

HEADTEACHER APPLICATION FORM

Application for appointment of Headteacher at:

Bishop Wilson and Christ Church Federation

Thank you for your interest in this post.

Please complete all sections on this form. If any sections do not apply to you, please enter 'not applicable'. The information provided on the form will be considered by the short-listing panel who will decide whether you proceed to the next stage of the selection process. The equalities monitoring information will be detached from the application prior to short-listing to ensure the process is objective.

Please send your completed application form as a Word document to schoolgovernance@edsential.co.uk

Personal Details

Title	
First Name	
Surname	
Former name(s)	
Address	
Post Code	
Email Address	
Telephone number	
Mobile number	

Present or most recent employment

Post held	
School/Establishment	
Number on roll	
Gross salary	
Start date	

End date/period of notice	
Reason for leaving	
Description of key duties and responsibilities	

Previous teaching experience

(Please give details of all previous positions you have held since leaving school, starting with the most recent first)

Name of school and authority	Type of school including	Number on roll and age range	Post held & reason for leaving	From	Date to

Previous other employment

Name of employer	Post held	Reason for leaving	Date from	Date to

Please give details of any gaps in your employment history

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Qualifications

Name of educational establishment	Qualification taken	Grade	Date

Teacher reference number		Date:
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Training and Development

Please provide details of all training and development undertaken relevant to this position within the last three years. Please include details of any membership of professional relevant to this position.

Year	Course Taken	Course Title	Date	Outcome

Relevant skills and experience

Please use the space below to explain why you are applying for the position and how your experience, personal qualities and skills help to make you a suitable candidate. It is essential that you provide us with details that demonstrate how you meet the criteria on the person specification. (This should be no more than 1200 words)

Criminal Convictions

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2½ years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.

The job for which you are applying is one of those to which the provisions of the above Act in relation to spent convictions, do not apply. You must therefore disclose whether you have any previous convictions, whether or not they are spent.

Should you identify that you have a criminal conviction, this will be discussed in confidence at interview. However you should note that only convictions that are relevant to the job in question will be taken into account.

Do you have any criminal convictions whether spent or unspent? Yes ☐ No ☐
If yes please state:

If you do not disclose any conviction you have it could lead to your application being rejected, or, if you are appointed, may lead later to your dismissal. If between the completion of this application form and taking up a job within this School you are convicted of a criminal offence you must inform the School of this.

People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job. All applicants will be considered on merit and ability.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job.

Disclosure and Barring Service (DBS)

Successful applicants will be asked to apply for a Disclosure from the Disclosure and Barring Service (DBS).

A copy of the Disclosure and Barring Service Code of Practice is available on request.

Further information about the Disclosure process can be found at www.disclosure.gov.uk

Department for Education (DfE) Teaching Agency

Have you ever been referred to the DfE on misconduct grounds and/or are subject to a reprimand and/or a conditional resignation order?

☐ Yes ☐ No

If yes, please state:

Are you related to or have a close relationship with any existing employee of the School or Governors?

Yes/No

If yes, please provide details of their name, job title and your relationship with them.

I confirm that I am not included on the (ISA List 99) of people formally barred from working in schools, disqualified from working with children, or subject to sanctions imposed by a regulatory body. I certify that the information given by me on this Application Form is true to the best of my knowledge and I understand that if I am appointed and such information is subsequently found to be materially incorrect, the school will be entitled to terminate my employment without notice.

To comply with the Equality Act 2010, we have not requested information about your sickness absence record. You should be aware that regular attendance at work is an essential requirement of this role and therefore we will be seeking confirmation of your sickness absence record with your current or past employer should you be offered the position.

Signed:

Date:

References

Please give details of three referees, one of whom must be your present and/or last employer and the other from a previous employer. Your referees must have knowledge of your work and character. Both referees should ideally be senior people in your organisation. To comply with safer recruitment practices, references will be taken up on all shortlisted candidates, where you have confirmed that the referee can be approached at the stage.

Referee One – current or previous employer	
If you are invited for interview may we approach this referee without further reference to you?	Yes/No
Name Title	
Address	
Telephone number	
Email address	
Occupation	
Relationship to you	

Referee Two	
If you are invited for interview may we approach this referee without further reference to you?	Yes/No
Name Title	
Address	
Telephone number	
Email address	
Occupation	
Relationship to you	

Please give the name and address of a suitable person who will be asked about your religious commitment.

Referee Three	
If you are invited for interview may we approach this referee without further reference to you?	Yes/No
Name Title	
Address	
Telephone number	
Email address	
Occupation	
Relationship to you	

Data Protection

The information supplied on this form is being collected as part of the school's recruitment and selection procedures. If you are successful with your application the information will also be used for the determination and payment of salary and to produce a Statement of Particulars. When you complete this form you are giving your consent to the school to hold and use personal information for these purposes. The information you provide may also be disclosed to relevant statutory bodies. The application forms of successful candidates will be retained for six months, after which time they will be destroyed.

Confidential

Application Form

Part 2

Equal Opportunities Monitoring

The School recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

The information below will be used only for monitoring purposes and not in the selection process. Please tick correct boxes:

Sex: Male ☐ Female ☐ Prefer not to say ☐

Marital status: Married ☐ Not married ☐ Prefer not to say ☐

Date of birth: Age:

Ethnic Origin: How would you describe your ethnic origin?

White	English, Scottish, Welsh, Northern Irish	<input type="checkbox"/>
	Irish (Republic of)	<input type="checkbox"/>
	Any other White background (please state)	<input type="checkbox"/>
Mixed	White and Black Caribbean	<input type="checkbox"/>
	White and Black African	<input type="checkbox"/>
	White and Asian	<input type="checkbox"/>
	Any other Mixed background (please state)	<input type="checkbox"/>
Asian or Asian British	Indian	<input type="checkbox"/>
	Pakistani	<input type="checkbox"/>
	Bangladeshi	<input type="checkbox"/>
	Any other Asian background (please state)	<input type="checkbox"/>
Black or Black British	Caribbean	<input type="checkbox"/>
	African	<input type="checkbox"/>
	Any other Black background (please state)	<input type="checkbox"/>
Chinese or other Ethnic Group	Chinese	<input type="checkbox"/>
	Any other background (please state)	<input type="checkbox"/>

Disability

The Disability Discrimination Act of 1995 made it unlawful for employers to discriminate against their employees who are disabled, and places a duty on the employer to make reasonable adjustments to enable the employee to undertake the work. The definition in the Act is “People with disabilities are individuals who have, or have had, a physical or mental impairment which has a substantial and long term effect on his or her ability to carry out normal day to day activities”. If you do consider yourself to be disabled under the definition in the Act, please indicate this, even if you do not currently need any adjustments to undertake your job.



Do you consider yourself to have a disability? Yes ☐ No ☐

