



Children & Young People's Department-

Application for Appointment to a Teaching Post

Please complete in black ink in BLOCK CAPITALS

1. Post Information

Position applied for:	
Name of School:	

2. Personal Details

Title:		First Name(s):		Last Name:	
Previous Surname(s) – (if applicable):					
Address:					
Post Code:		Tel No:		Mobile No:	
National Insurance No:		GTC No:			

3. Current Post Details

Present Post:		Present Salary & Pay Spine			
Present School:					
Present Local Authority:					
Date from:		Date to:		Full or Part Time:	
No on Roll:		Boys/Girls/Mixed:			
Subject(s) or Key Stage:					

4. School Academic & Professional Qualifications

GCE 'A' Level/ 'S' Level 'AS' Level/Other (please state)			
Subject:	Level :	Grade:	Date:
University/College	Qualification obtained (Class & Division if appropriate)		Subject(s)

**5. Employment Teaching History**

In chronological order please, starting with the earliest. Include unpaid activities such as parenting, voluntary work and teaching practice if you are a student. If the school is not maintained by an LA, please put 'Independent', GMS, Foundation, etc. – (continue on a separate sheet if necessary)

Post Held or Pay Spine	Full Time or Part Time	Name of School	Name of LA	No on Roll (Boys/Girls /Mixed)	Ages & Subjects	Dates	
						To	From

**6. Other Full Time Employment**

Full Time employment from the age of 18 years (if any) or service in HM Forces – (continue on a separate sheet if necessary)

Employers Name	Address	Nature of Employment	Dates	
			From	To

**7. Other Part Time Employment or Experience**

Examples include Further Education, voluntary work, Youth Service, Vocational, etc

Post/Status	LA/Responsible Body	Dates	
		From	To



**12. Rehabilitation of Offenders Act 1974**

The Rehabilitation of Offenders Act (Exemption) Order 1975

The provision under the above legislation relating to non-disclosure of spent convictions does not apply to any employment as a teacher in a school or any other employment which is carried out wholly or partially within the precincts of a school, being employment of such a kind as to enable the holder to have access to persons under the age of 18 in attendance at the school in the course of his or her normal duties.

You must, therefore, give information concerning **any previous convictions or cautions**, whether or not they are "spent" within the meaning of the Act.

Failure to disclose **any conviction or caution** could lead to an application being rejected or may later lead to the dismissal of a successful applicant.

Please note that only motoring fixed penalties are not convictions under the Law and, therefore, do not need to be declared.

Previous Convictions or Cautions			
Offence	Date	Outcome	
Signed		Date	

**13. Canvassing**

Canvassing members of the committee or the Governors of the respective schools, both directly or indirectly, is forbidden and will disqualify applicants.

A candidate for any appointment under the Council shall when making application, disclose whether he or she is related to:

- a) a member of the Council;
- b) a Senior Officer employed by the Council;
- c) a person employed by the Local Authority;
- d) a governor of the school.

A candidate who fails to disclose any such relationship shall be disqualified from the appointment and if appointed, shall be liable to dismissal without notice.

Are you related to any member or employee of Wirral Council? – (please tick)	Yes	No
What is the relationship?		

**14. Application Validation**

I certify that the information I have given is correct and that I agree to obtain an Enhanced Level CRB Disclosure via the Local Authority as and when necessary.

Signed:		Name		Date	
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**15. Interview**

If you do not hear from us within six weeks of the closing date, please assume that your application has not been successful. You will find the closing date in the advertisement.

**Children & Young People's Department**

**SUPERANNUATION**

1. Do you currently contribute to a Superannuation/Pension Scheme? Yes  No
- a. If yes which Scheme is it?  
\_\_\_\_\_
- b. If Teachers' Superannuation, please indicate any special provisions applicable (eg WIDOWERS BENEFIT)  
\_\_\_\_\_
2. If you have changed schemes, name of previous scheme and date of change:  
\_\_\_\_\_
3. Have you made a valid election for part-time service to be Superannuable?  
Yes  No  if Yes – state date \_\_\_\_\_
4. National Insurance Number: \_\_\_\_\_
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**MONITORING OF APPOINTMENTS FOR EQUAL OPPORTUNITIES**

The Council operates a policy of equal opportunity. To assist the monitoring of this policy and for that purpose only, please provide the following details							
SEX		DATE OF BIRTH		MARITAL STATUS		NATIONALITY	
ETHNIC ORIGIN – PLEASE TICK ONE							
White	British		Mixed	White & Black-Caribbean			
	Irish			White & Black-African			
	Other*			White & Asian			
				Other*			
Asian or Asian-British	Indian		Black or Black-British	Caribbean			
	Pakistani			African			
	Bangladeshi			Other*			
	Other*						
Chinese	Chinese		* - Other Definition				
	Other*						
Are you disabled?	Yes / No	Details					
If Registered Disabled	Registration No:				Expiry Date:		

**Children & Young People's Department**

**MEDICAL FITNESS OF TEACHERS**

**THE EDUCATION (TEACHERS') REGULATIONS 1982**

With reference to your application for a teaching post with this Authority. In order to assist me in establishing that you are medically suitable and satisfy the health standards required, I should be grateful if you would kindly answer the questions set out below. The information provided will be treated with the strictest confidence and used only to determine whether it will be necessary to refer you for a medical examination prior to confirming your appointment with this Authority.

\*- delete as appropriate

Name in Full (Mr/Mrs/Miss)			
1.	Has there been any cause for concern regarding your health during the period of employment with your present or most recent Authority?	Yes / No *	
2.	Has a medical examination been required at any time in connection with this employment?	Yes / No *	
If the answer was "YES" to question No 2 above, was the medical requested on:			
3.	a) Appointment	Yes / No *	
	b) Following a Special Referral during your appointment	Yes / No *	
4.	What was the result of such an examination?		
<p>I declare to the best of my knowledge and belief, all statements contained in the above answers are correct and I understand and acknowledge that should I conceal and material fact I will be liable to the termination of my contract of service, with such notice as may be appropriate and may be refused benefits under the sickness payments and superannuation schemes</p> <p>I consent to undergo a medical examination or examinations if required to do so and have no objection to the Authority's Occupational Health Consultant communicating with my own doctor or obtaining any hospital records concerning my health or medical history.</p>			
Signed		Date	

## Disclosure of Criminal Records

### Introduction

Local Authorities have access to criminal records for those potential employees whose posts would involve responsibility for children and/or other vulnerable groups or posts which are also exempt from the Rehabilitation of Offenders Act 1974. This is referred to as a Disclosure.

If a post is subject to a Disclosure, it will be stated in the vacancy advertisement and which level applies. A Disclosure Application form will only be given to individuals who are offered an appointment.

This Policy explains the purpose of Disclosure, what candidates for employment must disclose; how disclosed information will be considered and how it will affect employment; and who will consider this information. It also indicates how Disclosed information will be handled and destroyed.

### Purpose of Disclosure

The purpose of Disclosure is to facilitate safe recruitment decisions. It will help to prevent unsuitable people having access to jobs and positions that provide opportunity to harm children and vulnerable adults. It will provide information to help recruiters make more informed decisions about the suitability of those seeking work in positions of trust.

### Types of Disclosure

There are three levels of Disclosure:

#### *Basic*

These are available for all types of employment and voluntary positions not covered by the higher-level Disclosure. This level of Disclosure contains details of convictions considered 'unspent' under the Rehabilitation of Offenders Act (ROA) 1974 and held on the Police National Computer. The Basic Disclosure is applied for by, and issued only to, the individual concerned. It is then the individual's choice whether they show the Disclosure to an employer. It is non job-specific and may be used more than once.

#### *Standard*

These are primarily for posts that involve working with children or vulnerable adults. Standard disclosure may also be issued for people entering certain professions, such as members of the legal and accountancy professions.

The Standard Disclosure contains details of all convictions held on the Police National Computer including current and 'spent' convictions as well as details of any cautions, reprimands or final warnings.

If a position involves working with children, the Disclosure will indicate whether information is held on government department lists, held by the Department of Education & Skills and the Department of Health, of those who are banned from working with children. The Disclosure also includes information held by the DH of those considered unsuitable to work with vulnerable adults.

### *Enhanced*

These are for posts involving a far greater degree of contact with children or vulnerable adults. In general the type of work will involve regularly caring for, supervising, training or being in sole charge of such people. Examples include a teacher, scout or guide leader. Enhanced Disclosures are also issued for certain statutory purposes such as gaming and lottery licences.

This level of Disclosure involves an additional level of check to those carried out for the Standard Disclosure. An Enhanced Disclosure includes a check on local police records. Where local police records contain additional information that might be relevant to the post the applicant is being considered for, the Chief Officer of Police may release information for inclusion in an Enhanced disclosure. Exceptionally, in a very small number of circumstances (typically to protect the integrity of current police investigations), additional information may be sent under separate cover to the Counter-signatory and will not be revealed to the applicant.

### **What must candidates for employment disclose?**

Anyone applying for a post where disclosure applies is required to disclose the detail of all convictions on record (including 'spent' convictions – i.e. those that happened some time ago and normally no longer need to be revealed as specified in the Rehabilitation of Offenders Act 1974), plus details of any cautions, reprimands or warnings.

### **How will this affect employment?**

Past convictions will not necessarily be a bar to obtaining a position.

If you have past convictions and disclose them consideration will be given to the nature of the offence stated and its relevance to the post applied for. This will be considered by Registered Officers of the Council who specialise in the area of employment concerned. Disclosure will only affect you obtaining employment where the particulars of the offence make you an unsuitable candidate.

The Registered Officer will consider the following:

Whether the convictions or other matters revealed is relevant to the position in question,

The seriousness of any offence revealed,

The length of time since the offence or other matters occurred,

Whether the applicant has a pattern of offending behaviour or other relevant matters,

Whether the applicant's circumstances have changed since the offending behaviour or other relevant matters

The failure to disclose such convictions could, however, be seen as a deliberate attempt to gain employment by deception, and as such would result in the withdrawal of any offer of employment.

### **Will a candidate be given the opportunity to explain?**

Any matters revealed by disclosure that will affect a recruitment decision will be discussed with the candidate prior to a decision being made. Ultimately, it is the responsibility of the Registered Officer(s) to decide whether to offer the candidate a position.

How will the information disclosed by an applicant be checked?

If a candidate is successful in their application for a post requiring disclosure, they will be required to authorise the Authority to apply for disclosure of information from the Criminal Records Bureau (CRB). This authorisation must be given at the time the application is made. No check will be made, however, until an appointment is offered.

The CRB is a Central Government Agency, which provides information on criminal records. The application for disclosure is made and paid for by the Authority to the CRB, who undertake to issue a response as quickly as possible. The response is in the form of a certificate of disclosure.

As part of its agreement with the CRB the Authority conforms to the Code of Practice it publishes regarding disclosure of convictions. The Code of Practice is available at [www.disclosure.gov.uk](http://www.disclosure.gov.uk) or a copy will be sent to you upon request.

### **How secure is Disclosed information?**

Disclosure contains sensitive personal data, which must be handled carefully, and only by those in the organisation who are entitled to see them in the course of their duties, ie the Registered Officers.

As part of the agreement for access the CRB will provide information at the request of, and to, specific officers, who are registered with them by the Authority, referred to as Registered Officers.

The Registered Officers must store disclosure and other confidential documents issued in secure conditions. Documents must be kept in lockable and non-portable containers. Keys or combinations for such storage units must not be freely available within the organisation and access must be restricted to named individuals.

The Authority's Licensing Officer is also registered for Disclosure in respect of applications for Hackney Carriage and Private Hire Licences.

It is an offence to disclose information provided by the Criminal Records Bureau.

### **How long is information retained?**

Once a recruitment decision has been made the certificate and associated correspondence will be retained for a maximum of six months. This period allows for any disputes about the accuracy of a certificate or a recruitment decision to be made and considered. In the case of a dispute, certificate information may be retained for a period of six months after resolution of the dispute. The usual conditions in respect of storage and access remain in place during this period.

Disclosures will be destroyed by suitable secure means, ie shredding, pulping or burning. They should not be kept in any insecure receptacle (eg waste bin or confidential waste sack) whilst awaiting destruction.

No photocopy or other image of the disclosure may be retained nor must any copy or representation of the contents be made or kept. A record of the date of a Disclosure, the name of the subject, the type of Disclosure, the position in question, the unique number issued by the Bureau and the recruitment decision taken will be retained.

## Children & Young People's Department

### NOTES OF GUIDANCE ON COMPLETING THE APPLICATION

#### Equal Opportunities

The Metropolitan Borough of Wirral, Children & Young People's Department considers the fair provision of services and opportunities to all those it services and employs, irrespective of sex, creed, marital status, race disability, age and sexual orientation, to be a fundamental importance to the Department's well being. (The Local Authority respects the rights of governing bodies of voluntary aided schools to recruit staff of a particular creed and faith in line with the school's ethos).

The policy applies to potential and actual workers and relates to all aspects of employment, including recruitment, pay, terms and conditions of service, promotion, training, transfer, grievance and disciplinary procedures, and to the arrangements made for working in the Authority.

The Authority is implementing its policies through:-

- Improving recruitment & selection procedures
- Training
- Monitoring results

NB: The section "Monitoring of Appointments for Equal Opportunities" does not form part of the application but will be used by the Authority for general monitoring purposes.

#### Completing the Application Form

Decisions about who will be selected for interview will be based on the information you give in the application form. Therefore, all Sections of the application form should be completed.

You are invited to submit a letter of application and to keep this to a reasonable length. Consideration as to appointment or interview will be based upon a completed form and letter of application. This will provide the Authority with all the necessary information.

If you are not very experienced at completing application forms the following suggestions may be of help:-

Look carefully at the application form - ask yourself why you are interested in the job.

- Think about your experiences and how you can demonstrate that you have the skill, knowledge and experience necessary.
- Unpaid work and work at home can be just as important as paid work.
- When you make your case for the job, make sure your application relates to the job you are applying for. Copying the same application for and letter for a series of jobs often creates a poor impression.
- Preparing a first draft will improve your application.
- Read each Section carefully, and provide all the information requested.
- Check that all the dates are correct and in the order requested.
- Ensure that Sections 12-14 are completed fully and signed appropriately.
- If the form is submitted electronically, you will be asked to sign your application if you are selected for interview when you attend. Refusal to sign the application will result in your application being rejected.