|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Confidential | |  | **HEADTEACHER/DEPUTY/TEACHER AND SUPPLY**  **Please read first**  Please complete in clearly written or typed black ink. Continue on separate sheet where necessary. Please refer to the guidance notes and the person specification before completing this form. If you require assistance filling in this form please contact the School. CVs will not be accepted. | | | | | |
| **Please refer to the guidance notes and the person specification before completing this form.**  For information on how we use the information you provide to us, please read our Privacy Statement which is included in the guidance. | | | | | | |
| **Where did you see this job advertised? (please be specific)** | | | | | |
| **Job applied for:** | | | | **Job reference:** | |
| **Based at:** | | | | **Closing date:** | |
| Personal Details *(To assist with identification and vetting requirements)* | | | | | |
| **First name(s):** | | | **Last name:** | | |
| **Address:** | | | **Title:** | | |
| **Daytime tel. no. (inc. STD code):** | | |
| **Evening tel. no. (inc. STD code):** | | |
| **Email address:** | | |
| **Postcode:** | | | **National Insurance Number:** | | |
| **Date of Birth:** | | | **Teacher Reference Number**: | | |
| **Date of Qualified Teacher Status:**  *(Please complete if you are a newly qualified teacher. If you have not yet had your QTS certificate and you are appointed please send a copy of this certificate to the School.)* | | | | | |
| Eligibility to work in the UK (Please refer to guidance notes) | | | | | | |
| **Are you a National of a Country outside of the EEA or Switzerland?** | | | | | **Yes  No** | |

Present/most recent employment

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Dates  from / to | Name and address of present employer | Job title with main duties /  specific areas of responsibility and current salary | | Type of school | No. on roll | Age of pupils taught |
| mm/yyyy to mm/yyyy |  |  | |  |  |  |
| **Current/Last Range on at which you were paid: (Main/Upper/Leadership)** | | | **Current/Last Point on at which you were paid:** | | | |
| **Reason for seeking new position/leaving:** | | | | | | |
| **Period of notice/date available to start**: | | | | | | |
| **Local Government Start Date (if known):** | | | | | | |

Previous qualified teacher experience (most recent first)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Dates  from / to | Name of School and Local Authority (including contact details) | Job title with main duties / specific areas of responsibility | Type of school | No. on roll | Age of pupils taught | Reason for leaving |
| mm/yyyy to mm/yyyy |  |  |  |  |  |  |
| mm/yyyy to mm/yyyy |  |  |  |  |  |  |
| mm/yyyy to mm/yyyy |  |  |  |  |  |  |
| mm/yyyy to mm/yyyy |  |  |  |  |  |  |

Experience during training /or as unqualified teacher

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dates  from / to | Name of School and  Local Authority | Position held with main duties | Type of school | No. on Roll | Age of pupils taught |
| mm/yyyy to mm/yyyy |  |  |  |  |  |
| mm/yyyy to mm/yyyy |  |  |  |  |  |
| mm/yyyy to mm/yyyy |  |  |  |  |  |

Other relevant experience

**(P**lease state if full or part-time, voluntary or paid. All experience is valued and should be fully recorded)

|  |  |  |  |
| --- | --- | --- | --- |
| Dates  from / to | Position Held | Employer or Organisation | Nature and brief summary of experience |
| mm/yyyy to mm/yyyy |  |  |  |
| mm/yyyy to mm/yyyy |  |  |  |
| mm/yyyy to mm/yyyy |  |  |  |

|  |
| --- |
| **Please give details and an explanation of any gaps in your employment history:** |
|  |
| **(N.B. We retain the right to seek references from all previous employers)** |

Education and professional qualifications (most recent first)

(Proof of qualifications will be required at interview)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of school/college/university | Dates  from / to | Full details of qualifications gained, including subjects, grades, class or division. | | |
|  | mm/yyyy to mm/yyyy |  | | |
|  | mm/yyyy to mm/yyyy |  | | |
|  | mm/yyyy to mm/yyyy |  | | |
| Training  (Please list relevant training undertaken [including in-service] during last 5 years) | | | | |
| Course details | | | Duration of Course | Date |
|  | | |  | mm/yyyy |

Additional information

|  |
| --- |
| In support of your application please ensure that you provide a separate statement in a covering letter explaining how your skills, experience and knowledge make you a suitable candidate for the post**. Please demonstrate clearly how you meet the requirements in the job description/person specification.** You may also include any other relevant information. Subject to any other specific requirements contained in the application pack, candidates applying for Headteacher and Deputy Headteacher positions should also include a brief statement setting out your educational philosophy. |

|  |  |
| --- | --- |
| **Dates when you are unavailable for interview (e.g. holidays):** | |
| **Do you, your partner or family have any interests (financial, professional or otherwise) that may conflict with your employment?\*** | **Yes  No**  **(If yes, please give details)** |

References

|  |  |
| --- | --- |
| Please give details of two named referees covering the last 5 years of your employment history, one of which must be your current or most recent employer for which you worked with children. These should not include a relative and personal referees must be able to comment on your skills and abilities in relation to the post. *Note: Headteachers from local authority maintained schools applying for headships should always give the Director of People and Communities as their first referee.*  Additional references may also be sought from previous employers, particularly for posts working with children or vulnerable people.  References for shortlisted candidates will be taken up before interview. If you do not wish your referees to be approached at this stage you should request this in writing stating the reasons, the shortlisting panel will consider your request. In all cases, references will be taken up before a job offer is confirmed.  Please ensure you ask permission from your proposed referees prior to naming them. | |
|  | |
| **(i) Current/most recent employer** | **(ii) Other employer or alternative referee where not available** |
| **Name:** | **Name:** |
| **Address:** | **Address:** |
| **Tel. no:** | **Tel. no:** |
| **Fax. no :** | **Fax. no :** |
| **Email:** | **Email:** |
| **Relationship:** | **Relationship:** |
| **How long have they known you?** | **How long have they known you?** |
| Equality Act 2010 | |
| The School welcomes all legislation designed to protect the rights of people. The Equality Act defines a person as having a disability if he or she has a ‘physical or mental impairment that has a substantial (that is, more than minor or trivial) and long-term adverse effect on the ability to carry out normal day-to-day activities’. | |
|  | |
| **Do you have a disability?** | **Yes  No** |
| Wherever possible and reasonable we will make amendments and offer alternatives to help a person with a disability through the application and selection process. If you require assistance at any stage of the process please contact the School. | |

|  |  |
| --- | --- |
| Declaration by Applicant | |
| I confirm to the best of my knowledge and belief that the information given on this form is correct. I understand that any offer of work will be subject to the pre-employment checks set out in Part 3 of *Keeping Children Safe in Education*, including a medical assessment, two satisfactory references, the right to work in the UK check, a prohibition from teaching check and satisfactory Disclosure and Barring Service checks (an enhanced DBS Disclosure check and DBS Barred List check (or DBS Status Check, where relevant)).  The processing of criminal records information is lawful as it is ‘necessary for compliance with a legal obligation’ to which the school is subject (GDPR Article 6 (1)(c)). The specific condition in Schedule 1 of the Data Protection Act 2018 for the processing of this data is that it is ‘necessary for the purposes of performing or exercising obligations or rights of the controller or the data subject under employment law’ (Data Protection Act 2018, Clause 10 (4) and (5) and Schedule 1, Part 1, paragraph 1 (1)(a)).  Any misleading statement or deliberate omission may disqualify my application and where I am a current employee of the school may lead to dismissal.  I consent to the necessary enquiries and checks being undertaken by the School/Council in order to confirm that the information included in this application form is correct, to verify the authenticity of my qualifications and to ascertain whether I have any relevant criminal record which may make me unsuitable for the post applied for, including the on-line ‘Status Check’ using the DBS’s Update Service and an External Validation Service check of my identity if I am unable to produce the ID required under Route One of the DBS’s ID checking guidelines.  I will provide proof of identification to fulfil the requirements of the Disclosure and Barring Service (DBS) Disclosure check.  I confirm I will complete a pre-employment medical assessment accurately and fully.  I understand that if I am successful in my application, any information contained in this form together with any obtained in relation to it, will be retained by the School/Council during the course of my employment or engagement and for a reasonable time after the employment or engagement ends.  I confirm that I am registered as a qualified teacher with the relevant agency.  I acknowledge that all paid positions which involve working regularly within Schools are exempt from the Rehabilitation of Offenders Act 1974 and I am required to self-disclose details of any ‘unfiltered’ criminal convictions, cautions and bind-overs. *Note: relevant workers should answer the questions relating to Childcare Disqualification on the Self-Disclosure Form. If you are unsure whether this applies to you, please contact the school.*  If I am a Supply Teacher registering with the Local Authority, I confirm that I consent to my References being shared with the Headteacher of (or the appropriate manager at) any school which I approach regarding undertaking supply teaching whenever the Local Authority believes that this is appropriate.  I declare that I am not disqualified from working with children and/or vulnerable adults *(pursuant to the Protection of Children Act 1999, the Criminal Justice and Court Services Act 2000, the Care Standards Act 2000, the Safeguarding and Vulnerable Groups Act 2006 and the Childcare Act 2006).*  **All applicants, please sign** (please note that if you are completing this application electronically, you will be asked to sign the form if you are invited to interview). | |
| **Signature:** | **Date:** |

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| --- |
| **Please return your application form to the contact / address indicated in the advertisement / application pack by the closing date stated.** |

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| --- | --- | --- | --- | --- | --- | --- |
| Monitoring for equal opportunities | | | | | | |
| To help us make sure we are recruiting fairly we would be grateful if you would share the following personal information with us.  The School is committed to being an employer of choice by a wide and diverse range of people. We are working to eliminate discrimination, promote equality and to recruit and retain a suitably skilled workforce.  In order to realise this commitment we must have accurate information about the people who apply for jobs. The information we collect will be kept confidential and will only be used to review our employment practices.  Thank you for your cooperation. | | | | | | |
| **Job title and reference number (as advertised)** | | | | | | |
| **Female/Male** | | **Date of birth** dd/mm/yyyy | | | | |
| Ethnic origin | | | | | |
| **I would describe my ethnic origin as:**  **(please tick one box only, see notes overleaf)** | | | | | |
| White | English / Welsh / Scottish / Northern Irish British | | Irish | Gypsy or Irish Traveller | Any other White background  Please specify  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Mixed / multiple ethnic groups | White & Black Caribbean | | White & Black African | White and Asian | Any other Mixed background  Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Asian /  Asian British | Indian | | Pakistani | Bangladeshi | Chinese |
|  | Any other Asian background | | **Please Specify** \_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Black / African / Caribbean /  Black British | African | | Caribbean | Other Black | **Any other Black/African/**  **Caribbean background**  **Please Specify** \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Other  ethnic group | Arab | | Any other ethnic group | **Please Specify** \_\_\_\_\_\_\_\_\_\_\_\_ | Prefer not to say |
| **Do you consider yourself to have a disability?** (please see note overleaf) | | | | | |
| Yes  No  Prefer Not to Say  If you are a disabled person, what is the nature of your disability?  Physical  Mental  Learning  Sensory  Prefer Not to Say | | | | | |
| **Are you already employed by the School and applying for a change of job?** | | | | | |
| Yes  No | | | | | |
| **Notes of guidance** | | | | | |

|  |  |  |
| --- | --- | --- |
| Ethnic origin  The form lists a number of ethnic groups. You should put a tick against the one you feel you belong to. If the group you belong to is not listed, tick ‘other’ and provide details in the space provided.  Disability  **Defining a disabled person:** A person has a disability if he or she has a physical or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. People who have had a disability within this definition are protected from discrimination even if they have since recovered. Impairment: this includes physical, mental impairments and sensory impairments, such as those affecting sight or hearing. The term ‘mental impairment’ is intended to cover a wide range of impairments relating to mental functioning, including what are often known as learning disabilities.  **Substantial adverse effect:** is something which is more than a minor or trivial effect. The requirement that an effect must be substantial reflects the general understanding of disability as a limitation going beyond the normal differences in ability which might exist among people.  **Long-term effect of an impairment** is one:   * which has lasted at least 12 months, or * where the total period for which it lasts is likely to be at least 12 months, or * which is likely to last for the rest of the life of the person affected. |  | Normal day-to-day activities: are those activities which are carried out by most people on a fairly regular and frequent basis. The term is not intended to include activities which are normal only for a particular person or group of people, such as playing a musical instrument, or a sport, to a professional standard or performing a skilled or specialised task at work.The test of whether an impairment affects normal day-to-day activities is whether it affects one of the broad categories listed:  * mobility * manual dexterity * physical co-ordination * continence * ability to lift, carry or otherwise move everyday objects * speech, hearing or eyesight (excluding people who wear spectacles) * memory or ability to concentrate, learn or understand, or * perception of the risk of physical danger.  Severe disfigurement: is included, without any need to demonstrate that the impairment has a substantial adverse effect on their ability to carry out normal day-to-day activities. **Progressive illness:** anyone who has HIV infection, cancer or multiple sclerosis is automatically treated as disabled under the Act.  **We welcome applications from disabled people who are currently under-represented in our work force.** |

Guidance notes for completing your application form

The following information is designed to assist you in your application for this job.

**Please read carefully.**

**The application form and short listing procedure**

Applications should be typewritten or completed legibly in black ink to allow for photocopying. **Please do not send in your C.V.** In the interests of fairness, all applications must be made on the Council's official application form.

We want to try and ensure that everyone applying for a job with us has a fair chance and the application form is the first stage in the recruitment process which may lead to a possible job offer. It is therefore very important that you complete all sections of the application as clearly and fully as possible. If you have any difficulty in completing this application form or if there is something on the form that you do not understand please contact the School who will be happy to help you. We will also provide the form in alternative formats upon request.

Make sure you return your application form so that we receive it before the closing date and time. This will be stated on the advertisement.

**Job description and person specification**

Every advertised post has a job description and a person specification. The job description outlines the main duties of the job. The person specification sets out the knowledge, skills, qualifications and experience required and provides the criteria against which you will be assessed.

We decide who to invite for an interview by comparing what you tell us in your application form with what we have asked for in the person specification. **It is therefore vital that you clearly explain how your skills and experience match the requirements outlined in the person specification**.

On the person specification we list the criteria in two ways:

**Essential** (e.g. the minimum skills, qualifications or experience which you must have in order to do the job) and

**Desirable** (these are not essential, but are additional to the minimum requirement to do the job).

In the event that all the applicants meet the **essential** criteria, the selection panel may use the **desirable** criteria to assess and decide which applicants further meet the additional requirements of the job, and should be invited for an interview (or to the next stage as indicated).

**Equality of opportunity for people with disabilities**

The Council is committed to the employment of people from all areas of the community. We will make any reasonable adjustments for disabled people to enable equal access to the recruitment process and ongoing employment.

**Rehabilitation of Offenders Act**

Under the Rehabilitation of Offenders Act 1974, an individual who has a conviction for a criminal offence is, after a specified time, allowed to treat the conviction as if it never occurred i.e. spent. However, under this Act, some occupations and employments are exempt and applicants for these posts are not protected by the Act. This would include all paid roles within school that will involve working regularly in school when children are on site. All such positions within Schools will be subject to an enhanced-level Disclosure and Barring Service (DBS) disclosure check and a DBS Barred List check. Certain spent convictions are filtered (that is, not disclosed). For further information on filtered convictions, see the GOV.UK website.

**Completing your application form**

**Job title and reference number**

Please enter these details on the application form so that we can identify which job you are applying for. The job title and job reference number can be found on the advertisement.

**Employment history**

All experience is valued and we recognise that many people have worked in a variety of situations even if it has not been full time paid employment. Please list any work experience you have which you think would help you in the job for which you are applying, including voluntary work, temporary jobs, part-time or vacation work.

**Education and training**

Please use this section to provide details of any qualifications or training that you have completed or are currently undertaking. Include any special skills training, day release, or evening classes. You may be asked to provide proof of qualifications and training either at interview, or if you are offered the job.

**Relevant experience**

This is where you tell us how you meet the selection criteria for the job. Your application will be assessed against the criteria detailed in the person specification. Do not repeat your job history, but look at the specific requirements of the job and provide evidence that you have the skills, abilities and experience to meet those requirements. Give specific examples if possible. The evidence you provide does not necessarily have be work based - it may be experience you have gained at home raising a family, doing voluntary work or from activities that you do in your spare time.

**References**

References will be required for all jobs within Schools. One referee must be your current or most recent employer for which you worked with children.

It is school policy to approach current employers, regardless of whether candidates give them as referees. If you request that a referee is not approached before interview, this will be considered.

Other references should include previous / most recent employers. If you have not been employed before, you should give the names of teachers or lecturers who know you sufficiently well to comment on your ability to do the job. You can also give the names of professional people who know you well, and who are not friends or relatives. It is helpful if your referees are aware that you have used their name before we contact them.

Finally, **do not forget** to sign and date your application form! If you send your application form to us electronically, you will be asked to sign it if you are invited to interview.

**Privacy Statement**

*The School is registered with the Information Commissioner’s Office for the purposes of processing personal data.*

*The information you provide will be held and used in accordance with the requirements of UK and European data protection law. If you are successful in your application, the information provided will form part of your personnel file, which, in accordance with Section 2 of the Limitation Act 1980, will be stored securely until six years after the termination of your employment period. If you are unsuccessful in your application, the information provided will be held on file for no longer than six months after a formal appointment is made to the post.*

*Unless otherwise agreed with you, we will only collect the minimum personal data required to deliver the service, which includes your name, address, email address, contact telephone number(s), National Insurance number, relevant qualifications, employment history and any criminal records. The processing of this information is lawful as it is necessary in order to take these steps prior to entering into a contract (GDPR Article 6 (1)(b)). We will not use your personal information in a way that may cause you unwarranted nuisance. Failure to provide the information could result in the incorrect administration of your application.*

*Under the conditions of the Digital Economy Act 2017, we may share personal data provided to us with other public authorities as defined in the Act, for the purposes of fraud or crime detection or prevention, to recover monies owed to us, to improve public service delivery, or for statistical research. We do not share the information with other organisations for commercial purposes.*

*If you have any questions or concerns about the way we process your personal data, please contact our Data Protection Officer through the School.*

RIGHT TO WORK IN THE UK

# Preventing Illegal Working

Legislation, including the Immigration Asylum and Nationality Act 2006, is intended to ensure that only those entitled to live and work in the United Kingdom are offered employment. It is a criminal offence for employers to employ someone whose immigration status prevents them from working in the UK.

As a potential employee you are asked to provide:-

* if you have an ongoing right to work in the UK - the **original** document(s) detailed in List A;
* **OR** if your leave to enter or remain in the UK is time-limited - the **original** document(s) detailed in List B.

We will check and copy the relevant pages of the documentation and we will retain this on your personal file. In the case of List B documents, repeat checks will be carried out when the time-limited leave to remain in the UK is due to expire. As required by the Home Office, a record will be made and retained of the date on which a right to work check was conducted. A copy of each document will be made and retained securely.

All potential employees will be treated in the same way and will be required to produce the relevant documentation.

**Ireland**

Following the United Kingdom’s departure from the European Union on 31 January 2020, Irish citizens will continue to be able to prove their right to work in the UK as before.

# European Economic Area other than Ireland and Switzerland

Until 1 January 2021, nationals from European Economic Area countries will be able to prove their right to work as they did prior to the United Kingdom leaving the European Union. The relevant documents will be checked as above. They will also be able to prove their right to work using their ‘digital status’ granted under the EU Settlement Scheme or the Euro Temporary Leave to Remain (TLR) Scheme.

The following countries are part of the EEA:

Austria\* Hungary\*# Norway

Belgium\* Iceland Poland\*#

Bulgaria\*# Ireland (see above)\* Portugal\*

Cyprus\* Italy\* Romania\*#

Czech Republic\*# Latvia\*# Slovakia\*#

Demark\* Liechtenstein Slovenia\*#

Estonia\*# Lithuania\*# Spain\*

Finland\* Luxembourg\* Sweden\*

France\* Malta\* United Kingdom\*

Germany\* Netherlands\*

Greece\*

\* Those marked are also members of the European Union.

# Those marked are free to come and work in the UK but will need to register with the Home Office’s Workers Registration Scheme; a copy of your registration certificate will be retained by us.

## LIST A – Original Documents to Provide

**(if you have an ongoing right to work in the UK)**

1. A passport showing the holder, or a person named in the passport as the child of the holder, is a British Citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.

2. A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area or Switzerland.

3. A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.

4. A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.

5. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the UK.

6. A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.

7. A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, together with an official document giving the person’s permanent National Insurance Number and their name issued by a Government agency or a previous employer.

8. A birth (short or long) certificate or adoption issued in the United Kingdom **together with** an official document giving the person’s permanent National Insurance Number and their name issued by a Government agency or a previous employer.

9. A birth (short or long) certificate or adoption issued in the Channel Islands, the Isle of Man or Ireland **together with** an official document giving the person’s permanent National Insurance Number and their name issued by a Government agency or a previous employer.

10. A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person’s permanent National Insurance Number and their name issued by a Government agency or a previous employer.

*If you provide one of the documents above*

*there is no need to provide any documents from List B.*

**LIST B – Original Documents to Provide**

**(if your leave to enter or remain in the UK is time-limited)**

**List B Group 1**

1. A **current** passport endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the type of work in question.

2. A **current** Biometric Residence Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the United Kingdom and is allowed to do the work in question.

3. A **current** Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or has a derivative right of residence.

4. A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person can stay in the United Kingdom and is allowed to do the type of work in question, **together with** an official document giving the person’s permanent National Insurance Number and their name issued by a Government agency or a previous employer.

**List B Group 2**

1. A Certificate of Application issued by the Home Office under regulation 17 (3) or 18A (2) of the Immigration (EEA) Regulations 2006 to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is **less than 6 months** old **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
2. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
3. A **Positive Verification Notice** issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the United Kingdom and is permitted to do the work in question.

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