Thank you for applying for a position with Newport City Council.

The information requested in this form is important in assessing your application. Please complete it accurately and in full. A CV on its own will not be accepted as an application but can be included to supplement the application form.

To help reduce our costs, we do not automatically acknowledge receipt of application forms or write to applicants not selected for interview. If you do not hear anything within 6 weeks of the closing date, please assume that your application has been unsuccessful.

PRIVATE AND CONFIDENTIAL

Please complete in black ink and refer to application guidance for additional information

Teaching Application

Section 1 – Post Details					
	Job title of post applied for:				
	Unique reference number (not applicable if downloaded from internet):				
	Reference number of vacancy for which you are applying:				
	Please indicate where you saw the post advertised below:				
	☐	Press/Publication – Please specify:		☐	Job Centre Plus
	☐	Internet – Please specify:		☐	Word of Mouth
	If other, please specify:				

Qualified to teach in: Please tick all applicable	☐ Nursery	☐ Infant	☐ Junior	☐ Secondary
Are you a Welsh speaker?	Yes ☐		No ☐	
Can you teach through the medium of Welsh?	Yes ☐		No ☐	
Are you a pianist?	Yes ☐		No ☐	

Section 2 – Personal Details							
	Surname			Forename(s)			
	Address						
	Postcode						
	Home Telephone	(Code)		(No.)			
	Business Telephone	(Code)		(No.)		Ext.	
	Mobile Telephone						
	E-mail Address						
	National Insurance Number			DFE Ref No.			
	Do you need a permit to work in the UK?	Yes	☐	No	☐		
	Are you registered with GTC for Wales?	Yes	☐	No	☐		

The Council operates under the Positive about Disabled People Scheme and applications from people with disabilities are welcomed by the Council. This scheme guarantees an interview to people with disabilities if they satisfy the essential criteria for the post.

Declaration

I have a disability & wish to be given a guaranteed interview under the Council's commitment to the positive about Disabled People (please tick box) ☐

Section 3 – Higher Education	**Proof of qualifications may be required at interview**			
	Date to & from Month/Year	Schools, Colleges, Training Centres attended – including part time	Qualifications gained or pending (state subject & Level)	Grade

If more room is needed, please use the Continuation Sheet at the end of this form

Further professional qualification (e.g. PGCE, M Ed)			

If more room is needed, please use the Continuation Sheet at the end of this form

Section 4 – Present/most recent employment						
	Name and address of present or most recent employer:					
	Dates of employment from (month/year):		To (month/year):			
	Job Title:					
	Scale		Point		Other Allowances (TLR, SEN etc)	
	Employing Authority					
	No. on roll				Age Range	
	Reason for Leaving					

Section 5 – Previous Teaching Experience	Please enter earliest first (including teaching practices if you are a student)					
	Date to & from Month/Year	Employing Authority Institution	Post	Age Range	Scale	Reason for Leaving

If more room is needed, please use the Continuation Sheet at the end of this form

Section 5 – Previous Non Teaching Experience	Please enter earliest first (paid or unpaid employment which you consider to be relevant to the post)					
	Date to & from Month/Year	Employing Authority Institution	Post	Age Range (where applicable)	Scale	Reason for Leaving

If more room is needed, please use the Continuation Sheet at the end of this form

Professional Membership	**Membership of Professional Bodies**			
	Body	Grade of Membership	Whether by exam	Date

If more room is needed, please use the Continuation Sheet at the end of this form

Section 5.1 – In Service Education	**Attendance at Training Courses relevant to your employment**				
	Date	Duration	Organising Body (where applicable)	Course Title	Qualifications (where applicable)

If more room is needed, please use the Continuation Sheet at the end of this form

Section 6 – Other relevant information and experience	**The information you provide in this section is important in assessing your application. Please use the space to:** • **State your reasons for applying for the post;** • **Relate your skills, experience, and personal qualities and training you have received to the requirements of the job which are contained in the job description and job requirement form. For advice on completing this section please read the document 'Applying for a job in Newport' on www.newport.gov.uk/jobs**

Section 6 – Other relevant information and experience	

If more room is needed, please use the Continuation Sheet at the end of this form

Section 7 – Miscellaneous					
	Are you related to any Member or Employee of Newport City Council?	YES	☐	NO	☐
	If so, please state name and relationship.				
	Rehabilitation of Offenders Act 1974 (Exception) Order 1975 The post for which you are applying is exempt from the Rehabilitation of Offenders Act 1974, therefore you will be required to undergo a Criminal Records Bureau Disclosure. Please provide details of any criminal convictions, bind over orders or cautions, including those which would otherwise be regarded as spent:				
	Have you been convicted of a criminal offence?	YES	☐	NO	☐
	If yes, please give details including dates, except spent convictions under the Rehabilitation of Offenders Act				
	Information regarding CRB Disclosures is attached.				

Section 7 – Miscellaneous				
	Please give the names of two persons to whom reference may be made in respect of your application. The first should be from your last employer (or Head Teacher if a school leaver). The Council requires references to be supplied from all previous employers over the last 3 years. Please supply the names of additional references on a separate sheet. **Referees are only contacted if candidates are to be interviewed. The Council reserves the right to contact any previous employer.**			
	Name		Position	
	Address			
	Telephone Number		E-mail	
	Name		Position	
	Address			
	Telephone Number		E-mail	

Section 9 - Declaration				
	The information you have provided on this form is subject to the Data Protection Act 1988. It will be held by the Council for recruitment purposes. If you are appointed this information will be retained for the duration of your employment with the Council. If you are not appointed, your information will be kept for a period of 12 months following the appointment decision after which it will be destroyed. I am happy for Newport City Council to disclose my name, date of birth and national insurance number to Job Centre Plus.			
	YES	☐	NO	☐

Declaration

I declare that the information given in this application is complete and true, that I have not canvassed (either directly or indirectly) any Member or Senior Officer of Newport City Council and will not do so.

Signed		Date	

Application Checklist		
	Please ensure that you have referred to the guidance notes and complete and return the following:	
	Have you identified which vacancy (Job Title & Unique Reference/Job Reference Number) you are applying for on the application form?	☐
	Have you completed and included the equal opportunities form? Please ensure it includes the Job Title and Unique Reference/Job Reference Number (You may wish to place this in a separate envelope)	☐
	Have you provided details of at least two referees that cover your last three years of employment?	☐
	Have you read the declaration above and dated your application form?	☐
	If you have chosen to include additional information, have you attached this to your application form?	☐

CONTINUATION SHEET

Section 3 – Higher Education	
Section 5 – Previous Teaching Experience	
Section 5.1 – In Service Education	
Section 6 – Other relevant information and experience	