**Children & Young People’s Department**

 **Application for Appointment as a Headteacher/Deputy Headteacher**

*Please complete in* ***Back Ink*** *in BLOCK CAPITALS*

|  |  |  |
| --- | --- | --- |
| **1.** | **Post Information** |  |
| Position applied for: |  |
| Name of School: |  |
| **2.** | **Personal Details** |  |
| Title: |  | First Name(s): |  | Last Name: |  |
| Previous Surname(s) – (if applicable): |  |
| Address: |  |
|  | Postcode |  |
| Email: |  | Tel No: |  | Mobile No |  |
| National Insurance No: |  | DFE/TRNNumber |  |
| **3.** | **Current Post Details** |
| Present Post: |  | Present Salary & Pay Spine |  |
| Additional Allowances, eg TLRs: |  |
| Present School: |  |
| Present Local Authority: |  | Group Size: |  |
| Date from: |  | Date to: |  | Full or Part Time: |  |
| No on Roll: |  | Boys/Girls/Mixed: |  | Key Stage/ Subject: |  |
| **4.** | **Post School Academic & Professional Qualifications** |
| University/College | Qualification obtained(Class & Division if appropriate) | Date Awarded | Subject(s) |
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| **5.** | **Employment History** |
|  | In chronological order please, starting with your current post first.  |
| **a).** | Current post – Key areas of Responsibility and Achievements. |
|  |  |
|  | Previous Employment |
| **b).** | School Name |  | Dates (from & to) |  |
| Local Authority Employer |  | Key Stage/Subject |  |
| Post Held Additional Responsibilities |  | No on Roll |  |
| Key areas of Responsibility and Achievements. |
|  |  |
| **c)** | School Name |  | Dates (from & to) |  |
| Local Authority Employer |  | Key Stage/ Subject |  |
| Post Held Additional Responsibilities |  | No on Roll |  |
| Key areas of Responsibility and Achievements. |
|  |  |
| **d)** | School Name |  | Dates (from & to) |  |
| Local Authority Employer |  | Key Stage/ Subject |  |
| Post Held Additional Responsibilities |  | No on Roll |  |
| Key areas of Responsibility and Achievements. |
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| **e)** | School Name |  | Dates (from & to) |  |
| Local Authority Employer |  | Key Stage/ Subject |  |
| Post Held Additional Responsibilities |  | No on Roll |  |
| Key areas of Responsibility and Achievements. |
|  |  |
| **f)** | School Name |  | Dates (from & to) |  |
| Local Authority Employer |  | Key Stage/ Subject |  |
| Post Held Additional Responsibilities |  | No on Roll |  |
| Key areas of Responsibility and Achievements. |
|  |  |
|  | If required continue on an additional sheet. Please tick if you have attached an additional employment history sheet. **🞎** |
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| **6.** | **Other Non-Teaching Employment or Experience** |
|  | Examples include Further Education, voluntary work, Youth Service, Vocational, etc |
| Post/Status | LA/Responsible Body | Dates |
| From | To |
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| **7.** | **Recent & Relevant Training Courses**  |
|  | Courses attended other than initial training in the last 3 years, including short courses & seminars. |
| Title of Course | Duration | Dates |
|  |  |  |
| **8.** | **Letter of Application** |
|  | Please indicate whether you have attached a letter of Application (maximum no of pages 2 x A4)Please note CVs will **not** be passed on to the Selection Panel. |
|  | **Letter attached (please tick one)**  | **🞎 Yes 🞎 No** |
| **9.** | **Referees** |
|  | Please give details of 2 referees, the first must be your current or most recent employer. |
| Referee No1 (Current Emp) | Referee No 2 |
| Name |  | Name |  |
| Position |  | Position |  |
| Address |  | Address |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Tel No |  | Tel No |  |
| E-Mail |  | E-Mail |  |
| Name of employer |  | Name of employer |  |
| Please note that, if you are shortlisted, We will contact these referees and we will request references prior to interviewPlease indicate if your referees can be contacted at this stage:**Yes 🞏 No 🞏** |
| **10.** | **Advertisement** |
| Where did you see this post advertised? |  |

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| **All sections on this page must be completed and signed.** |
| **11.** | **Criminal Offences** |
| Safer Recruitment & Employment Policy Statement |
| **“The School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects al employees and volunteers to share this commitment”**Whilst the School supports the rehabilitation of ex-offenders, it is committed to the recruitment of all employees to ensure safer recruitment to posts which involve working with children, vulnerable adults and/or other positions of trust.Therefore certain posts due to the nature of the work being undertaken are subject to a Disclosure and Barring Service Check (DBS):* If the post is subject to a DBS check this will be stated in the job advertisement; to ensure that you declare relevant information please read the school’s Safeguarding & Safer Recruitment Policy (Which is included in the Recruitment Pack.)
* All candidates who are successful at interview for one of these posts must undertake a DBS check before the appointment can be confirmed. Please note you will be required to verify your identity by producing original documents at interview. We will process the application and pay the charge to the Disclosure and Barring Service.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found in the Disclosure and Barring Service website.Applicants should be aware that having a conviction or a record of some type of unacceptable behaviour would not necessarily bar you from employment, as any decision to employ will be considered on the individual circumstances of each case. The School will consider **ALL** applications on their merits, only taking into account convictions considered to be relevant to the job applied for. |
| Please repeat your personal details: | Title: | Full Name: |
| Declaration of Criminal Offences |
| **Have you ever been convicted , or received a caution, warning or final reprimand for an offence that will not be filtered from the Police National Computer (PNC) by the Discloser & Barring Service (DBS)? YES / NO****If yes, please give details:** |
| Offence | Date | Outcome |
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| Signed |  | Date |  |

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| **12.** | **Canvassing** |
| Canvassing members of the committee or the Governors of the respective schools, both directly or indirectly, is forbidden and will disqualify applicants.A candidate for any appointment within the school, shall, when making application, disclose whether he or she is related to:1. a member of the Council;
2. a Senior Officer employed by the Council;
3. a person employed by the Local Authority;
4. a governor of the school.

A candidate who fails to disclose any such relationship shall be disqualified from the appointment and if appointed, shall be liable to dismissal without notice. |
| Are you related to any of the people listed– (please tick) | Yes | No |
|  |  |
| What is the relationship? |  |
| **13.** | **Application Validation** |  |  |  |
| I certify that the information I have given is correct and that I agree to obtain an Enhanced Level DBS via the Local Authority as and when necessary. |
| Signed: |  | Name |  | Date |  |
| **All candidates applying for employment via email accept this electronic copy as their signature and if successful will be required to sign and date the form.** |
| **14.** | **Interview** |  |  |
| If you do not hear from us within six weeks of the closing date, please assume that your application has not been successful. You will find the closing date in the advertisement. |

**Pre-Employment Identity & Qualification Checks**

**To be completed by the Applicant**

|  |  |
| --- | --- |
| **Applied for School** |  |
| **Applied for Post** |  |

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| **Full Name** |  |
| **Date of Birth** |  |
| **National Insurance Number** |  |
| **Current Address** |  |
| **Previous Addresses in Last 5 Years – Continue on separate sheet if required** |  |
| **Previous Surnames & Dates** |  |
| **DfES Number** |  |

**For Office/Admin Use Only**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Signature Check complete** |  | **Signature Check complete** |
| **Photographic ID Check**  |  | **Right to Work in UK** |  |
| **Address Check –****(2 items)** |  | **PGCE (Teachers Only)\*** |  |
| **Birth Certificate** |  | **Qualified Teacher Status (QTS)\*** |  |
| **National Insurance No (from P45/P60)** |  | **Induction Certificate (Teachers Only)\*** |  |
| **DfES Number & GTC Registered** |  | **Skills Test Result\*** |  |
| **Marriage Certificate (if App)** |  | **Performance Mgt Certs (Threshold)\*** |  |
| **Legal Name Changes (if App)** |  | **Other Professional Qualifications\*** |  |
| **References Received x2** |  | **NPQH status if requ’d (Headteachers only)** |  |

**\* - Take Copies to be sent with Application & Appointment RequestMONITORING OF APPOINTMENTS FOR EQUAL OPPORTUNITIES**

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| The school aims to promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome applications from diverse candidates.**Why do I need to complete Equality & Diversity Questions?**The School has a legal duty to promote equality. This duty applies to everything the school does as an employer and a provider of services. In order to help us, please answer the following questions and complete the declaration at the bottom end of the page.**What happens to the Equality and Diversity information?**All data, in accordance with the Data Protection act will be confidentially retained and used only for the purpose of reporting and for the production of statistical reports. The Equality & Diversity data will only be recorded and maintained on the employee’s personal record used for the purpose of statistical reports in relation to equality and performance indicators including recruitment. |
| **Position applied for:** |  |
| **Closing Date:** |  |
|  |
| **Please repeat you Personal Details** |
| Title: | Full Name: | Marital Status: |
| **Age** |
| What is your date of birth? |  |
| **Race & Ethnicity** |
| What is your ethnic group? Please tick the relevant ethnic group. If you are I @Any other Background’ category please state what it is. |
| A. White | [ ]  English[ ]  Other British[ ]  Irish[ ]  Any Other White Background\* |
| B. Mixed | [ ]  White & Black-Caribbean [ ]  White & Black-African [ ]  White & Asian [ ]  Any Other Mixed Background\* |
| C. Asian or Asian-British | [ ]  Indian[ ]  Pakistani[ ]  Bangladeshi[ ]  Chinese[ ]  Any Other Asian Background\* |
| D. Black or Black-British | [ ]  Caribbean[ ]  African[ ]  Any Other Black Background\* |
| E. Other Ethnic Group | [ ]  Arab[ ]  Gypsy/Romany/Irish Traveller[ ]  Any Other Ethnic Group\* |
| F. Do not wish to declare | [ ]  Do not wish to declare |
| **Country of Birth** |
| What is your country of birth?[ ]  England[ ]  Wales[ ]  Scotland[ ]  Northern Ireland[ ]  Republic of Ireland[ ]  Other (please write in the current name of the country)[ ]  Do not wish to declare |
| **Religion or Belief** |
| What is your religion or Belief? \***If you have “Any Other Religion or Belief” then please state what it is.**[ ]  None[ ]  Christian (including Church of England, Catholic, Protestant & all other denominations)[ ]  Buddhist[ ]  Hindu[ ]  Jewish[ ]  Muslim[ ]  Sikh[ ]  Humanist[ ]  Atheist[ ]  Agnostic[ ]  Pagan[ ]  Any other religion or belief\*[ ]  Do not wish to declare |
| **Sexual Orientation** |
| What is your sexual orientation?[ ]  Heterosexual [ ]  Lesbian or Gay[ ]  Bisexual[ ]  Asexual[ ]  Do not wish to declare |
| **Disability** |
| Do you consider yourself to be a disabled person? [ ]  Yes [ ]  No[ ]  Do not wish to declare |
| If ‘Yes’ please provide details of any adjustments we might need to make in order to fulfil your needs at interview: |
|  |
| **Marriage/Civil Partnership** |
| Are you currently married?[ ]  Yes[ ]  NoOr in a civil partnership?[ ]  Yes[ ]  No[ ]  Do not wish to declare |
| **Gender** |
| What is your gender?[ ]  Male[ ]  Female[ ]  Do not wish to declare |
| **Gender Reassignment** |
| Is your gender identity the same as the gender you were assigned at birth?[ ]  Yes [ ]  No[ ]  Do not wish to declare |
| **Confirmation of Declaration** |
| *The details given by me are correct to my knowledge and belief.*Signature: Date: |