

## Recruitment guidelines and forms

### Application forms for teachers and support staff posts

Note: Once you have added the details of the vacancy at the top of page 1 of the application forms, schools should 'restrict editing' of the application form, before sending it to candidates or uploading it to their website or advert.

- [Teacher's application form \(including leadership\) \(doc\)](#)
- [Guide to teacher's application form](#)
- [Support staff application form \(doc\)](#)

### Inclusive two-part recruitment application form for teaching and support staff posts

Schools can promote a fair and unbiased shortlisting process, using an application form that is in 2 parts.

Part 1 is the personal information provided by the candidate. Part 2 is the employment history, education and training and supporting statement provided by the candidate.

The recruitment panel will only have access to the information given in part 2 for the shortlisting part of the recruitment process. This is referred to as blind shortlisting. The recruitment panel see the candidates' employment history, education and training and supporting statement when deciding who to shortlist.

Here are the 2 part application forms and guidance to support this process:

- [Teacher's two-part application form \(including leadership\) \(doc\)](#)
- [Support staff two-part application form \(doc\)](#)
- [Guide for schools: Two part recruitment application form](#)

### Guidance for recruiting to senior teaching posts

- [Headteacher and senior leadership recruitment toolkit for governors \(doc\)](#)

This document is designed to assist headteachers, governors and those staff in the local authority who are involved with headteacher, deputy headteacher and assistant headteacher appointments. It includes guidelines and examples of checklists, evaluation, interview letters, reference requests, proforma, generic job description, person specifications, interview programmes and analysis forms.

### Guidance for recruiting other school staff

Recruitment of overseas teachers from January 2021

[Recruiting teachers from overseas: guidance for schools \(GOV.UK\)](#)

- [Teaching in England: guidance for overseas teachers](#)
- [Recruiting trainee teachers from overseas: guidance for accredited ITT providers](#)
- [Training to teach in England: guidance for overseas graduates](#)
- [Schools policy statement on recruitment of ex-offenders \(pdf\)](#)
- [Recruitment and selection guidance for schools May 2013 \(word\)](#)

### Appointment checklist

As part of the recruitment process, schools HR request that schools complete an appointment checklist.

- [Apprentice agreement appointment checklist](#)
- [Support staff appointment checklist](#)
- [Teaching staff appointment checklist](#)
- [Leadership teaching staff appointment checklist](#)
- [Fee appointment checklist](#)

### Volunteers

- [Advice on recruiting volunteers and safeguarding \(word\)](#)
- [Generic job description and person specification for volunteers \(word\)](#)
- [Application form for volunteers June 2021\(word\)](#)

### Medical questionnaire

The [pre-employment screening page](#) offers guidance on filling out the pre-employment medical questionnaire, which needs to be completed by all prospective employees.

### Job evaluation

When you recruit support staff, job descriptions should go through the [job evaluation](#) process prior to advertising, unless you use a generic job description and even then you should notify schools HR.

### HRSSC - new vacancy advertising form

The [Ealing Council and TES advertising form](#) (word) requires completion for vacancies being advertised with TES and the Council website. If you have any questions please contact [hrsscops@ealing.gov.uk](mailto:hrsscops@ealing.gov.uk)

**Related content**

[Safer recruitment and employee checks](#)

[Early Career Teachers \(ECT\)](#)

**Related services**

[HRSSC administration 2025/26](#)

[HR advice and consultancy 2025/26](#)

[HRSSC pay as you go services 2025/26](#)

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- [Neutral](#)
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