

The Westwood Academy is committed to safeguarding and promoting the welfare of children and young people and expects our staff and volunteers to share this commitment.



**Application Form  
Teachers  
Confidential**

**PLEASE ENSURE THAT YOU COMPLETE ALL SECTIONS OF THE FORM  
IN BLACK INK OR BLACK TYPE**

Job Ref No.

Job Title:      Teacher of

Please return this form to the following address:  
 Head Teacher's Office  
 The Westwood Academy  
 Mitchell Avenue  
 COVENTRY  
 CV4 8DY  
 Telephone Number: (024) 76 467779  
 Email address: admin@thewestwoodacademy.co.uk

**Personal Details**

Surname    Mr/Mrs/Miss/Ms

Forenames

Address

Postcode

Home Telephone Number      Mobile Telephone Number

DfEE No.      National Insurance No.

Email address:

**Current Employment Status**

Employed      Unemployed      Redeployee

          

Are you eligible to work in the UK?      Yes/No

Do you require a work permit?      Yes/No

**Present Appointment**

Post held, e.g age/subject taught, responsibilities	Date of Appt.	Current Salary £
Name/Address/Type of School (Employing Authority) And Employing Agency		Period of Notice

### Education and Qualifications

Examinations Taken (Please Indicate Level)					
Subject	Date	Result	Subject	Date	Result

### Further Education

Name of College or University		Full or Part Time	From	To
Degree(s)	Main Subject(s)	State if Hons with class and division		Date of Award

Teaching Qualification (Certificate/Diploma/GTP/RTP – Particulars of subjects studied)	Type and date of award

Other Qualifications – Particulars of Course(s) and Award(s)	Date of Award

Additional Professional Qualifications and Membership of Professional Institutions	Dates Awarded

Details of Other Relevant Courses Attended during past 3 years	Dates

## Employment

Please list all previous positions, starting with the most recent first, continuing on a separate sheet if necessary.

From	To	Employer (include name, size and type of teaching establishment if applicable).	Description of Post Held, Age Groups taught and Salary Scale	Reason for Change

## **SUPPORTING INFORMATION**

This space is provided for you to give any information which you feel supports your application, including experience in previous or present teaching posts and details of interests/activities which you feel may be relevant to your application.

**Are you related to any senior officer of this Authority or any member of the Governing Body or staff of the school? If so, give name, position and relationship.**

NB: A candidate who knowingly fails to disclose such a relationship will be disqualified from appointment.

**Please indicate any dates you are not available for Interview.**

**When would you be available to take up the appointment?**

**Please give the names and addresses of at least two persons having knowledge of your work to whom reference can be made. One referee would normally be your present or last employer.**

**ALL SCHOOL REFERENCES MUST BE FROM THE HEADTEACHER.**

**If you are known to your referee by a previous surname, please state the name.**

**First Reference (Current or last employer):**

Name:

Address:

Telephone No.

Email Address:

Position Held:

Can we take up references without contacting you before hand? YES/NO

**Second Reference:**

Name:

Address:

Telephone No.

Email Address:

Position Held:

Can we take up references without contacting you before hand? YES/NO

If you are or have been employed by an LEA, that Authority may be approached by Coventry LEA for a confidential report. Do you agree to this?

**I certify that to the best of my knowledge the information given on this form is correct. I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information. I also understand that the information I have provided may be subject to checking.**

**Your Signature .....**

**Date .....**

**DATA PROTECTION ACT 1998**

**The personal data you provide will be used for the purposes of recruitment and selection procedures, to enable Coventry City Council to perform its obligations under the contract of employment for successful applicants and for monitoring and recording the distribution of employees across Coventry City Council.**

## FAIR PROCESSING CLAUSE

The information you have provided to Coventry City Council will be processed and used for the purposes of recruitment and selection in accordance with the Data Protection Act 1998.

### 1. **Registering on the database** (if applying to register with the LEA)

- Coventry City Council in partnership with Schools will be circulating your information to schools with vacancies to enable schools to employ qualified teachers and ensure the best teachers teach in Coventry.
- Information will be put onto a database. This will be used in conjunction with the usual recruitment advertising for schools to select applicants.
- If your information is provided to a school for recruitment and selection you will be informed and you may be asked to provide further details relevant to a particular post.
- Newly Qualified Teachers may be interviewed as part of a “pooling” process and therefore may be invited to interview (not for a specific post).

### 2. **Applying for a specific post advertised by the School** (if applying directly to the school)

- Once candidates are interviewed, Head Teachers may recommend good candidates to other schools in Coventry if the standard of applicants is high and they are unable to offer employment at that time. The LEA will act as a “clearing house” in these circumstances.

## Declaration

I (please print) confirm that the information I have provided **may** be used for the following

- Registration on the LEA’s Database under the terms above
- Circulation to the other Schools

Signed .....

12344567

## Equal Opportunities Monitoring Form Confidential

App no

Coventry City Council is working towards equal opportunities in employment and service delivery. To help us do this, please complete the sections below.

<b>Job Ref:</b>
<b>Job Title:</b>
<b>Full Name:</b>
<b>Date of Birth:</b>

**We will not discriminate on the grounds of race, gender, nationality, national origin, marital status, disability, economic status, sexual orientation, age up to 65, trade union membership, political or religious belief or responsibility for dependants.**

**Gender**  
Please tick:                      Male                                            Female                     

<p><b>Ethnicity</b></p> <p>Choose one section from <b>a)</b> to <b>e)</b>.</p> <p>Then tick the box that best describes your cultural or ethnic background.</p>	<p><b>a) White</b></p> <p>British <input type="checkbox"/></p> <p>Irish <input type="checkbox"/></p> <p>Any other white background * <input type="checkbox"/></p> <p>* Please write in below</p>	<p><b>b) Mixed</b></p> <p>White and Black Caribbean <input type="checkbox"/></p> <p>White and Black African <input type="checkbox"/></p> <p>White and Asian <input type="checkbox"/></p> <p>Any other mixed Background * <input type="checkbox"/></p> <p>* Please write in below</p>
<p><b>c) Asian or Asian British</b></p> <p>Indian <input type="checkbox"/></p> <p>Pakistani <input type="checkbox"/></p> <p>Bangladeshi <input type="checkbox"/></p> <p>Any other Asian background * <input type="checkbox"/></p> <p>* Please write in below</p>	<p><b>d) Black or Black British</b></p> <p>Caribbean <input type="checkbox"/></p> <p>African <input type="checkbox"/></p> <p>Any other black background * <input type="checkbox"/></p> <p>* Please write in below</p>	<p><b>e) Chinese or other ethnic group</b></p> <p>Chinese <input type="checkbox"/></p> <p>Any other * <input type="checkbox"/></p> <p>* Please write in below</p>

## Disability Discrimination Act

The City Council's policy is to give favourable consideration to applications for employment made by people with disabilities, having regard to their particular aptitudes and abilities. A disability or health problem does not preclude full consideration for the job and applications from suitably skilled people with disabilities are welcome.

Thinking about yourself, are you protected by law either as a person who has an impairment, as a disabled person or as a person with a long-term health condition?

YES

NO

For the purposes of an interview would you require any arrangements, for example wheelchair access, interpreters for sign language etc. If so, please state.

## Media

In which media did you see this vacancy?

E-Teach

TES website

School/College Careers Services

Job Centre

Job Opportunities Circular

Casual Enquiry

Advertisement

(Please specify the publication/media)

Information from  
existing employee

## Data Protection Act 1998

The personal data you provide will be used for the purposes of monitoring the provision of equality of opportunities in employment within Coventry City Council, providing statistical data to Government Departments and assisting the Council to meet its statutory duties under the Disability Discrimination Act 1995. This may involve publishing the data provided. I agree to the processing of the information I have provided.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only:

Shortlisted

Appointed



## APPOINTMENT TO TEACHING POSTS – ADVICE TO CANDIDATES

### Equal Opportunities

It is the City Council's policy to recruit, train and promote its employees on the basis of their suitability for the job, and to ensure that its recruitment selection procedures and criteria support this policy. The City Council's policy will not discriminate directly or indirectly through applying conditions or requirements that cannot be shown to be justified. It will not discriminate on the grounds of race, gender, nationality or national origin, marital status, disability, economic status, sexual orientation, age up to 65, trade union membership, political or religious belief, or responsibility for dependants.

The policy ensures that selection and other employment decisions are operated in a non-discriminatory manner without reference to any factor that is not related to the job concerned. All employees are positively encouraged to participate in Equal Opportunities Training.

### Guidance and explanatory note regarding disclosure of criminal background

The work for which you are applying involves substantial opportunity for access to children. It is, therefore, exempt from the Rehabilitation of Offenders Act 1974 (Section 4(2)). You are therefore, required to declare any pending prosecutions or convictions you may have, even if they would otherwise be regarded as "spent" under this Act, and any cautions or bind-overs. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies. If you have convictions this will not mean that you will automatically be rejected but it is important that you tell us about them.

The Authority is also entitled, under the arrangements introduced for the protection of children, to check with the Police for the existence and content of any criminal record of the successful applicant.

The disclosure of criminal record, or other information, will not debar you from appointment unless the selection panel considers that the conviction renders you unsuitable for the appointment. In making this decision the Authority will consider the nature of the offence, how long ago and what age you were when it was committed, and any other factors which may be relevant, including appropriate considerations in relation to the Authority's published Equal Opportunities Policy.

Failure to declare a conviction, caution or bind-over may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light. If you do not agree to the check being made it will not be possible to consider your application.

### How to apply

The advertisement will explain where to obtain further details of the vacancy, where to make application, and the closing date.

In completing the application form, you should refer to any information provided on the duties or nature of the post.

The application form has been designed to provide you with the opportunity to express your views and also to ensure each application is considered by the shortlisting panel in a consistent manner. If there is insufficient space on the form you may wish to attach additional sheets. Please, note however, that CVs may not be copied to the shortlisting panel. Your form will be copied for each member of the shortlisting panel.

To ensure satisfactory copies can be produced from the original, it is important to use **black** ink.

Your application will only be acknowledged on receipt of a stamped, self-addressed envelope. The method of advising candidates of the outcome of their application will be explained in information from the school or unit.

### How to complain

A teacher who believes he/she has been treated unfairly, or is dissatisfied with any aspect of the recruitment process should raise their grievance in the first instance with the Head Teacher.

