

Notes for candidates

If you apply online and are shortlisted, you will be asked to sign your application at interview.

1. All sections of the application form **must** be completed. Incomplete applications will not be accepted. The application must then be forwarded to the School or Local Authority Recruitment Team, as specified in the advertisement, for processing.
2. Somerset County Council is committed to the protection of children, young people and adults who access our services. You are therefore required, in this application, to provide dates and details of your employment history that you might not, in other forms of employment, be required to provide. In order to ensure that our recruitment practices are safe and robust we will explore any gaps in your employment history and any dates that you provide in your application.
3. If you are completing the application form electronically, additional information, which you consider relevant, may be submitted on a separate sheet or sheets if there is insufficient space on the form. Please do not glue/attach information to the form as it makes it difficult to photocopy.
4. You are welcome to attach a letter in support of your application but, unless requested otherwise in the advertisement or job details, you are asked **not** to send curriculum vitae, testimonials or other documents.
5. **DATA PROTECTION LEGISLATION**
Data Controller: Somerset County Council
Data Protection Officer contact: informationgovernance@somerset.gov.uk
Purpose for processing: to run recruitment processes
Legal bases for processing: right to work, safer recruitment.
By law: Immigration, Asylum and Nationality Act 2006, Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012.
Data sharing: the personal data provided will be shared internally to Somerset County Council. This information may be disclosed to Government Departments where there is a legal obligation to do so.
Transfers abroad: Personal data in our e-recruitment system is kept within the EEA by Lumesse. If you become an employee, your personal data will be shared with Silkroad, who keep data outside of the EEA.
Data retention: If you become an employee the data will be kept for the duration of the employment plus 6 years. If you do not become an employee the data will be kept for 12 months, right to work information of unsuccessful candidates is destroyed after interview.
Your rights: You have the right to ask Somerset County Council to a copy of your data, the right to rectify or erase your personal data and the right to object to processing. However, these rights are only applicable if the Council has no other legal obligation concerning that data. You also have the right to complain to the regulator <https://ico.org.uk/>
Consequences: If you do not supply the information requested on this application form we will not be able to process your application. For more information see <http://extranet.somerset.gov.uk/hr/employment-information/data-protection/>
6. The LA has a duty to ensure the fitness of all employees to carry out the duties for which they are employed. You may be required to complete a confidential health declaration form and, if so, the offer of employment will be subject to receipt of a satisfactory medical report. In some cases a medical examination may be necessary before an appointment can be confirmed.
7. All external successful applicants will be asked to confirm, in advance of taking up the appointment, that they are eligible to work in the United Kingdom. In order to establish this, the successful applicant will be asked to provide documentation showing their National Insurance Number or provide copies of Tax Forms P45 or P60, or provide other evidence of their entitlement to work in the UK.
8. This post requires a criminal background check via the Disclosure Procedure.

9. **Spent Criminal Convictions:** The post for which you are applying is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exemptions) Order 1975 which requires you to reveal any information concerning spent or unspent convictions, cautions, reprimands or warnings excluding youth cautions, youth reprimands and youth warnings. Failure to disclose information concerning such convictions in your application for this post may lead to dismissal or disciplinary action by Governors or LA. Any information given will be treated in strict confidence and will be considered only in relation to your application for this post.
10. Somerset County Council strives to ensure that no employee or job applicant receives less favourable treatment than another on the grounds of age, disability, ethnic or national origin, gender, marital status, religion, sexual orientation or political belief.
11. The Governors of Voluntary Aided Schools, as the employers of the “staffing complement”, will have regard to this policy insofar as it is consistent with the character of the School’s Foundation and its Trust Deed.
12. Canvassing the support of Members of Somerset County Council or Senior Officers of the Council may lead to the disqualification of a candidate’s application.
13. Candidates called for interview will be reimbursed reasonable travelling and subsistence expenses as soon as possible after the interview. The successful candidate will be reimbursed his/her expenses with the first month’s salary after taking up the appointment. If a candidate declines an appointment if it is offered, no expenses will be paid unless the Governors or the Authority decides that there are extenuating circumstances.
14. This authority is committed to safeguarding and promoting the welfare of children and young people and our recruitment and selection processes are particularly rigorous in relation to child protection. You should be aware that aspects of the assessment process and interview will explore your motivation and suitability to work with children.

APPLICATION FOR TEACHING APPOINTMENT WITHIN SOMERSET COUNTY COUNCIL MAINTAINED SCHOOLS

CONFIDENTIAL

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We follow Safer Recruitment procedures.

Please return this form to the address given in the advertisement or application pack. This form should be typed or handwritten in black ink for photocopying purposes.	
Application for the post of	
At (establishment)	
Reference number (if applicable)	
Closing date	
How did you hear about this post? (Name of publication if advertised)	

Part A: Personal details

Family name / surname	
Previous surname(s)	
Forename(s)	
Known name: (If different from forename)	
Preferred title (Eg. Mr, Mrs, Miss, Ms, Dr)	
Current address	
Postcode	
National insurance number	
Preferred contact telephone number	
Alternative telephone number	
Email address – (only if preferred form of contact and in regular use)	
Date of birth (must be provided for any post working with children)	
TRN Ref No:	
Date of DBS Enhanced Disclosure	
Signed	
Date	

Part B: Education and training

Please provide information about post-16 education and training you have received in this country or abroad and include all qualifications obtained, including degrees, with class and division and Teaching Certificates (most recent first).

Establishment	Full or part time	Subjects studied and examinations taken	Qualification obtained	Dates attended

Part C: Teaching experience

Please give details of all teaching experience (most recent first). NB: It is a requirement of Keeping Children Safe in Education [2020] that any gaps in employment history are identified and fully explained.

Local Education Authority or employer, name and size of school (number on roll).	Age range taught (specific range required)	Dates of employment and reasons for leaving	Post / position held Curriculum responsibilities / subjects	Point or relevant salary scale and allowances
Current post				
Previous posts				

Part D: Previous appointments, other than teaching (most recent first)

Please provide information on any other relevant experience, including family commitments and voluntary work.

Name and address of employer or organisation	Dates of employment and reasons for leaving	Job title and description

*For posts working with children/vulnerable adults you must provide all dates.

Part E: Professional development

Please give details of any professional development and in-service training courses attended which you consider to be relevant to this post (most recent first).

Organising body / provider	Course title / theme	Date	Duration	Outcomes, including assessed result as appropriate

Part F: Personal statement

You may continue on a separate sheet if you need to, or include a covering letter.

Key competencies, knowledge and skills:

Use this part of the form to tell us about yourself. We would like to know what you feel you will bring to the role in terms of your personality, skills and aptitudes (include experience and achievements gained outside of the workplace).

Empty box for writing the personal statement.

Part G: References

References will be taken up prior to interview for shortlisted candidates. If you need to discuss this please contact the school or recruitment team contact specified in the advertisement. Unless you are seeking your first teaching appointment, you must quote your present or most recent headteacher or equivalent person. Your referees will be asked about your suitability to work with children and at least one of your referees must be able to comment on your teaching abilities. We reserve the right to approach any of your previous employers in connection with this application. References will not be accepted from relatives or from people who are responding solely in the capacity of friends of their applicant. References will be requested by email where possible and it is your responsibility to ensure that your referees consent to their details being provided.

Name of first referee	
Job title of referee	
Address (Including Postcode)	
Email address if available	
Daytime telephone number	
Position / relationship to you	
Dates of your employment	From: / To: /

Name of second referee	
Job title of referee	
Address (Including Postcode)	
Email address if available	
Daytime telephone number	
Position/ relationship to you	
Dates of your employment	From: / To: /

Applicants for a post in a Catholic school, or a deputy headship post in a C of E Voluntary Aided school are encouraged to also give the name of a clerical referee.

Clerical referee	
Job title of referee	
Address (Including Postcode)	
Email address if available	
Daytime telephone number	
Position/ relationship to you	

Part H Supplementary information

Have you previously opted out of the Teachers' Pension Scheme?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have opted out, please give date	
Are you a member of another pension scheme?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If, yes, please specify the name of the pension scheme	

Please only include the statement in relation to 'Positive about Disability' and the 'Disability Confident' logo in the application form, if your School wishes to sign up to this initiative

Part I Positive About Disability

Whilst you do not have to declare a disability here, the school/academy is committed to promoting employment opportunities for people with disabilities, who can face additional challenges to gaining employment. As part of our 'Disability Confident' employer status, we offer a guaranteed interview to any disabled person who declares a disability and meets the essential criteria for the job.	
Do you consider yourself to have a disability?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, and you are offered an interview, would you welcome a pre-interview discussion to identify any particular needs you may have?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Part J Declarations

Qualified Teacher Status

Are you recognised as a qualified teacher?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If not, are you eligible for recognition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you registered with the NCTL (previously GTC)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please give TRN registration number (previously known as GTC number)	
Please contact the NCTL for information about registration or general enquiries. Call 0370 000 2288 or visit the website at; https://www.gov.uk/government/organisations/national-college-for-teaching-and-leadership	

Induction

Have you successfully completed a NQT induction period?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Disclosure of criminal offences	This post involves working with children, is exempt from the Rehabilitation of Offenders Act and requires a Criminal Records Bureau Enhanced Disclosure Certificate. You should declare and give full details, including dates and places, of any 'spent' or 'unspent' criminal convictions, cautions and bind-overs. We will also check List 99 and the PoCA (Protection of Children Act) List and the replacement 'barred lists' maintained under the Vetting and Barring Scheme to check whether you are disqualified from working with children.
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General Teaching Council	We will also check whether you are subject to sanctions imposed by the General Teaching Council (prior to abolition).		
Important Reminder	Please ensure that you inform us of any relevant information. By signing the Declaration on page one you understand that withholding information or providing false information is an offence and could result in the application being rejected, or summary dismissal if you have been selected, and possible referral to the police.		
Details of spent or unspent convictions (see above). These can be included on a separate sheet in a sealed envelope if you wish.			
Declaration			
<ul style="list-style-type: none"> • I confirm that I am entitled to live and work in the United Kingdom. • I am willing for this data to be held and processed by Somerset County Council and to be verified with relevant third parties. This may include previous employers. • The information on this form is accurate. I understand that providing false information is an offence and may lead to my application being disallowed or, should I be appointed, to my dismissal and, where appropriate, may be referred to the police. 			
Signed		Date	
If you complete the form electronically and submit online or via email, please type in your name into the signature box to indicate that you have read and agree to the declaration.			

**Further Education Qualification Verification Consent Form
Newly Qualified Teachers Only**



An increasing number of universities and further education establishments are requesting written consent from their former students in order to release details to employing LAs to confirm that the required qualifications have been awarded. Therefore, you are asked to complete the form below and sign and date the form to enable Somerset County Council to request this information on your behalf.

Part A - Personal details

Full name	
Previous surname	
Date of birth	
TRN No	

Part B - Details of Study

University, college or institution attended	
Period of study time	From to
State if full or part time	
TRN No	

Part C - Qualification Details

Title of qualification	
Pass/Hons	
Date of award	
Class/division	
Main subjects (principal subject first	
Awarding body	

Please continue for additional qualifications

Title of qualification	
Pass/Hons	
Date of award	
Class/division	
Main subjects (principal subject first	
Awarding body	

Title of qualification	
Pass/Hons	
Date of award	
Class/division	
Main subjects (principal subject first	
Awarding body	

Title of qualification	
Pass/Hons	
Date of award	
Class/division	
Main subjects (principal subject first	
Awarding body	

Please indicate which of the QTS test you have passed:

Literacy	Yes <input type="checkbox"/> No <input type="checkbox"/>
Numeracy	Yes <input type="checkbox"/> No <input type="checkbox"/>

Declaration

I confirm that the details given above are accurate and authorise Somerset County Council to verify this with the awarding bodies.	
Signature	
Date	

Confidential

Equal Opportunities - Recruitment Monitoring

This form will be kept separate from your application form. It is not referred to during the selection process.

Somerset County Council values diversity and is committed to promoting equality of opportunity for our employees and job applicants.

We monitor our recruitment and selection practices to fulfil our statutory duty relevant to equality in employment and to ensure our practices are fair, equitable and consistent with the aim of appointing the best person for the job. Recruitment monitoring enables us to take active steps to promote better policy and organisational practice.

The information you supply on this questionnaire will be recorded confidentially on our HR Systems and held for a maximum of 12 months. During this time it will be used solely for the purposes of monitoring the profile of our job applicants. Access to the data will be restricted to nominated staff within the HR Service.

If you are appointed, the data will also be used for our HR/Payroll records purposes, which includes another legal requirement, workforce monitoring. We aim to ensure all applicants and employees, regardless of circumstances or status, receive equal access to opportunity and fair treatment.

For these reasons it is important that you complete the recruitment monitoring questionnaire in addition to the application form. Once completed, the questionnaire should be returned with your application to the Recruitment Administrator, the address of which is detailed in the Recruitment Information Pack.

Thank you for your co-operation.

EQUAL OPPORTUNITIES – RECRUITMENT MONITORING

This information will be treated in the strictest confidence

Post Applied for		Reference No:		
Name:		What is your date of birth?		
Are you? Please tick one of the appropriate boxes against each the questions below				
Gender				
1. <input type="checkbox"/> Female		2. <input type="checkbox"/> Male		3. <input type="checkbox"/> Prefer not to say
Sexual Orientation				
1. <input type="checkbox"/> Bisexual		2. <input type="checkbox"/> Gay /Lesbian		3. <input type="checkbox"/> Heterosexual
4. <input type="checkbox"/> Prefer not to say				
Transgender				
1. <input type="checkbox"/> Yes		2. <input type="checkbox"/> No		3. <input type="checkbox"/> Prefer not to say
How would you describe your ethnic origin?				
a) White		Z. <input type="checkbox"/> English/Welsh/Scottish/North Irish/British		K. <input type="checkbox"/> Gypsy or Irish Traveller
		D. <input type="checkbox"/> Irish		Q. <input type="checkbox"/> Any other White Background
b) Mixed/Multiple Ethnic		H. <input type="checkbox"/> White and Black Caribbean		I. <input type="checkbox"/> White and Black African
		J. <input type="checkbox"/> White and Asian		S. <input type="checkbox"/> Any other mixed background
c) Asian or Asian British		E. <input type="checkbox"/> Indian		X. <input type="checkbox"/> Pakistani
		G. <input type="checkbox"/> Bangladeshi		P. <input type="checkbox"/> Chinese
Y. <input type="checkbox"/> Any other Asian background				
d) Black/African /Caribbean/ Black British		T. <input type="checkbox"/> Caribbean		V. <input type="checkbox"/> African
		R. <input type="checkbox"/> Any other black background		
e) Other ethnic group		A. <input type="checkbox"/> Arab		B. <input type="checkbox"/> Any other group
f) Prefer not to say <input type="checkbox"/>				
Do you consider yourself to have a disability or impairment?				
Under the Equalities Act 2010, a person with a disability is defined as having a physical or mental impairment which has a substantial, long term effect on their ability to carry out normal day to day activities.				
Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say <input type="checkbox"/>				
If yes, please indicate the nature of your disability.				
<input type="checkbox"/> Physical Impairment		<input type="checkbox"/> Mental Impairment		<input type="checkbox"/> Mobility Impairment
<input type="checkbox"/> Visual Impairment		<input type="checkbox"/> Hearing Impairment		<input type="checkbox"/> Learning Disability
<input type="checkbox"/> More than one Impairment		<input type="checkbox"/> Other		<input type="checkbox"/> Prefer not to say
Which Religious Group do you belong to?				
0 <input type="checkbox"/> Buddhist		1 <input type="checkbox"/> Christian	2 <input type="checkbox"/> Hindu	3 <input type="checkbox"/> Jewish
4 <input type="checkbox"/> Muslim				
8 <input type="checkbox"/> Sikh		5 <input type="checkbox"/> No Religion	6 <input type="checkbox"/> Any other religion	7 <input type="checkbox"/> Prefer not to say

Are you currently employed by SCC?		
Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If yes, please answer the questions below in respect of your main contract. If SCC does not currently employ you, there are no further questions for you to complete.		
Is your main contract?		
<input type="checkbox"/> Permanent	<input type="checkbox"/> Fixed Term	<input type="checkbox"/> Casual / Relief
Which Service Area do you currently work in?		
Is the position you are applying for a promotion / grade increase		
Yes	<input type="checkbox"/>	No <input type="checkbox"/>

**Thank you for your cooperation.
Please return the completed questionnaire with your application form.**