

**Application**

**Form**

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| **Job Title** | DEPUTY HEADTEACHER |
| **School** | Elton Primary School |
| **Closing Date** | Friday 10th October 2025 at 1.00 pm |

Thank you for your interest in employment with The Keep Learning Trust.

Please carefully read the Recruitment Pack for the Job Description, Person Specification and other information for completing this application form.

If you are completing this application form by hand, please use a **black** pen or typescript, also ticking each box where appropriate and return to:

Mrs A Wild – Office Manager

Elton Primary School

Alston Street. Bury

BL8 1SB

Alternatively, you may download a copy of the application form to complete and return via email: alison.wild@keeplearningtrust.co.uk

If you require any assistance in completing or downloading the application form, please contact the school at the email address above or on 0161 705 2674.

We will conduct an internet search after the shortlisting process. Any issues or concerns will be addressed during the interview stage.

**Do not enclose your own CV with this application form, as it will not be considered by the shortlisting panel.**

**Personal Details**

Personal information will not be made available for shortlisting except when required as a genuine occupational qualification.

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| **Title** |  |
| **First name(s)** |  |
| **Surname** |  |
| **Address** |  |
| **Postcode** |  |
| **Telephone numbers*** **Home**
* **Work**
* **Mobile**
 |  |
| **Email address\*** |  |
| **\**Only complete email address if you are willing to be contacted using this method*** |
| **Current salary (if applicable)** |  |
| **National Insurance No.** |  |
| **IFL Ref** **(teaching positions only)** |  |
| **DFES Ref No.** **(teaching positions only)** |  |
| **ISA Ref No.** |  |
| **Do you have a current driving licence?** |  |

**Referees**

Please give the names and addresses of two people, at least one of whom should be your present employer (if applicable), who can be consulted regarding your suitability for the post. If your referees know you by another name, please specify. These references will be applied as part of the selection process.

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| **Referee No. 1** | **Referee No. 2** |
| **Name** |  | **Name** |  |
| **Address** |  | **Address** |  |
| **Tel no.** |  | **Tel no.** |  |
| **Occupation** |  | **Occupation** |  |
| **Email** |  | **Email** |  |
| **Are you related to a member of The Keep Learning Trust?** |  | **Are you related to a member of The Keep Learning Trust?** |  |
| **If yes, please state to whom and how related** |  | **If yes, please state to whom and how related** |  |
| **If you do not wish The Keep Learning Trust to take up references prior to interview, please tick this box:** |  |

**Work History**

Please tell us about your work history, starting with your present or most recent job, including any part-time, casual or voluntary work of a regular nature.

**Current or most recent post**

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| --- | --- |
| **Employer** |  |
| **Position held/experience gained** |  |
| **Full or part-time** |  |
| **From** (Month and Year) |  | **To**(Month and Year) |  |

**Previous posts**

|  |  |
| --- | --- |
| **Employer** |  |
| **Position held/experience gained** |  |
| **Full or part-time** |  |
| **From** (Month and Year) |  | **To**(Month and Year) |  |

|  |  |
| --- | --- |
| **Employer** |  |
| **Position held/experience gained** |  |
| **Full or part-time** |  |
| **From** (Month and Year) |  | **To**(Month and Year) |  |

|  |  |
| --- | --- |
| **Employer** |  |
| **Position held/experience gained** |  |
| **Full or part-time** |  |
| **From** (Month and Year) |  | **To**(Month and Year) |  |

|  |  |
| --- | --- |
| **Employer** |  |
| **Position held/experience gained** |  |
| **Full or part-time** |  |
| **From** (Month and Year) |  | **To**(Month and Year) |  |

**Knowledge relevant to post**

This section tells us about the knowledge you have that relates to the post for which you are applying. The knowledge and qualifications we are looking for are outlined in the Person Specification. In the sections below, you should show how you meet these requirements. List below examination results and professional qualifications, including training acquired.

**Education and Training**

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| --- | --- | --- | --- |
| **Education after age 11** | **Dates From and To** | **Full or part-time** | **Qualifications awarded** |
|  |  |  |  |

Details of in-house training courses, research experience, publications, examinerships and memberships of professional bodies.

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**Experience**

The Person Specification lists a number of key areas of experience essential to the post. Please demonstrate how your experience meets each of these requirements.

Please continue on a separate sheet if necessary and add your name to any additional sheets.

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**About yourself**

Is there anything else you want to say about yourself in support of your application?

Please include any specific skills, aptitudes or personal qualities you have that you feel are important to this post.

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**Disclosure and Barring**

The Keep Learning Trust meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a Disclosure and Barring check before the appointment is confirmed. All convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198 must be declared below.

**Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offence(s).**

Please list details of all criminal convictions or offences which are not protected below.

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| --- | --- | --- | --- |
| **Date of conviction** | **Nature of summons/charge/caution/allegation** | **Court** | **Sentence/order** |
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| **If none, please enter none:** |  |

We have to safeguard children and vulnerable adults, therefore, you are asked to provide the following information: any allegations, disciplinary investigations, child protection concerns, whether you are subject to a child protection plan or have had a child for whom you have responsibility, removed from you or placed in

care.

Please provide details below.

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| **If none, please enter none:** |  |

**Disclosure and Barring - Declaration**

I confirm that the information given above is correct. I understand that if I am appointed to this post, a Disclosure from the Disclosure and Barring Service will be requested, and I give my consent to this. My consent is conditional upon The Keep Learning Trust complying with its obligations under the DBS Code of Practice.

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| **Name** |  |
| **Signature** |  |

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| **Post applied for:** |  |