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## Key Stage 1 Teacher

- **Job title:**
- **Department:** Oxfordshire County Council Schools
- **Division:** William Fletcher Primary School
- **Location:**North Oxfordshire, West Oxfordshire

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## Personal Details

Title (Mr. Mrs. Ms)

First Name

Middle Name

Surname (Family name)

All Previous Surnames

National Insurance Number

## Address Details

Address Line 1

Address Line 2

Town

County

Postcode

Home phone

Work phone

Mobile phone

Email address

## Current employment or occupation

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Job Title (or course details if currently a student)

Employer's name (or University/College/School name)

Employer's Address Line 1

Employer's Address Line 2

Employer's Town

Employer's County

Employer's Postcode

Date started (Month / year)

Current Salary (if part time include percentage of full time)

## Previous employment or occupation

Please give a full history, in chronological order, starting with your more recent occupation and ending with your first occupation since leaving secondary education. Include periods of post-secondary education/training, part time or voluntary work. If you have had periods of time not in employment or education/training please record details providing an explanation (e.g. looking for employment, travelling, or time taken out of paid employment due to child care responsibilities etc) provide start and end dates for all occupations.

Previous employment or occupation

Job title	Employer's name or activity	Employer's Address	Date started(month/year)	Date Left (month/year)	Reason for leaving

## Qualifications

Please list any qualifications you have gained or are undertaking (e.g. GCSEs, A-levels, NVQs, degrees, or professional qualifications) and any additional training you have undertaken which is relevant to the post for which you are applying. If you are shortlisted for interview you will be required to produce original certificates (or other documentary proof of qualifications) where these are specified as an essential requirement of the post.

Qualifications



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## Relevant skills and experience

Please show by giving examples of any experiences, behaviours and skills of how you meet the selection criteria listed for the post. You may use duties in your present or previous jobs and any other areas such as temporary work, voluntary work, studies or spare-time activities. Please be specific and give examples wherever possible, these can be drawn from any aspect of your life.

Copy and paste text from another document. Whilst your view of the text may not display the formatting it will however be visible when submitted.

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Please use this field to describe your relevant skills and experience.

## Referees

Please give details of at least two referees who can confirm that you meet the selection criteria for the post. **Your referees should not be related to you in any way nor writing solely as a colleague or friend.** If you are (or have recently been) employed, one **must** be your current or last employer.

If you are (or have recently been) a student, one should be a senior staff member from your place of study.

If you are applying for any job working with children or young people and have done so in the past, one referee should be a senior manager from that organisation.

Please note that for school roles we normally take up references for all shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

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Referee 1: (Current or most recent Line Manager): Name

Referee 1: Organisation name and position of referee

Referee 1: Address Line 1

Referee 1: Address Line 2

Referee 1: Town

Referee 1: County

Referee 1: Postcode

Referee 1: Telephone (inc area code)

Referee 1: Fax number (inc area code)

Referee 1: Email address

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Referee 1: May we contact this referee without further authority from you?

Referee 2: Name

Referee 2: Organisation name and position of referee

Referee 2: Address Line 1

Referee 2: Address Line 2

Referee 2: Town

Referee 2: County

Referee 2: Postcode

Referee 2: Telephone (inc area code)

Referee 2: Fax number (inc area code)

Referee 2: Email address

Referee 2: May we contact this referee without further authority from you?

Referee 3: Name

Referee 3: Organisation name and position of referee

Referee 3: Address Line 1

Referee 3: Address Line 2

Referee 3: Town

Referee 3: County

Referee 3: Postcode

Referee 3: Telephone (inc area code)

Referee 3: Fax number (inc area code)

Referee 3: Email address

Referee 3: May we contact this referee without further authority from you?

## Additional details

Is anyone in your household or family an employee, school governor or councillor of Oxfordshire County Council?

## Additional details

If you answered "Yes" to the question "Is anyone in your household or family an employee, school governor or councillor of Oxfordshire County Council?" Please provide details by clicking on the 'Add another' button

## Additional details

Do you require sponsorship under the UK points based registration system?

## Additional details

If you answered 'yes' to requiring sponsorship - please provide details

## Additional details

When would you be available to start work?

Where did you see this post advertised?

Please provide details of where you saw this post

## Convictions policy

It is the council's policy that you declare any un-spent convictions when you are applying for a job with us. We are asking you for this information because as a local authority providing public services we have a duty to balance our commitment to help ex-offenders find work with our need to protect the public and those in the council's care who are receiving its services. The council's policy states clearly that only relevant convictions are taken into account.

Because of the nature of the work for which you are applying we also need you to declare any spent convictions. If your application is successful and you did not disclose any convictions or other sanctions it could result in dismissal or disciplinary action being taken against you. Any information you give will be completely confidential and will be considered only in relation to the job for which you are applying.

Please note that any offer of employment will be subject to a satisfactory disclosure certificate from the Criminal Records Bureau (CRB)

Have you ever been convicted of any offence or received a caution, warning, bind-over or reprimand.

## Convictions policy

If you have answered yes please give details including the offence and the date:

## Convictions policy

Do you have any prosecutions pending?

## Convictions policy

If you answered yes to having any prosecutions pending, please give details and proposed date of hearing

## Data Protection Statement.

Oxfordshire County Council will use the information you have provided on this application form, together with other information we may obtain about you, e.g. from your referees and from carrying out security or CRB checks (when such checks are relevant to the post), to assess your suitability for employment with us, for administration and management purposes and for statistical analysis. We may disclose your information to our service providers

and agents for these purposes and by submitting this application form you are consenting to our processing this for the purposes above.

If your application is unsuccessful, we will keep your information for 12 months in accordance with legal requirements and for administration purposes.

Under the Data Protection Act 1998 you have a right of access to the information we hold about you for which we may charge a small fee, and you have a right to correct any inaccuracies in your information. Please contact the Freedom of Information and Data Protection, Oxfordshire County Council County Hall, New Road, OX1 1ND. Tel: 01865 815139

## Equal Opportunities

Oxfordshire County Council is an equal opportunity employer and is committed to promoting equality and social inclusion. The county council operates a policy whose aim is to ensure that unlawful or otherwise unjustifiable discrimination does not take place in recruitment. To help the county council monitor the effectiveness of this policy (and for no other reason) you are asked to provide the information requested below.

The recruitment monitoring section of the application form will either be detached before the form reaches the selection panel or if on the online recruitment system this information will not be made available to them.

Surname (family name)

First name

Date of birth(dd/mm/yyyy)

Gender

Do you consider that you have a disability?

Are you employed by Oxfordshire County Council?

To which of the following groups do you consider you belong?

Sexual Orientation

Religion and/or belief

## Information for candidates with a disability

Oxfordshire County Council welcomes applications from all sectors of the community, including candidates with a disability.

Oxfordshire Employment Services (an Oxfordshire County Council service) provides information, advice and guidance on employment-related issues to applicants with a disability or long term health condition. For more information contact 01865 791606.

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

You can obtain further advice from the Disability Rights Commission [www.drc-gb.org](http://www.drc-gb.org) or tel: 0845 6046610

If you have a disability, please indicate whether you would need any of the following arrangements to be made if you were invited to interview

Any other assistance needs or requirements

Arrangements if appointed

## Submit Application

Please ensure that all details on the application form are correct and email [office.2354@william-fletcher.oxon.sch.uk](mailto:office.2354@william-fletcher.oxon.sch.uk)