

## Teaching Vacancies application form

# A guide for school hiring staff

You can now receive and manage job applications through Teaching Vacancies. In this guide you can find information about the application form, as well as how to manage applications on your dashboard.

If you have any further questions, please email us at teaching.vacancies@education.gov.uk.

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# Five reasons to use Teaching Vacancies for applications

- 1. Set up an application process for your job listing with just one click.
- 2. Manage applicants on a simple, personalised dashboard.
- 3. Be confident that you are abiding by the most up to date safeguarding requirements in your recruitment process.
- 4. Notify unsuccessful candidates easily and quickly.
- 5. Save time and money on recruitment.

"With Teaching Vacancies it has been the most successful recruitment campaign I've ever run."

#### The Teaching Vacancies application form

If you choose to accept applications through Teaching Vacancies, candidates will complete an online application form.

We have designed the form to help you easily identify high quality candidates, and to ensure your recruitment processes always follow the latest safeguarding requirements.

The form also makes applying quick and easy for candidates. We save most of the information from their first application and use it to pre-fill future ones.

On average, this saves applicants over an hour per application and enables them to spend more time on the parts that matter, like their personal statement.



# The Teaching Vacancies application form

#### Step 1

# Personal details

•••
First name
Last name
Previous names (optional)
Building and street
Town or city
Post code
Country
Phone number
Email address
Teacher reference number (TRN) (optional)
National Insurance number (optional)
(>p and





## Personal details

•••
Do you have qualified teacher status (QTS)?
Yes
No
I'm on track to receive my QTS
Have you completed your statutory induction year?
Yes
No

If the applicant answers "Yes", we ask for the year QTS was awarded.

## Step 3

# Add a qualification

•••
What qualification would you like to add?
GCSEs
AS Levels
A Levels
Other secondary qualification
Undergraduate degree
Postgraduate degree
Other qualification or course

Applicants can add as many qualifications as they want.



#### Step 3 (continued)

## Add GCSEs/AS Levels/A levels

•		
Subjects		
Subject 1		Grade
Add another subject		
Add another subject  School, college, or oth	ner organisation	
	er organisation	
School, college, or oth		

Applicants can add as many subjects as they want.

Step 3 (continued)

## Add secondary qualifications

Qualification name	
Subject 1	Grade
Add another subject	
School, college, or other	organisation

Applicants can add as many subjects as they want.



#### Step 3 (continued)

## Add a degree

•••	
Subject	
Awarding body	
Have you finished studying for this qualification?  Yes	If the applicant answers "Yes", we ask for the grade and the year the qualification was awarded.
No	If the applicant answers "No", we ask for further details.

Step 3 (continued)

## Add a qualification or course

•••
Qualification or course name
Subject (optional)
Cabacil called a university and the constitution
School, college, university or other organisation
Have you finished studying for this qualification?
Yes
No

If the applicant answers "Yes", we ask for the grade and the year the qualification was awarded.

If the applicant answers "No", we ask for further details.





# **Current role and employment history**

•••	
School or other organisation	
Job title	Applicants are asked to include all jobs they have had since they left full time education. This includes voluntary work if it is relevant to their application.
Subjects and key stages taught (optional)	
Start date	We automatically detect gaps in employment and will flag these to you.
Month Year	
Is this your current role?	
Yes No	If the applicant answers "No", we ask when the role will end.
Main duties	
Add another role	Applicants can add as many roles as they want.





#### Personal statement

••					
Your pe	ersonal sta	atement			

We ask applicants to explain why they are suitable for the role and to include any relevant personal qualities and experiences.

You can choose to add additional guidance for applicants if you want.

Step 6

#### **Add referees**

Name			
ob title			
Organisation			
Relationship to a	pplicant		
Relationship to a	pplicant		
	pplicant		
	pplicant		
mail address	pplicant		
Relationship to a Email address Phone number	pplicant		

We ask applicants to provide at least two referees. One of these must be their current or most recent employer.

If the applicant does not currently work with children, but has done so in the past, they are asked to include a referee from the last time they did so.





# **Equal opportunities and recruitment monitoring**

•••	)
Do you consider yourself to have a disability as defined by the Equality Act 2010?	
Yes	
No	
Prefer not to say	
How old are you?	
Under 25	
25 to 29	
30 to 39	
40 to 49	
50 to 59	
60 and over	
Prefer not to say	
How would you describe your gender?	
Man	
Woman	
Other gender identity	If the ap
Prefer not to say	gender i option t identity

If the applicant answers "Other gender identity", we provide an option to describe their gender identity



#### Step 7 (continued)

# **Equal opportunities and recruitment monitoring**

•••
How would you describe your sexual orientation?
Piasural
Bisexual
Gay or lesbian
Heterosexual
Other sexual orientation
Prefer not to say
What is your ethnic group?
Asian or Asian British
Black African, Caribbean or Black British
Mixed or multiple ethnic group
NA/hita
White
Other ethnic group
O Profes not to cay
Prefer not to say

If the applicant answers "Other sexual orientation" we provide an option to describe their sexual orientation.

If the applicant answers "Other ethnic group" we provide an option to describe their ethnic group.



#### Step 7 (continued)

## **Equal opportunities and recruitment monitoring**

•••	
What is your religion or belief?	
Buddhist	
Christian	
Hindu	
Jewish	
Muslim	
Sikh	
No religion, atheist or agnostic	
Other religion or belief	If the applicant answers "Other religion or belief" we provide an
Prefer not to say	option to describe their religion or belief.

#### Step 8

## Ask for support if you have a disability or other needs

•••
Do you want to ask for support so that you can attend an interview?
an interview:
Yes, I would like to share some information about the support that I need
No, I do not need support

Applicants might benefit from extra interview support if they have a disability, a mental health condition or educational needs.

They can ask for the support that they need. This allows the school to make adjustments so the applicant can attend an interview.





## **Declarations**

•••
Do you have any family or close relationship with people within the school?
Yes
No
Do you have the right to work in the UK?
Yes
○ No
Submit application

If the applicant answers "Yes" we ask them to provide details.

Applicants are not asked whether they are barred from working with children.

The latest guidance from the Department for Education states that applicants should be asked this at the shortlisting stage. This is so that only school staff who are allowed to have access to this information are able to see it.

## What happens next?

When the applicant submits their application you will be notified by email. You can then review their application on your Teaching Vacancies dashboard.



# How to receive applications through Teaching Vacancies

When you create a new job listing, you will be asked how you would like candidates to apply.

## Applying for the job

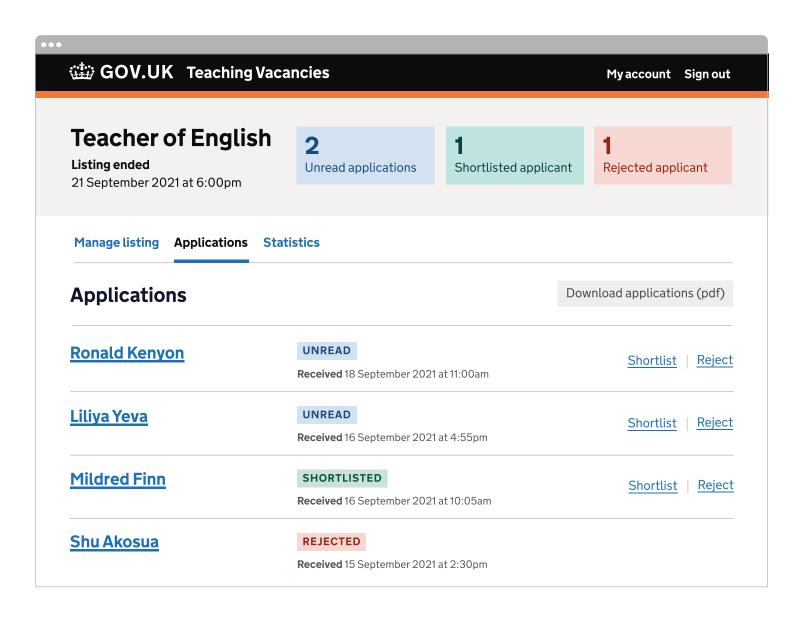
•••	
How would you l	like candidates to apply?
Apply usin	ng the Teaching Vacancies application form
Use anoth	er application process or form
Contact email	
Contact phone r	number (optional)

Choose the option 'Apply using the Teaching Vacancies application form' to receive applications through Teaching Vacancies.





## The applications management dashboard



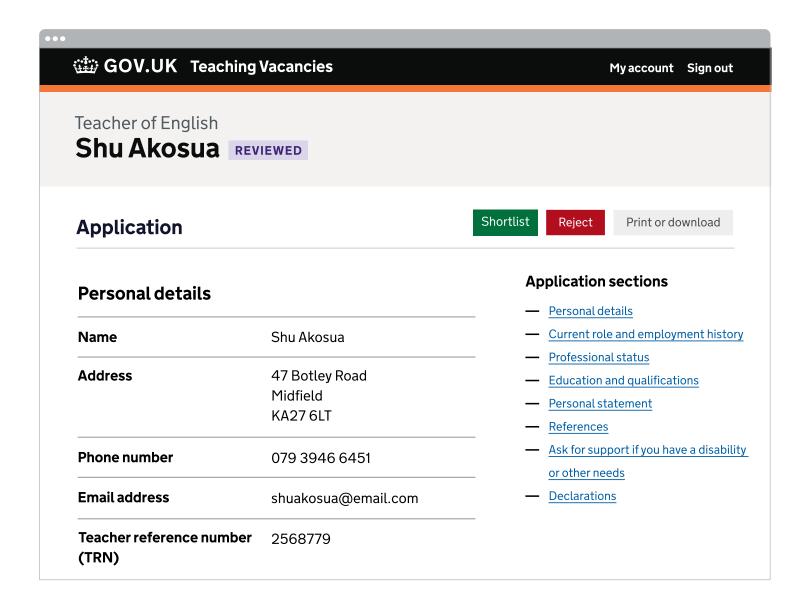
We will email you when you have new applications. You will then be able to review them on a simple, personalised dashboard.

Staff at multi-academy trusts can view and manage applications for all their schools on one dashboard.

To comply with data protection regulations, you will have access to applications for one year.



## The applications management dashboard



You can shortlist or reject applications quickly and easily.

You also have the option to print or download the applications.



#### Get in touch

If you have questions about using Teaching Vacancies to receive and manage job applications, please email us at teaching.vacancies@education.gov.uk.

We are always looking for ways to improve Teaching Vacancies, and welcome your feedback.

Give feedback on Teaching Vacancies.