

# **Information Booklet for Applicants**

**A guide to completing  
your job application  
(teaching posts)**

**Please use this booklet to help you  
complete your application form**

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The Post, School/Service and closing date is completed for you by the department to which you are applying. Your application must be with us by the closing date or you may not be considered.

## **SECTION A**

### **PERSONAL DETAILS**

This part of the form contains personal information to identify you, should you be one of the applicants who are shortlisted. Please ensure that it is as accurate as possible as it is the only way we can contact you.

It is important that you supply a National Insurance number and date of birth, as Oldham MBC policy is not to employ people under the age of 16 or over the age of 65.

You must also indicate whether or not you are registered with the GTC as of June 2001 as all teachers in maintained schools have been required to register with the GTC, and please quote your registration number. Applicants who are not registered may not be considered. You must also indicate your DfES number within the same section.

### **DISABILITY**

Applications are encouraged from people with disabilities. A disability is a physical or mental impairment that has a substantial and long-term effect on an individual's ability to carry out day-to-day activities.

Where a disability or health problem prevents you from carrying out some aspects of a post you are not excluded from applying, as it may be possible to change some of the duties. Please indicate on the application form how your disability may impact on the duties of the post and any arrangement that may need to be made, in order for you to attend an interview.

If as a result of a disability you have difficulty completing the application form you may submit a CV. Please see the notes under 'Additional Information' later in this booklet. We can on request provide information in large print, Braille or on tape.

### **RELATIONSHIPS**

You must not canvas (ask for help or favours) from Councillors or other employees of the Council in order to further your application or give you an unfair advantage. If it becomes clear that you have canvassed then your application will not be considered. If evidence of canvassing comes to light after you have been appointed you may face disciplinary action and possibly dismissal.

Making a declaration about a personal, business or professional relationship with a Councillor or employee of OMBC will not in itself disqualify you from consideration unless in the view of the Council the nature of that relationship and the duties and influence of the post for which you are applying could result in a conflict of interests. If you fail to declare such a relationship, which subsequently comes to light, you may face disciplinary action and possibly dismissal.

## **SECTION B**

### **MY SEX IS**

Under current UK legislation this is your sex as registered at birth.

### **MY AGE IS**

Please tick appropriate age group.

### **DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY?**

This is a physical or mental impairment that has a substantial and long-term effect on an individual's ability to carry out day-to-day activities. Please see notes on previous page and 'Additional Information'.

## **MY CULTURAL ETHNIC ORIGIN IS**

Please tick the appropriate box as you define your cultural ethnic origin.

Completing this section, and the others on this monitoring page, helps us to ensure that our policies and procedures do not discriminate.

## **MY RELIGION IS**

This helps us to monitor that our workforce is representative of the local population.

## **MY EMPLOYMENT STATUS**

This helps us to monitor that our workforce is representative of the local population and that our working practices are not discriminating against specific groups.

## **WHERE DID YOU LEARN OF THIS JOB?**

Advertising and recruitment are expensive and as a public body using public funds we wish to ensure that our activity is meeting its target and resulting in success at minimum cost. Information on the places our applicants use when job hunting helps us to achieve better, more targeted and cost effective recruitment in the future.

## **SECTION C**

### **EDUCATION & QUALIFICATIONS**

If you are called for an interview you will be asked to provide evidence of your qualifications.

List your qualifications. Do not miss out any identified in the Person Specification or you may disqualify yourself. If you are awaiting results give the expected grade if possible. Make clear that this result is still unknown.

If there is insufficient space in this box please continue on an extra sheet. Head any extra sheet(s) with the post title, job reference and application number from the top of Section A of the application form. **DO NOT** put your name, address or other information which could compromise the selection process on additional sheets.

### **IN-SERVICE TRAINING**

List any training that is relevant to this post, even if it was undertaken outside of your formal employment.

### **MEMBERSHIP**

Please give details of current Professional Membership or apprenticeship.

List your membership of professional bodies/associations. If membership of a professional body is a requirement for this post, make sure it is noted here or you may disqualify yourself.

## **SECTION D**

### **TEACHING EXPERIENCE**

Please give details of your current or most recent post. Please ensure that you complete this section in full as it is important for us to know specific details relating to your experience of certain age groups, your subject specialisms and your current salary.

Please ensure you include all previous teaching posts and also indicate your reasons for leaving these posts.

If you are an NQT (Newly Qualified Teacher) applicant please include details of your teaching practice experience.

### **OTHER WORK EXPERIENCE**

We also require full details in relation to any non-teaching posts you may have had, please provide full details in the space provided.

## **SECTION E**

### **INFORMATION IN SUPPORT OF YOUR APPLICATION**

This section is your opportunity to demonstrate how your qualifications and experience relate to the post you are applying for. Please pay particular attention to the job description and person specification and try to provide real examples of how you meet the requirements of the post. Please ensure that you address all the requirements listed on the person specification. Please be aware that only applicants who meet and demonstrate all the requirements on the person specification will be shortlisted for interview.

## **SECTION F**

### **REFERENCES**

Your references should be from two people who can comment on your ability to do the job for which you are applying. If you are currently in employment one referee should be your present employer. If you are currently a student, one referee should be your tutor. If you are unemployed please give details of your last employer.

Do not use referees who are relatives or people with whom you live, unless they are your current or last employer. References of this nature will not be accepted.

References are usually requested before the interview unless you tick the box asking us not to contact your referee. If you are the successful applicant and have asked us not to contact your referee this will delay your start date with the council. Please be aware that all offers of employment are subject to satisfactory references.

### **CRIMINAL CONVICTIONS**

The post for which you are applying is exempt from section 4(2) of the Rehabilitation of Offenders Act. Please complete and return 'Insert 1' along with your completed application. In order to fulfil our legal obligations with regard to child protection legislation all applicants are required to undergo an enhanced Criminal Records Bureau check.

### **MEDICAL INFORMATION**

Please complete the information requested regarding your medical background. Any details provided by you in this section will be treated in the strictest confidence.

### **CONFIRMATION OF DETAILS**

Please read the declaration on the application form and sign and date to confirm that the information that you have supplied is complete and truthful and that you agree to the information being processed and used by the Council for the purposes of recruitment, monitoring and if appropriate, subsequent employment. That you understand that we may, in order to prevent and detect possible fraud, share this information with appropriate other organisations, and that to give false information would lead to you being disqualified from consideration, or if appointed may result in your dismissal. It will not be possible to consider applications that are not signed and dated.