



Thank you for applying for this position

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.

It is normally Council policy not to employ individuals who have reached the age of 65. However, if this is not the case with this particular post, it will be indicated within the recruitment pack.

PRIVATE AND CONFIDENTIAL

Please complete in black ink



Teaching Application

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:

- Press/Publication - Please specify
- Job Centre Plus
- Internet- Please specify
- Word of mouth

If other, please specify

Qualified to teach in Nursery Infant Junior Secondary
 Please tick all applicable

Are you a Welsh speaker? Yes No

Can you teach through the medium of Welsh? Yes No

Are you a pianist? Yes No

Personal Details

Surname Forename(s)

Previous Name

Address (Home)

Contact Address

Post Code

Home Telephone (Code) (No.)

Business Telephone (Code) (No.) Extension

Mobile Telephone

E-mail Address

National Insurance Number DfES Ref No:

Do you need a work permit? Yes No

Are you registered with GTC for Wales? Yes No

The Council operates under the Positive about Disabled People Symbol 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 and wish to be given a guaranteed interview under the Council's commitment to the Positive about Disabled People

Higher Education

Proof of qualifications may be required at interview

1st Degree or Teacher Training

Date to & from Month/Year	Schools, Colleges, Training Centres attended - including part time	Qualifications gained or pending (state subject & level)	Grade/ Level
		Main Subject (s)	
		Subsidiary Subject (s)	

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

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Present/most recent employment in Teaching

Name and address of present or most recent school.....

.....

Job Title

Dates of employment From (month/year): To (month/year):

Scale Point

Employing Authority

No. on roll Age Range

Previous Teaching Experience

Please enter earliest first (include Teaching Practices if you are a student)

from Month/Year	to Month/Year	Employing Authority Institution	Post	Age Range	Scale	Reason for leaving

Non Teaching Experience

Please enter earliest first (paid or unpaid employment which you consider to be relevant to the post)

from Month/Year	to Month/Year	Employing Authority Institution	Post	Age Range (where applicable)	Scale	Reason for leaving

Professional Membership

Membership of Professional Bodies

Body	Grade of Membership	Whether by exam	Date

In Service Education

Attendance at Training Courses relevant to your employment

Date	Duration	Organising Body (where applicable)	Course Title	Qualifications (where applicable)

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, 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 read the document 'Applying for a job in Newport'.

If you require more space, please attach a separate sheet

Pensions

Are you in receipt of a pension YES NO

Details of any pension received

Have you made a part time superannuation election YES NO

If yes, please give commencement date

Are you paying AVC's with the DfES Prudential Scheme? YES NO

Miscellaneous

Are you related to any Member or employee of Newport City Council or a Member of any Governing Body?

YES NO

If so, please state name and relationship.

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Rehabilitation of Offenders Act 1974 (Exceptions) 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 to a Criminal Records Bureau Disclosure. Please provide details below of any criminal convictions, bind over orders or cautions, including those which would otherwise be regarded as spent:

.....

.....

Information regarding CRB Disclosures is attached

Teaching Application



References

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 referees 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

.....

Declaration

The information you have provided on this form is subject to the Data Protection Act 1998. It will be held by the Council & used only for recruitment purposes. If you are appointed this information will be retained during the period of your employment with the Council if you are not appointed your information will be kept for a period of 4 months following the appointment decision after which it will be destroyed.

Declaration

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

Signed Date.....

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

Updated 18 July 2004

Equal Opportunities Monitoring Form



Data Protection Act 1998

The information you provide on this form will be stored either on computer or in the form of manual records. It will be used by the Council solely to monitor the implementation of its Equal Opportunities and related employment policies. It will not be used for any other purposes or disclosed to any other organisations except in pursuance of our statutory obligations.

Could you please complete this form and return it with your application form. The form will be separated from the Application Form on receipt. Officers involved in the selection process do not at any stage have access to the data collected. However, should you have any concerns, please insert the Monitoring Form into an envelope, write the Job Reference Number on the outside of the envelope and return with the application form. We would assure you that this envelope would not be opened until the conclusion of the recruitment process.

Unique reference number (not applicable if downloaded from internet)

Reference number of vacancy for which you are applying

Job title of post applied for

Service Groupings Corporate Environment & the Economy Lifelong Learning & Leisure Social Wellbeing & Housing

My gender is (please tick appropriate box) Male Female

How would you describe your ethnic origin (please tick appropriate box)

White		Mixed	
British	<input type="checkbox"/>	White & Black Caribbean	<input type="checkbox"/>
Irish	<input type="checkbox"/>	White & Black African	<input type="checkbox"/>
Any other white background	<input type="checkbox"/>	White & Asian	<input type="checkbox"/>
Please specify		Any other mixed background	<input type="checkbox"/>
.....		Please specify	<input type="checkbox"/>
.....		

Asian or Asian British		Black or Black British		Chinese or Other ethnic group	
Indian	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	African	<input type="checkbox"/>	Gypsy/traveller	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	Any other Black background	<input type="checkbox"/>	Any other ethnic group	<input type="checkbox"/>
Any other Asian background	<input type="checkbox"/>	Please specify		Please specify	
Please specify		
.....		

(These categories are those used in the 2001 census and are recommended for use by the Commission for Racial Equality)

Age: 16-19 20-29 30-39 40-49 50-59 60-64 65+

Are you a disabled person? Yes No

The Disability Discrimination Act 1995 defines disability as 'a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities'.

