

ALPINE COLLEGE

Alpine College is committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic origin or national origin, nationality, sexuality, marital status, responsibility for dependants, religion, trade union activity and age (up to 65).

FOR OFFICE USE ONLY-

JOB APPLICATION FORM

***Please refer to the attached Notes for Guidance before completing this Application.**

1 VACANCY DETAILS

Position Applied For:

Main Subject:

Subsidiary Subject:

Other Subject Interests, e.g. Sport, Music, Drama, Community Language. Please give details opposite.

2 PERSONAL DETAILS

First Name(s): Surname:

Any Previous Name/s:

Preferred Title (if any): Daytime Telephone No:

Evening Telephone Number: Mobile Tel No:

Email Address:

Address:

.....Postcode:

Correspondence Address if different from above:

.....

Postcode Tel No:

DfES Number

Do you require a work permit? Yes / No

Date of Birth

National Insurance Number

PERSONAL DETAILS (Cont'd)

Are you related to any employee at Alpine College? Yes / No

If yes, please provide details: Name:

Relationship: Position:

Department:

Do you wish to job share the job you are applying for? Yes / No

3 GENERAL TEACHING COUNCIL REGISTRATION

Are you registered with
the General Teaching
Council?

YES / NO

GTC Number:

4 APPLICANTS IN RECEIPT OF A PENSION

Are you in receipt of a
Teachers' Pension?

YES

NO

If yes, from what date did it take effect and the type of pension are you receiving? i.e. Actuarially Reduced Benefits, Premature Retirement, Ill Health

5 INDUCTION

Did you qualify as a teacher after May 1999?

If yes, where was the induction served?

Between what dates did you serve your induction?

Did you pass the induction?

YES / NO

Do you have any period left to serve on your induction?

If yes, how much longer have you got to serve?

Please attach copies of your induction reports for the period served.

Have you passed the numeracy and
literacy Skills Test? (Newly Qualified
Teachers Only)

YES / NO

6 EDUCATION DETAILS (SECONDARY - EARLIEST FIRST)

Dates From To		Name of School/College	Subjects	Type of Exam	Grades	Date Gained

7 EDUCATION DETAILS (FURTHER/HIGHER EDUCATION - EARLIEST FIRST)

Dates From To		Institution/s Attended	Cert, Diploma, Degree, Higher Degree	Class/Div Obtained	Date Gained/ Expected

9 IN SERVICE TRAINING/PROFESSIONAL DEVELOPMENT (EARLIEST FIRST)

Date/s From To	Organising Body	Course Title	Length of Course
-------------------	--------------------	--------------	---------------------

10 ARRANGEMENTS FOR INTERVIEW

If you have a 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

(Delete whichever is not applicable)

If Yes please specify, (e.g. ground floor venue, sign language, interpreter, audiotape etc).

.....
.....
.....

11 REFERENCES

Please give the name of two referees (one of whom should be your current or most recent employer):-

Name	Name
Address	Address
Postcode	Postcode
Telephone No.	Telephone No.
Fax No.	Fax No.
Relationship to You:	Relationship to You:

If you do not wish an approach to be made to the referee at this stage please tick the box opposite.

If you do not wish an approach to be made to the referee at this stage please tick the box opposite.

12 OTHER INFORMATION IN SUPPORT OF YOUR APPLICATION

(Please continue on a separate sheet/s if necessary - no more than 2 sides of A4 paper).

13 DISCLOSURE

Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 **IMPORTANT NOTE FOR ALL PERSONS APPLYING FOR POSITIONS IN** **SCHOOLS AND COLLEGES, AND OTHERS WHO WILL WORK WITH** **YOUNG PERSONS UNDER AGE 18**

The **Rehabilitation of Offenders Act 1974 (exceptions) Order 1975** does not allow employees with access to children and young persons under the age of 18 years the right to withhold information regarding previous criminal convictions, including cautions, for any offence (not just those involving children) which for other purposes are 'spent' under the provisions of the Act. You should disclose in this section any previous convictions.

Failure to disclose any previous convictions could result in dismissal should it be subsequently discovered. 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.

Police checks from Spring 2002 will be replaced by enhanced arrangements through the Criminal Records Bureau.

Date	Type of Offence	Sentence/Fine Imposed	Comments
------	-----------------	-----------------------	----------

14 DATA PROTECTION ACT

The information collected in the form will be used in compliance with the Data Protection Act 1998. The information is being collected by the Personnel and Equalities Division for the purpose of administering the employment and training of employees of the Education Service. The information may be disclosed, as appropriate, within the Education Service, to school governors, to Occupational Health, to the General Teaching Council, to the Teachers Pensions Agency, to the Department for Education and Skills, to the West Midlands Metropolitan Authorities Pension Fund, pension providers and relevant 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.

15 CONFIRMATION OF DETAILS

I hereby certify that all the information given on this form is correct to the best of my knowledge and that all the 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 render my application invalid.

Signature: Date:
Print Name:

16 RETURN ADDRESS

Please return to:

.....
.....
...
.....
...
.....
...
.....
...

For School Use Only:

Please ensure that completed applications for successful candidates are returned to:

Schools Personnel Services
4th Floor
38 - 50 Orphanage Road
Erdington
Birmingham
B24 9HW

Can you please indicate whether you follow the Birmingham Pay Policy? Yes/No

Recruitment Monitoring

Name:
Position applied for: Date:
.....

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 categories are based on the 2001 Census.

A White

British

Irish

Any other White background please write in below

.....

B Mixed

White and Black - Caribbean

White and Black African

White and Asian

Any other Mixed background please write in below

.....

C Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background please write in below

.....

D Black or Black British

Caribbean

African

Any other Black background please write in below

.....

E Chinese or other ethnic group

Chinese

Vietnamese

Any other please write in below

.....

Gender

I am: Female Male

Date of Birth

Disability

The Disability Discrimination Act 1995 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 presently employed

by Birmingham City Council? Yes No

Are you currently unemployed? Yes No

Job Advertisement

How did you find out about this job?

Please specify the source or publication.

.....
The Voice

Birmingham Evening Mail

Other Newspaper (please specify)

Professional Journal (please specify)

Radio (please specify)

Internet (please specify)

Word of Mouth

Careers Fair/Open Day

The Employment Service

Other (please specify)

NOTES FOR GUIDANCE - TEACHING STAFF

THE APPLICATION FORM

Completing the application form is the first step in the recruitment process, which may lead to an interview and the possible offer of a job. It is therefore most important that you complete ALL sections of the application form, which are relevant to you as clearly and fully as possible.

Please do not include a Curriculum Vitae with your application, but try to include all relevant information on the form itself using, additional sheets if necessary.

The following notes will explain the application form and give some useful advice on how to complete it.

Please use BLACK ink or type since it will be necessary to photocopy your form.

SECTION 1: VACANCY DETAILS

This section may have already been completed by the department, but please check all details are complete and correct. If they are not, please refer to the job advertisement to fill in this section.

SECTION 2: PERSONAL DETAILS

Please enter your personal details fully and clearly so that we may contact you about your application.

If you are a newly qualified teacher we recognise that you may not have received your teacher reference number yet.

If you require a work permit please contact Work Permits (UK) on 0114 259 4074 for the relevant form.

If you are related to a Councillor or an employee of the City Council we ask you to tell us so that we can make sure all applicants are treated fairly. Please note canvassing any elected member, officer of the City Council or Governor of the school to which you are applying will disqualify a candidate for appointment.

As part of the of the Councils Equal Opportunities in Employment Policy most of the Councils vacancies are open to Job Sharing unless indicated otherwise on the job advertisement. This normally means that two people voluntarily share one full-time job. They share the pay and other benefits in line with the hours worked; the split need not be 50/50. If you would like to work on a job share basis, please tick the relevant box.

Further information about job-share is available from Schools Personnel Services, Orphanage Road, Erdington, Birmingham, Tel: 0121 303 2587.

SECTION 3: GENERAL TEACHING COUNCIL REGISTRATION

It is a legal requirement that all qualified teachers are registered with the General Teaching Council. If you are not you should make arrangements to contact the GTC for a registration pack on Telephone No: 0870 001 0308.

SECTION 4: APPLICANTS IN RECEIPT OF A PENSION

You need to advise us if you have previously left teaching and are in receipt of pension benefits. Under certain circumstances you may be able to re-enter the Teachers Pension Scheme.

SECTION 5: INDUCTION

If you are a Newly Qualified Teacher and you have served a period of induction you need to confirm where the induction was served and when. If you have not completed the full period of induction you are asked to provide copies of your induction report/s for the period of induction served and these should be enclosed with your application.

SECTION 6 & 7: EDUCATION DETAILS (SECONDARY/FURTHER EDUCATION)

We are interested in ANY form of education you are involved with or have followed, including any courses which did not lead to an examination or qualification.

We will take full note of any education or qualification gained overseas or as part of a Training Scheme.

SECTION 8: EXPERIENCE - previous career and other

Please give full details of all employment and other experience since leaving school, including any breaks or unpaid activities such as voluntary work, child rearing, travel abroad etc. We are interested in all present or past employment you consider relevant to your application. If you have recently left school or college or a training programme and have not yet had a full time or permanent job, please give details of any other employment that you may have had such as work experience gained on Training Schemes, part time, holiday work or voluntary activities. Please include your current job title and where applicable school and LEA.

If you have passed through the threshold and you are successful in your application you will be required to produce a copy of your letter of confirmation to Schools Personnel Services/The Staff Agency. This will assist in ensuring you receive the correct salary.

SECTION 9: IN SERVICE TRAINING/PROFESSIONAL DEVELOPMENT

Please include any training you have undertaken which you feel is relevant to the job you are applying for.

We do of course recognise that not everybody has had access to training opportunities.

SECTION 10: ARRANGEMENTS FOR INTERVIEW

If you have a disability, please complete this section so that we can make suitable arrangements, for instance, wheelchair access, sign interpreter if you are called for an interview. This information will not be used in deciding your suitability for the job.

SECTION 11: REFERENCES

Please give the names and addresses (including postcode) of two referees. If you have been or are employed, the first referee should be your present or most recent employer. If you have been unemployed for some time, you should instead, name somebody who knows you well. Students should give a College Principal as their first referee and their second referee should be a representative from their teaching practice.

"Position/Job Title" (if appropriate) refers to the referee, e.g. Manager, Senior Lecturer, Head Teacher.

SECTION 12: OTHER INFORMATION IN SUPPORT OF YOUR APPLICATION

Pick out those aspects of your experience or skills that are RELEVANT to this post. Explain how your experience, abilities, skills and knowledge match those required for the vacancy, where set out in the **person specification** (where provided). Remember to consider experience in previous employment and relevant experience from voluntary/leisure/college activities. Other information should include important issues particularly related to the school e.g. the curriculum on offer, the ethos of the school etc.

If you are a newly qualified teacher you may wish to give us your views on working in Birmingham and if you wish to work in a faith school. Give examples where you can in support of your application.

SECTION 13: DISCLOSURE

It is **essential** that you complete this section with full details as requested.

Please note that a conviction will include circumstances where the offender has been put on probation, has been discharged either conditionally or absolutely, or has been bound over to keep the peace or be of good behaviour.

SECTION 14: DATA PROTECTION ACT

Please note that the information given will be held on computer and that your rights under the Data Protection Act 1998 apply.

SECTION 15: CONFIRMATION OF DETAILS

When completed, read through your application form carefully, checking for errors and omissions. Ensure that you have signed and dated your application form to confirm that your details are correct and complete.

Refer to the closing date and ensure your application form is sent in plenty of time.

Applications should be received by the closing date.

Please return the form to the address shown on the application form.

You may find it useful to keep a copy of your application form. All applications are treated confidentially.

RECRUITMENT MONITORING FORM

An effective policy of equal opportunities necessitates the collection of information about applicants.

To ensure that our Equal Opportunities Policy is effective we need to be able to monitor the number of people applying for and starting jobs with us.

Please help us by ticking or completing the appropriate boxes in this section. Any figures gathered will not identify individuals, but will only be used to measure how we are progressing.

This information will not be used by those involved in selection procedures and is for statistical purposes only.