly demonstrate your capabilities.
- You need to explain how you meet each of the person specification/job requirements and provide examples from your previous experience. Do not forget to present this in relation to the job description.
- We expect your supporting statement to be a minimum of  $\frac{3}{4}$  of a side of A4 and a maximum of 2 sides.
- Use concise, unambiguous sentences and avoid exaggerations.
- Honesty is always the best policy; please do not make false claims.
- If you are making a career change, stress what skills are transferable to the role you are applying for.
- Ensure you return your application in good time before the closing date - aim for the day before the deadline.
- Use concise, unambiguous sentences and avoid exaggerations.

Finally good luck with your application and thank you for your interest in The Local Teachers.