

**Confidential**

**Application For Teaching Appointment**

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| Post: | Part-time Deputy Headteacher (0.4) |

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| We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. Please complete all sections to enable your application to be considered. | | |
| **Personal: Contacts:** | | |
| Title:  Forename(s):  Surname:  Previous names: (if relevant) |  | Address:    Postcode: |
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| Date of Birth: |  | E-mail:  Mobile phone no.:  Landline no.: |

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| QTS status: **Yes** |  | **No** |  | (click to check) Date due to be obtained: | |
| NPQH: **Yes** |  | **No** |  | (click to check) | Date obtained: |

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| **Employment** Please give details of your present/most recent post | |
| Post held: | Scale/Allowance: |
| Incremental point: |
| Place of work: | Annual salary: |
| Local Authority: (if applicable) |
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| Main duties/responsibilities: | |
| Date appointed to post: | Date left (if applicable): |
| Reason for leaving: | |
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**Employment History**

Please detail chronologically all previous work experience, unpaid and paid, voluntary, non-teaching as well as teaching, since leaving secondary/further education. (Delete or add rows as required)

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| From month/year | To month/year | Place of work/employer (if applicable) | Scale/grade | Title and main responsibility(ies) | | Reason for leaving |
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| Have you ever been dismissed by any of the above employers? | | | | | | |
| If yes, further details may be requested from you | | | Yes | | No | |

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| **Education background** Secondary education | | | |
| Name of institution | From month/year | To month/year | Qualifications obtained (Please indicate level, subject(s), grades and dates of award) |
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| **Further, higher and professional education (Proof of qualifications will be required)** | | | |
| Name of institution | From month/year | To month/year | Qualifications obtained (Please indicate level, subject(s), grades and dates of award) |
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| **Explanation of any gaps in employment** |
| Please explain here any gaps in employment, education or training since leaving full time education. |

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| **Professional development/training** (State involvement in the last five years **appropriate to your application**. Add/delete rows as required) | | | |
| Name of course  (with brief details if title is unclear) | Date (Month/Year) | Length of course | Course provider |
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| **Personal Statement** |
| Please include any information you feel would help the recruitment panel to evaluate your suitability for the post. |

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| **Rehabilitation of Offenders Act 1974** | | | | | | | |
| Owing to the nature and location of the work, the post is exempt from the previous provisions of the above Act, therefore, applicants are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act. **The Authority will check information provided under this heading.**  The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. | | | | | | | |
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| Do you have any convictions or cautions (excluding youth cautions, reprimands **Yes**  or warnings) that are not ‘protected’ as defined by the [Ministry of Justice](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)? |  | **No** | |  | |  | |
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| Are you disqualified from working with children or subject to any **Yes** sanctions imposed by a regulatory body i.e. GTC? |  | **No** | |  | |  | |
| In order to comply with Equal Opportunities legislation **Yes**  please indicate if you have a disability? |  | | **No** | |  | |  |
| If YES, do you require any adjustments to the selection process? **Yes** |  | | **No** | |  | |  |
| If YES, please give details in your application | | | | | | | |
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| Are you related to any member of the Leadership Team or Governing Board? **Yes  No**  If Yes, please give details: | | | | | | | |

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| **References** | | | | | | | | |
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| Please give the name and address of two persons from whom references may be obtained, **one of these should be your current/most recent Head Teacher**. If not currently working with children, then one reference should be from a previous employer in a child related role, if applicable. **References from friends or relatives will not be accepted. References will be sought prior to interview.** | | | | | | | | |
| (1) Name: |  | | |  | (2) Name: | |  | |
| Position held: |  | | | Position held: | |  | |
|  | | | |  |  | | | |
| E-mail: | |  | |  | E-mail: |  | | |
| Address: (including Post Code) | | | | Address: (including Post Code) | | | |
| Phone No: | | |  |  | Phone No: | | |  |

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| Current legislation means that you will need to provide documentary evidence (for example National Insurance Number) showing your entitlement to work in the UK. You should be aware that you will be asked to provide this prior to appointment. |
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**Data Protection**

In accordance with the Act, you should be aware that personal details submitted with this application form, will be used only for selection and interview procedures, and for employment records if the application is successful. Your information will be stored securely and only accessible to relevant persons in the course of their duties. Your application will be kept for the duration stated in the school’s retention policy.

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| **Declaration** | | | | |
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| I declare that, to the best of my knowledge and belief, all statements contained in this form are correct and I understand that, should I conceal any material fact, I will, if engaged, be liable to the termination of my contract of service with such notice as may be appropriate. (An electronic signature will be accepted; If shortlisted, you will be asked to sign a paper copy) | | | |
| **Signature:** |  | **Date:** |  |

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| **Your application, when completed, should be returned to the email or postal address stated in the advertisement by the closing date.** |