



## Application for Teaching Appointment

Equal opportunities will be afforded to all job applicants in all stages of the recruitment process. Appointment will be based solely on merit and without regard to issues of race, colour, ethnic, or national origins, sex, religion, marital status, sexual orientation or disability, unless this is justifiable as a genuine occupational requirement as may be the case in respect of appointments in Voluntary Aided Church Schools. **Thank you for your application.**

**Please complete in hand written or typed black ink. Continue on separate sheet where necessary.**

Post Title: \_\_\_\_\_ Salary \_\_\_\_\_  
 School Name: Highfield High School Location: Blackpool

### PERSONAL DETAILS

Last name: \_\_\_\_\_ Forename(s) \_\_\_\_\_  
 Title (Mr, Mrs, Ms, etc) \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_ Postcode: \_\_\_\_\_  
 Tel No. (inc. Area Code) Home: \_\_\_\_\_ Work: \_\_\_\_\_  
 Email address: \_\_\_\_\_ National Insurance Number. \_\_\_\_\_  
 GTC/DfES Ref. No. \_\_\_\_\_  
 Current Driving Licence? Y/N \_\_\_\_\_ Type car/PSV/HGV

### PRESENT OR MOST RECENT POST

Post Title: \_\_\_\_\_ Date of Appointment \_\_\_\_\_  
 School: \_\_\_\_\_ Age Range: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_ Post code: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Age range taught: \_\_\_\_\_ No. on roll: \_\_\_\_\_  
 LEA: \_\_\_\_\_ Date commenced: \_\_\_\_\_ to: \_\_\_\_\_  
 Present Scale: \_\_\_\_\_ Spine point: \_\_\_\_\_ Salary: £ \_\_\_\_\_

Allowance	Level (1,2,3 etc.)	Amount	Reason	Temp/Perm
Management		£ _____		
S.E.N.		£ _____		
Rec't/Ret'n		£ _____		
Key responsibilities in school _____				

Subjects or areas taught: \_\_\_\_\_

Other subjects you can teach: \_\_\_\_\_

## PREVIOUS TEACHING EXPERIENCE

**(Most recent appointment first) place a tick in relevant boxes.**

(Newly Qualified Teachers should include periods of school-based training)

1 Post: \_\_\_\_\_ Maintained  Independent  Age range: \_\_\_\_\_

School/College: \_\_\_\_\_

LEA: \_\_\_\_\_ FTE/Contractual hours per week \_\_\_\_\_

Subjects or areas taught: \_\_\_\_\_

Post responsibility and allowance: \_\_\_\_\_

From \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ To: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ No. on roll: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

2 Post: \_\_\_\_\_ Maintained  Independent  Age range: \_\_\_\_\_

School/College: \_\_\_\_\_

LEA: \_\_\_\_\_ FTE/Contractual hours per week \_\_\_\_\_

Subjects or areas taught: \_\_\_\_\_

Post responsibility and allowance: \_\_\_\_\_

From \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ To: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ No. on roll: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

3 Post: \_\_\_\_\_ Maintained  Independent  Age range: \_\_\_\_\_

School/College: \_\_\_\_\_

LEA: \_\_\_\_\_ FTE/Contractual hours per week \_\_\_\_\_

Subjects or areas taught: \_\_\_\_\_

Post responsibility and allowance: \_\_\_\_\_

From \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ To: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ No. on roll: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

4 Post: \_\_\_\_\_ Maintained  Independent  Age range: \_\_\_\_\_

School/College: \_\_\_\_\_

LEA: \_\_\_\_\_ FTE/Contractual hours per week \_\_\_\_\_

Subjects or areas taught: \_\_\_\_\_

Post responsibility and allowance: \_\_\_\_\_  
From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ No. on roll: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

5 Post: \_\_\_\_\_ Maintained Independent Age range: \_\_\_\_\_  
School/College: \_\_\_\_\_  
LEA: \_\_\_\_\_ FTE/Contractual hours per week \_\_\_\_\_  
Subjects or areas taught: \_\_\_\_\_  
Post responsibility and allowance: \_\_\_\_\_  
From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ No. on roll: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

## DETAILS OF SECONDARY EDUCATION

School/College attended \_\_\_\_\_  
From/To: \_\_\_\_\_  
Qualifications (types, subjects, grades) \_\_\_\_\_

## DEGREES OR PROFESSIONAL QUALIFICATIONS

1 Qualification (eg BA, BEd): \_\_\_\_\_ Class of Degree: \_\_\_\_\_  
University/College: \_\_\_\_\_ Date awarded: \_\_\_\_\_  
Subjects: \_\_\_\_\_  
2 Post-graduate qualifications (eg MEd, PGCE, QTS): \_\_\_\_\_  
University/College: \_\_\_\_\_ Date awarded: \_\_\_\_\_  
Subjects: \_\_\_\_\_  
3 Other Qualifications (eg Diplomas etc): \_\_\_\_\_  
University/College: \_\_\_\_\_ Date awarded: \_\_\_\_\_  
Subjects: \_\_\_\_\_

4 Recent relevant professional development (non-award bearing): \_\_\_\_\_



## DISABILITY DISCRIMINATION ACT 1995

Blackpool Borough Council welcomes all legislation designed to protect the rights of people. The Disability Discrimination Act defines a person as having a disability if he or she "has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities."

Do you have a disability?    Yes                      No

Wherever possible and reasonable we will make adjustments and offer alternatives to help a person with a disability through the application and selection process.

If you require assistance at any stage of the process please contact the Appointing Officer or Personnel Advisor or provide details below:

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## REHABILITATION OF OFFENDERS

Protection of Children – Disclosure of background to those with access to children.

This post involves substantial access to children. It is, therefore, exempt from the Rehabilitation of Offenders Act 1974. You are required to declare any convictions, cautions, bind-overs or pending prosecutions you may have, even if they would otherwise be regarded as 'spent' under this Act.

Please give this information in a sealed envelope. The information will be treated in confidence. It will only be taken into account in an application where the exemption applies.

Under the arrangements for the protection of children, the Authority is also entitled to check with the Police for the existence and content of any criminal record of the successful candidate. Information received from the Police will be kept in the strictest confidence and destroyed immediately the selection process is complete.

Disclosure of criminal record, or any other information will not automatically disqualify you from the appointment, unless the information received is considered to make you unsuitable. In making such a decision consideration will be given to the nature of the offence, when it occurred, your age at the time and other relevant factors.

Failure to declare a conviction, caution, bind-over or pending prosecution may disqualify you from the appointment, or result in summary dismissal if the discrepancy is discovered at a later date.

Please place a cross next to the relevant box to indicate that you agree to a check being made with the Police in these circumstances.

Yes I do agree

No I do not agree

## AFFILIATIONS

A candidate for any appointment with Blackpool Borough Council who knows he/she is related to any member of the Council or senior officer is required to disclose that relationship when submitting an application. In educational establishments the designation "senior officer" includes Headteacher, Principal/Director, Vice-Principal and Head of Department. For other employees the designation includes anyone paid on Management Grade I or above. 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.

If applicable please give details: \_\_\_\_\_

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## WHERE DID YOU SEE THIS POST ADVERTISED?

### REFEREES

(Please give names and full addresses and post codes of at least two referees who are willing to be contacted in respect of this application, one of these should be from your current or most recent employment wherever possible).

1 Name \_\_\_\_\_ Title: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address \_\_\_\_\_

Daytime Tel. No. (inc area code) \_\_\_\_\_ Fax No. \_\_\_\_\_

Email address: \_\_\_\_\_

2 Name \_\_\_\_\_ Title: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address \_\_\_\_\_

Daytime Tel. No. (inc area code) \_\_\_\_\_ Fax No. \_\_\_\_\_

Email address: \_\_\_\_\_

3 Headteacher: \_\_\_\_\_ Title: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address \_\_\_\_\_

Daytime Tel. No. (inc area code) \_\_\_\_\_ Fax No. \_\_\_\_\_

Email address: \_\_\_\_\_

Please indicate here if you do not wish your referees to be contacted prior to shortlisting.

### HEALTH

Please give the approximate number of days absent and the number of occasions taken due to sickness in the past two years.

No. Days

No. Occasions

A criminal record will not necessarily be a bar to appointment. Suitable applicants will not be refused jobs because of offences that are not relevant to the job.

Completed disclosure forms will be kept as secure and confidential information and in most cases will be shredded within one month. Where an appeal has been submitted they will be shredded within 6 months.

Blackpool Borough Council has a policy on the employment of people with criminal records, which is available on request.

### DECLARATION

I declare that the information given in this application is, to the best of my knowledge, complete and correct and that it may be used for purposes registered by the Council under the Data Protection Act. I understand that if, after appointment, any information is found to be inaccurate, false or deliberately misleading this may lead to dismissal without notice. I understand that all payments will be made by direct credit transfer to a Bank/Building Society/Post Office Giro account. If appointed, I will give details of my account on a Bank Credit Details slip.

Signed: (leave blank if submitting this form online)

Date:

\_\_\_\_\_

\_\_\_\_\_

**Blackpool Borough Council – Equal Opportunities Monitoring Form**

**All candidates are asked to complete the form which will be used for monitoring purposes only.**



Post		
School		
DoB		
Sex		
Dept.	Education – Highfield High School	
Ethnic Group	White	
	Indian	
	Black-African	
	Bangladeshi	
	Black other (please specify)	
	Other (please specify)	
Is there anyone who relies on you for care?		
Give details		
Have you any children?		
(state ages)		

*Please return this form as indicated in the advertisement or otherwise instructed.*

## DATA PROTECTION ACT

Information held by Blackpool Borough Council complies with and is stored in accordance with the Data Protection Act 1998. If your application is successful, the information you have provided in the 'Personal Details' section will be used for payroll purposes and may be disclosed to the Inland Revenue. It will be disclosed to internal departments of the Council for security and administration purposes.

## FOR OFFICE USE ONLY

Acknowledged	/	/	Start date	/	/	Police Check	/	/
Short list	Yes	No	Vacancy No.			OHU Check	/	/
Interview date	/	/	Candidate No.					
Appointed	Yes	No	Post Number					

**This is Page 8 and is the final page of this Application form.**

**Written** application forms and letters to be returned to:

Mrs I Collinson  
PA to Headteacher  
Highfield High School  
Highfield Road  
Blackpool  
FY4 3JZ  
Tel: 01253 310925

Application may be faxed to:

Fax: 01253 310929

**Online** application forms and letters should be e-mails to [admin@highfield.blackpool.sch.uk](mailto:admin@highfield.blackpool.sch.uk)

When we receive your online application we will reply to the same e-mail address to confirm.