Application for Headteacher Appointment



We are committed to equal opportunities in employment and service delivery, and are only interested in your ability to do the job.

**Please complete in clearly written or typed black ink, continuing on separate sheets where necessary.**

|  |  |
| --- | --- |
| Post applied for: Headteacher | Job reference:       |
| School:      Bluecoat C of E Primary School | Closing date: 12 noon 21st May 2024 |

1. PERSONAL DETAILS

|  |  |
| --- | --- |
| First name/s:       | Last name:       |
| Address:       | Previous Name(s):       |
|         | NI Number:       |
|        | Telephone (Daytime):            |
| Postcode:       | Telephone (Mobile):       |
| Date available for employment:       | Email address:       |
| Are you registered by the DfE as a Qualified Teacher? Yes / No | DfE Ref. No.:       |

2. EMPLOYMENT HISTORY - Present or most recent employment

|  |
| --- |
| Name of employer (School and LA area) detailing age range and number on roll:       |
| Job title:       | Salary spine point (please also detail any allowances):       |
| Dates from / to:  |
| Subject / areas and age range taught and any responsibilities:       |
| Key responsibilities:       |

Reason for seeking new position/leaving:

|  |
| --- |
|       |

NB. If you have more than one employment please provide the same information for each job, if necessary on a separate sheet.

3. PREVIOUS EMPLOYMENT

**Please start with the most recent** *including any unpaid or voluntary work. Continue on separate sheet if necessary.*

|  |  |  |  |
| --- | --- | --- | --- |
| Job title including, if applicable, subject and areas taught and any responsibilities | Employer/School and LA (if applicable) including age range taught and number on roll | DatesFrom - to(month & year) | Reason for leaving |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

Please account for any gaps in your employment history:

|  |
| --- |
|       |

4. EDUCATION, TRAINING AND DEVELOPMENT

**University/College/Secondary school** *including the NPQH and/or any current studies, with the most recent first.*

|  |  |  |  |
| --- | --- | --- | --- |
| Name of institution | DatesFrom – To(month & year) | Courses/subjects taken | Qualifications/grade |
|       |        |        |       |
|       |       |       |       |
|       |       |       |       |
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|       |       |       |       |

*NB. We reserve the right to contact employers or educational establishments to verify details given.*

**Details of any recent relevant professional development.** Please include dates.

|  |
| --- |
|        |

**Professional / Technical membership**

|  |  |
| --- | --- |
| Name of professional / technical body | Grade of membership |
|       |       |
|       |       |

5. SUPPORTING STATEMENT

Please read the job description and person specification and use this section to demonstrate your suitability for this post. Drawing on relevant experiences as evidence, you should focus on demonstrating how your skills, experience and knowledge match the requirements of the person specification or selection criteria for this post.

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|       |

***Please continue on a separate sheet if necessary.***

6. EMPLOYMENT CHECKS FOR THE SAFEGUARDING OF CHILDREN

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks, including references, and will be required to provide a Disclosure from the DBS.

**Rehabilitation of Offenders Act**

We will treat applicants who have a criminal record fairly and will not discriminate because of a conviction or other information revealed. Possession of a criminal record will not automatically prevent applicants from working with us.  As part of the recruitment process any information revealed regarding a criminal record will only be considered in light of its relevance to the post for which the candidate is applying.

As you are applying for a post which is eligible for a DBS Disclosure, you are required to declare information on any convictions, cautions, reprimands or final warnings, which would not be filtered in line with current guidance.

Therefore, if you have received a conviction or caution, which would not be filtered in line with current guidance, you must provide details below (including any convictions in a court of law outside of Great Britain) and any prosecutions that you have pending. If there are none please write ‘none’.

|  |
| --- |
|       |

**Other Sanctions**

Please provide details below if you are subject to sanctions imposed by a regulatory body, e.g. the National College of Teaching and Leadership (NCTL). If there are none please write ‘none’:

|  |
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|       |

7. ADDITIONAL INFORMATION

We are committed to interviewing people with a disability who meet the essential criteria of the person specification. The Equality Act defines a person as having 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”.

Do you have a disability? Yes [ ]  No [ ]

We will make reasonable adjustments to help a person with a disability through the application & selection process and, if successful, to assist you in carrying out the duties of your job.

Are you eligible to work in the UK? Yes [ ]  No [ ]

Do you require a work permit? Yes [ ]  No [ ]

Do you, your partner or family have any interests (financial, professional

or otherwise) that may conflict with your employment? Yes [ ]  No [ ]

(If yes, give details)

Are you related to any member of staff / governor at the school Yes [ ]  No [ ]

or elected Member or Senior Officer of Devon County Council?



|  |
| --- |
| If yes, give name and relationship:       |

**Note:** Soliciting support or information to give an unfair advantage may disqualify your application.

8. REFERENCES

Please give details of at least two referees, one of whom should be your current or most recent employer. **As this post is subject to a DBS Disclosure, references must cover a minimum of three years of employment regardless of any previous DCC service.** If there has been a gap in employment or where you do not have three years of employment then a personal reference covering this period from someone who can comment on your ability to do the job is acceptable.

Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the post.

For Headships in a Voluntary Aided Church school you should provide as one of your references either your parish priest or Minister of Religion.

**A Local Authority reference will be taken up for all serving Headteachers of a maintained school. Other references may be taken up before an interview or offer of employment, unless you request otherwise.**

|  |  |
| --- | --- |
| Name:       | Name:       |
| Address:        | Address:        |
| Tel no:       | Tel no:       |
| Email:       | Email:       |
| Occupation/Relationship:       | Occupation/Relationship:       |
| How long have they known you?       | How long have they known you?       |
| I agree to this reference being taken up before an interviewor offer of employment being made: Yes [ ]  No [ ]  | I agree to this reference being taken up before an interviewor offer of employment being made: Yes [ ]  No [ ]  |

We will seek references as detailed above and may approach other previous employers for information to verify particular experiences or qualifications. We may also ask previous employers for information about disciplinary offences relating to children or young people, including any in which the penalty is ‘time expired’ (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether the applicant has been the subject of any child protection concerns. Please provide any details below of any issues, such as those described above that may be raised by any potential references. If there are none please write ‘none’:

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|       |

I declare that the information given in this application is, to the best of my knowledge, complete and accurate and that it may be used for purposes registered by the school and/or Devon County Council under the Data Protection Act. I understand that if, after appointment, any information is found to be inaccurate, this may lead to dismissal without notice.

|  |  |
| --- | --- |
| Signature:        |  Date:       |

Where did you see the advertisement for this post?

**Data Protection Act and General Data Protection Regulations.** The personal data you provide in this job application will be used for recruitment purposes. If your application is successful the personal data will be stored on your employee file and used for payroll and personnel administration. It will only be shared with school/council officers with a legitimate need to view it, and with government departments and agencies where there is a legal obligation to do so. Personal data held about unsuccessful candidates will only be retained for twelve months.  Full details of how the school/council processes your personal data for job applications, including your rights under the General Data Protection Regulations is outlined in the Job Applications Privacy Notice enclosed with your application material

**YOUR COMPLETED APPLICATION SHOULD BE SENT TO THE ADDRESS/EMAIL ADDRESS AS SPECIFIED IN THE APPLICATION MATERIAL**.

|  |
| --- |
| **FOR SCHOOL / OFFICE USE ONLY** |
| Application received: |  / / 23 | Application acknowledged: |  / / 23 |
| Equal Opportunities questionnaire removed and recorded anonymously: / /23 |
| **Shortlisting** |
| Interview date: |  / / 23 |  |
| Shortlisted - Notified of interview date: |  / / 23 | Not shortlisted - Informed of decision: |  / / 23 |
| **Selection**  |
| Yes: offered employment: |  / / 23 | No: Informed of decision: |  / / 23 |
| **Employment checks** |
| Evidence of qualifications received: |  / / 23 | Evidence of eligibility to work in the UK received: |  / / 23 |
| References requested: |  / / 23 | References received: |  / / 23 |
| References satisfactory? | Y / N |  |  |
| Online DBS check: |  / / 23 | DBS check received: |  / / 23 |
| DBS check satisfactory? | Y / N |  |  |
| Medical check sent: |  / / 23 | Medical check received: |  / / 23 |
| Medical check satisfactory? | Y / N |  |  |
| **Appointment** |
| Start date: |  / / 23 | Statement of Particulars sent: |  / / 23 |

*Version date: 6/2018*

## Equality and Diversity Monitoring

**Please complete the form that follows on the next page.**

Freedom from discrimination and equality of opportunity are basic rights. Devon Hospitals’ Short Stay School is committed to challenging inequality and celebrating diversity.

The information you provide on the form overleaf is not part of our selection process and will be separated from your application form and only used for monitoring purposes to ensure that people are treated fairly and according to their needs. It will only be accessible to the administration team, who will record the data in anonymous format for monitoring purposes. The appointing officer(s) and/or the shortlisting panel will not have access to the information it contains.

**Guidance Notes on Disability**

Under the Equality Act 2010 you are considered to have a disability if you have *‘a physical or mental impairment which has a substantial and long-term adverse effect upon your ability to carry out normal day-to-day activities’.*

**Physical and mental impairments** include sensory impairments and Deaf Sign Language users. Mental illness is included if it has a substantial effect on normal day to day activity. Past conditions are included. Progressive conditions, such as cancer, multiple sclerosis, muscular dystrophy and HIV infection, are covered from the point of diagnosis. Severe disfigurements are included.

**Substantial adverse effect** is more than a minor or trivial effect. Substantial effects of a disability, which has ceased but is expected to recur at least once a year, for example rheumatoid arthritis or epilepsy, are included in the definition.

**Long term effect** is one which has lasted, or is likely to last, 12 months or more.

**Normal day to day activities** are those which are carried our by most people on a fairly regular and frequent basis.

## Full definitions of disability are available from <https://www.gov.uk/definition-of-disability-under-equality-act-2010>.

**Guaranteed Interview**

As a disability confident employer we guarantee to interview all
disabled applicants who meet the essential criteria of the person specification. Please indicate on the application form if you require adjustments for the interview.

##



**First Name(s):**…………………………………………………

**Surname:** …………………………………………………..

**1. GENDER:** Male [ ]  Female [ ]  Other/Non-Binary [ ]

**2. AGE:** 16-24 [ ]  25-29 [ ]  30-34 [ ]  35-39 [ ]  40-44 [ ]

45-49 [ ]  50-54 [ ]  55-59 [ ]  60-64 [ ]  65+ [ ]

**3. ETHNIC GROUP:**

To which of these groups do you consider that you belong? (tick appropriate box)

Asian / British Asian [ ]  Mixed Heritage [ ]

Black / Black British [ ]  White British [ ]

Chinese / British Chinese [ ]  White Other [ ]

Gypsy / Traveller / Roma [ ]  Other [ ]

**If you have answered ‘any other’ in any group please specify below**

………………………………………………………………………………………………………….

**4. DISABILITY**

Do you consider yourself to have a disability? Yes [ ]  No [ ]

(Please see guidance on the previous page)

**For internal use only**

Job Title: ……………………………………………………..

Vacancy Ref: …………………………………………………….

**Job Applicants Privacy Notice**

**Who is collecting and using your personal data?**

Devon Hospitals’ Short Stay School (“the School”) will act as a “data controller” for any personal data that you provide to us.  As such, we will ensure that the data given to us is processed in line with our organisation’s Data Protection Policies and in line with your rights under the Data Protection Act 2018 and the EU General Data Protection Regulations.

This notice applies to applicants jobs advertised by the school.

This notice does not form part of any employment contract or contract to provide services and may be updated from time to time. It is important that you read and retain this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information and what your rights are under the data protection legislation.

Should you wish to find out more about the school’s Data Protection Policies please contact our Data Protection Officer.

Please note that failure to provide your personal data might affect our ability to alert you of jobs you may be interested in applying for and of the continuation of any application for a job that you make with the school.

If you are successful in securing a conditional offer of employment with the school certain information, such as contact details, your right to work in the UK and payment details have to be provided to enable the school to enter into a contract of employment with you. If you do not provide this or other information, the school may not be able to continue with any offer of employment.

**What Information does the school collect?**

We will ask you for your personal details including your name and contact details.

To complete the application form(s) to apply for jobs with the school we will also ask you for:

* Your previous experience
* Your education
* Details of referees
* Answers to questions relevant to the role you are applying for.
* Whether you have a disability so that your application can be assessed under the ‘Disability Confident’ scheme and reasonable adjustments can be considered for the selection process should you be shortlisted.

You will also be asked to provide equal opportunities monitoring information. This is not mandatory information so if you don’t provide it, it will not affect your application. This information will not be made available to the selection panel, in a way which can identify you. Any information you do provide will be used only to produce and monitor diversity statistics.

We might ask you to participate in assessment days, complete tests or occupational personality profile questionnaires, and/or to attend an interview or a combination of these. Information will be generated by you and by us. For example, you might complete a written test or we might take interview notes.

You will be asked to prove your identity and eligibility to work in the UK.  You will also be asked to provide a criminal records declaration of unspent convictions.

If a conditional offer of employment is made you will be asked for information so that pre-employment checks can be carried out. You must successfully complete pre-employment checks to progress to a final offer and start employment with the school. We are required to confirm the identity of our staff, their right to work in the UK and their suitability for the post they have been offered.  As the role involves working with children and/or vulnerable people we will also need to comply with safeguarding regulations.

You will therefore be required to provide:

* Proof of your Eligibility to Work in the UK.  You will be asked to provide the original document(s) so that it can be verified and copied to place on your personnel file.
* Proof of your qualifications and professional registrations (where applicable to the role).  You will be asked to provide the original document(s) so that it can be verified and copied to place on you personnel file.
* Where applicable we will contact you to complete an application for a Basic Criminal Record check via the Disclosure and Barring Service to arrange a secure government email account.  You will be asked to provide appropriate ID to confirm your identify.  You will be asked to provide the original document(s) so that it can be verified and copied to place on your personnel file.
* Where the role involves dealing with children or vulnerable adults we will contact you to complete an application for an Enhanced or Standard Criminal Record check via the Disclosure and Barring Service.  You will be asked to provide appropriate ID to confirm your identify.
* Disqualification from Caring for Children Regulations 2002 – you will be asked to provide the information required to conform with these regulations if the post you have been offered is in fostering, adoption or the Atkinson Unit.  This is so that a check can be made to assess whether you are disqualified under these regulations.
* If you will be an essential car user you will be asked to provide your driving licence so it can be verified, copied and placed on your personnel file.  You will also be asked for your vehicle details.
* We will contact your referees, using the details you provide in your application, directly to obtain references.  We may request details of additional referees should those provided not cover the last three years, generate a minimum of two references or cover your employment history.
* If your current employer is an organisation covered by the Redundancy Payments (Continuity of Employment in Local Government, etc.) (Modification) Order 1999 we will ask for details of your continuous local government service from your previous employer.
* We will ask you to complete a questionnaire about your health. This is to establish your fitness to work and provide us with advice on arranging reasonable adjustments if applicable. This is done through a third party data processor.
* Bank details – to process salary payments.
* Your P45 or P46 details – to ensure your tax code is correct
* Student Loan information (where applicable) – to ensure this is processed correctly.
* Emergency contact details – so we know who to contact in case you have an emergency at work.
* Any other information to assist us in carrying out pre-employment checks to ensure your suitability for the post.

**Why does the School process personal data?**

The school needs to process data when you apply for jobs with us for the purpose of progressing your application effectively to fill job vacancies, to undertake pre-employment checks, to enter into an employment contract with you and to meet our obligations under that contract of employment and to fulfil its legal and regulatory obligations. The school also has a legitimate interest in processing personal data before, during and after the end of any employment relationship.

**Who we will share your personal data with?**

It may be necessary for us to share your personal data with other organisations / partners.

The school may share your data with third parties in order to:

* obtain pre-employment references from other employers, verify continuity of local government service, obtain employment background checks from third party providers and obtain necessary criminal records checks from the Disclosure and Barring Service
* process data on its behalf in connection with the provision of occupational health services and employee benefits
* comply with its legal obligations (such as HMRC)
* organisations such as Babcock LDP working in partnership with the school, and who for the purpose of administering some senior leader posts to the school, act as the third party data processor

All our third-party service providers and other partners are required to take appropriate security measures to protect your personal information in line with our policies and only for the purposes agreed with them.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

The school will not transfer your data outside of the European Economic Area (EEA) without appropriate organisational and technical security measures.

**How long will we hold your personal data?**

The school will retain your personal data for only as long as is necessary, and in line with our record retention arrangements which is available on request.

**Automated decisions**

No automated decisions are made using the personal data you provide under the matters covered by this privacy notice, other than those made in relation to Employee Benefits, administered by external providers.

**Exercising your rights**

Under the Data Protection Act 2018 and the EU General Data Protection Regulations you have the following rights;

* The right of access to your own personal data
* The right to request rectification or deletion of your personal data
* The right to object to the processing of your personal data
* The right to request a copy of the information you provide us in machine readable format
* The right to withdraw your consent to any processing that is solely reliant upon your consent

Should you wish to exercise any of your rights, you should contact the school’s Data Protection

**Your right to complain**

If you wish to complain about the way that your personal data has been handled by the school, you should write to the Data Protection Officer at the school and clearly outline your case.  Your complaint will then be investigated in accordance with the school’s complaints procedure.  If you remain dissatisfied with the way your personal data has been handled, you may refer the matter to the Information Commissioner’s Office whose contact details are below.

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Email: casework@ico.org.uk