

**All kinds of Birmingham**

All kinds of schools/All kinds of futures

**BIRMINGHAM NQT TEACHING APPLICATION**

**2020**

**2017**

Birmingham City Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

It is committed to equal opportunities in employment and positively welcomes your application.

Successful applicants will be required to undertake an enhanced DBS check.

**Please complete all sections on the form. If any section does not apply to you, enter not applicable (n/a). Please complete in black type/ink.**

**It is important that you refer to the Guidance Notes before completing this form. Electronic versions of this form are available at** [**www.birmingham.gov.uk/nqts**](http://www.birmingham.gov.uk/nqts%20) This form is also available in large print, Braille or on audio tape on request.

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1. **VACANCY DETAILS**

Position Applied For:   NQT – Birmingham NQT Pool

School/Establishment:

**Please enter phase/s you wish to teach**

Nursery:[ ]  Reception:[ ]  KS1:[ ]  KS2:[ ]  KS3:[ ]  KS4:[ ]  Special: [ ]

**Main Subject (where appropriate):**

**Subsidiary Subject:**

**Other Subject Interests, e.g. Sport, Music, Drama, Community Language.** *(Please give details below.)*

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**2. PERSONAL DETAILS**

**First Name(s):****Last Name:**

**Any Previous Name/s:**

**Daytime Tel:****Evening Tel:**

**Mobile Tel No:****Email Address:**

**Address:****Postcode:**

**Do you have the right to work in the UK?** Yes:[ ]  No:[ ]

Please note: Original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment, the copy of your identification documents will be retained on file under regulations governed by the Immigration, Asylum and Nationality Act.

**Teacher Reference Number:**

**National Insurance Number, if you have one:**

**Do you have QTS, including skills test if qualified post 2004?** Yes:[ ]  No:[ ]

**Are you related to or do you have a close relationship**

**with: A Birmingham Councillor; Birmingham School Governor;**

**an employee of the school to which you are applying,**

**or an employee of Birmingham City Council?** Yes:[ ]  :No:[ ]

**If yes, please provide details:**

**Name:****Relationship:**

**Position:****Department:**

**Do you wish to job share the position you are applying for?** Yes:[ ]  No:[ ]

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1. **DISMISSAL**

**Have you ever been dismissed from a school for misconduct?** Yes:[ ]  No:[ ]

**If yes, date:**

**Name of school and LA:**

Please attach full details of the reason for the dismissal in a sealed envelope marked ‘Private and Confidential’ and return with you application.

**Have you ever been dismissed for misconduct from a Birmingham City**

**Council Department?** Yes:[ ]  No:[ ]

**If yes, date:**

**Name of Department:**

Please attach full details of the reason for the dismissal in a sealed envelope marked ‘Private and Confidential’ and return with you application.

*(Please be assured that providing this information will not necessarily bar you from employment)*

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**4. STATUTORY INDUCTION**

**Did you gain QTS after May 1999? If yes, where was the induction served:**

**Between what dates did you serve your induction:****to**

**Did you pass the induction?** Yes:[ ]  No:[ ]

 **Do you have any period left to serve on your induction?**  Yes:[ ]  No:[ ]

**If yes, how much longer have you got to serve:**

*If not complete, please attach copies of your induction reports for the period served.*

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**5. EDUCATION/QUALIFICATIONS IN SECONDARY**

 **(MOST RECENT FIRST)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| From | To | School or college | Subjects | Type of exam | Awarding body | Grade | Date gained |
| Mth | Yr | Mth | Yr |
|       |       |       |       |       |       |       |       |       |       |
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**6. EDUCATION/QUALIFICATIONS IN FURTHER/HIGHER EDUCATION (MOST RECENT FIRST).**

**This should include your qualification leading to QTS.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From | To | Cert, Diploma, Degree, Higher Degree, etc. | Awarding body | Grade/classobtained | Date gained/expected |
| Mth | Yr | Mth | Yr |
|      |       |       |       |       |       |       |       |
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**7. EXPERIENCE – PREVIOUS CAREER AND OTHER (MOST RECENT FIRST)**

Please complete the following, in full chronological order and include all employment including non-teaching or voluntary work. For safeguarding purposes, it is essential that all gaps in your employment history are fully accounted for. Any employment with Teacher Supply Agencies must show the Agency as the employer and not the school where the work was carried out. Please also include any breaks in employment history together with the reason for the break, such as gap years or unemployment – **if there are any gaps in your history your form will be returned**. This information may form part of your salary assessment, so please complete the following accurately and include all experience since the age of 18, including any part time or voluntary work. Failure to provide the correct and accurate information may result in an incorrect salary assessment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From | To | Employer | Job Title | Reason for change |
| Mth | Yr | Mth | Yr |
|       |       |       |       |       |       |       |
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**8. RELEVANT IN SERVICE TRAINING/PROFESSIONAL DEVELOPMENT**

**(MOST RECENT FIRST)**

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Organising body | Course title | Length of course |
|       |       |       |       |
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**9. WRITTEN REFERENCES**

**Please ensure you forward the attached Reference Request Forms to your referees. Do not forget to include a copy of the Job Role. They should be returned to** **nqtreference@birmingham.gov.uk** **by no later than Friday 31st January 2020.**

 **If you are a student at BCU, Newman or Worcester you need only inform your student admin/records office that you are applying to the Birmingham Pool; you do not need to send off the forms. However, Teaching References DO still need to be passed on to the relevant person in school.**

Written references will not be accepted from relatives or people writing solely in the capacity of friends. Please try and include an email address

**Name:**

**Address:****Postcode:**

**Telephone Number:**

**Email:**

**Relationship to You:**

**Name:**

**Address:****Postcode:**

**Telephone Number:**

**Email:**

**Relationship to You:**

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**10. ARRANGEMENTS FOR INTERVIEW**

If you have disability, are there any arrangements which we can make for you if you are called for an interview

and or/work based exercise? Yes: [ ]  No: [ ]

If yes, please specify, (e.g. ground floor venue, sign language, interpreter, audioloop, etc):

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**11. OTHER RELEVANT INFORMATION IN SUPPORT OF YOUR APPLICATION** *(No more than 3 sides of A4 paper in total)*

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**12. CONSENT, DISCLOSURE AND CONFIRMATION**

**Consent**

The information collected on this form and other information which constitutes your personnel record will be used in compliance with the Data Protection Act 2018. The information is being collected for the purpose of administering the employment and training of employees only.

The information may be disclosed, as appropriate, within the City Council, to governors of schools, to Occupational Health and to other relevant public and statutory bodies. You should also note that because we have a duty to protect the public funds we handle, we might need to use the information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations, which handle public funds.

I consent to my employer recording and processing the information detailed in this application form. I understand that this information may be used by my employer in pursuance of its business purposes and my consent is conditional upon my employer complying with their obligations under the Data Protection Act 2018.

For details of how we will use your personal data please see our privacy statement: <https://www.birmingham.gov.uk/info/20154/foi_and_data_protection/384/privacy_statement>.

Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job.

**Disclosure**

Under the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 you must disclose all cautions and convictions even if they are spent, unless they are protected cautions and convictions.

Protected cautions and convictions are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of cautions and convictions can be found at the Disclosure and Barring Service website – <https://www.gov.uk/government/collections/dbs-filtering-guidance>

If you do have any convictions, cautions, reprimands or warnings; before signing this section of the application form, you must check the filtering rules to determine if you should declare them or if they are now ‘protected’ and no longer require disclosure.

**Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs that are not protected could result in dismissal should it be subsequently discovered.**

Having a criminal conviction will not necessarily bar you from employment. Any information given, either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application.

Please tick **ONE** of the following statements:

I confirm that  **I have NO criminal convictions,** cautions, warnings, reprimands or bind-overs; not barred or disqualified from working with children, or subject to a prohibition order.[ ]

I confirm that **I do have criminal convictions,** cautions, warnings, reprimands or bind-overs; or are barred or disqualified from working with children, or subject to a prohibition order. I enclose full details in a sealed envelope marked ‘Private and Confidential’. [ ]

**Confirmation**

I hereby certify that all the information given on this form is correct and that all questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. I understand that should the information given in this application be incorrect it may result in my application being rejected, or if selected for the position, summary dismissal, and possible referral to the police.

If you are making your application in Braille or on audio tape you must declare that you have read and understood this section and that the information you have given is true and correct at the time of completion. You may also be required to sign a declaration to this effect at a later date.

**Signature:** **Print Name:****Date:**

1. **13.** PHASE/S

Please enter phase/s you wish to teach

Nursery: [ ]  Reception: [ ]  KS1: [ ]  KS2: [ ]  KS3: [ ]  KS4: [ ]  Special: [ ]

Main Subject (where appropriate):

Subsidiary Subject/s:

Other Subject Interests, e.g. Sport, Music, Drama, Community Language. (Please give details below.)

Sport

**External Agencies**

Occasionally, we are approached by external schools or agencies. Due to the high volume of applications that we receive to the pool, we like to work alongside such organizations to ensure we help as many students as possible find a vacancy.

Do you give your consent to your details being passed on: Yes [ ]  No [ ]

1. AREAS OF THE CITY

Please indicate the constituents of the city in which you are prepared to work. Please see map below for or click [here](https://www.birmingham.gov.uk/directory/25/your_constituency) for further information on the constituents of Birmingham and the areas they cover.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ALL AREAS** | [ ]  | **EDGBASTON** | [ ]  | **ERDINGTON** | [ ]  | **HODGE HILL** | [ ]  |
| **LADYWOOD** | [ ]  | **NORTHFIELD** | [ ]  | **PERRY BARR** | [ ]  | **SELLY OAK** | [ ]  |
| **SUTTON** **COLDFIELD** | [ ]  | **YARDLEY** | [ ]  | **HALL GREEN** | [ ]  |



RETURN ADDRESS

Your application should be returned via email to: nqt@birmingham.gov.uk

No later than 12 noon, Monday 13th January 2020.

Before submitting your application, please ensure you have included a full, chronological record of your education/employment. Applications that have any gaps in history will be returned to you and may result in a delay in your application form being processed.

**––––––––––––––––––––––––––––––––––––––––––––––––––––––––– RECRUITMENT MONITORING**

I am: Female[ ]  Male [ ]

Date of Birth:

*To help us monitor our Equal Opportunities in Employment Policy please tick or complete the following boxes as appropriate:*

**ETHNIC ORIGIN**

Choose one section from (A) to (E) then tick the appropriate box to indicate your cultural background. These are based on the 2011 Census with additional categories included.

**A White**

British[ ]  Irish[ ]  Gypsy or Irish Traveller[ ]  Albanian [ ]

Any other White background, please indicate:

**B Mixed**

White/Black – Caribbean[ ]  White/Asian[ ]  White/Black – Africa[ ]  Black/Asian [ ]

Any other mixed background please indicate:

**C Asian or Asian British**

 Indian[ ]  Kashmiri[ ]  Pakistani[ ]  Bangladeshi[ ]  Chinese [ ]

Any other Asian background, please indicate:

**D Black or Black British**

Caribbean[ ]  African [ ]

Any other Black background, please indicate:

**E Other ethnic group**

Arab[ ]  Kurdish[ ]  Vietnamese [ ]

Any other please indicate:

**Not disclosed**[ ]

**DISABILITY**

The Equality Act 2010 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

Do you have a disability as defined above? Yes:[ ]  No:[ ]

If all of the above does not apply to you, however, you consider yourself to have a disability, please tick here.

**EMPLOYMENT STATUS**

 Are you currently employed by Birmingham City Council? Yes:[ ]  No:[ ]

If yes please state if you are employed on a temporary, casual or permanent basis: Yes:[ ]  No:[ ]

Are you currently employed by a school in Birmingham? Yes:[ ]  No:[ ]

If yes please state if you are employed on a temporary, casual or permanent basis:

Are you currently unemployed? Yes:[ ]  No:[ ]

**WHAT IS YOUR SEXUAL ORIENTATION?**

Bisexual[ ]  Lesbian or Gay[ ]  Heterosexual[ ]  Not Disclosed [ ]

**RELIGION**

Christian – (including Catholic, C of E, Protestant and all other Christian denominations) [ ] Buddhist[ ]  Hindu[ ]  Jewish[ ]  Muslim[ ]  Sikh ☐

No religion[ ]  Not disclosed[ ]  Other - please specify: [ ]

**JOB ADVERTISEMENT**

How did you first find out about this job? Please specify the source or publication.

Teaching Vacancy Bulletin[ ]  Birmingham City Council Website[ ]  WMJobs.co.uk [ ]

Twitter[ ]  TES on-line[ ]  Guardian on-line[ ]

Facebook[ ]  Indeed[ ]  Birmingham Mail [ ]

Other (please specify):       Printed publication (please specify)