**CONFIDENTIAL APPLICATION NUMBER**

**Application Form for Head Teacher Appointments**

Sandwell Metropolitan Borough Council

**Please note that CV’s cannot be accepted**

Please complete **All Sections** of this form as appropriate, and for ease of photocopying, complete in **Type** or **Black Ink**.

Please note sections 1, 2 & 3 of this application form will be removed prior to shortlisting.

Post Applied For

School / Unit

**SECTION 1. PERSONAL DETAILS**

|  |  |
| --- | --- |
| Title:  | Last name:  |
| First name(s):  | Former name(s): |
| Home address:  Post Code:  | Term address: (if different)Post Code: |
| Day/Work Telephone:  | Mobile Telephone:  |
| E-mail address:  | Home Telephone:  |
| GTC Registration Date:  | DfE number:  |
| Date of birth:  | NI number:  |

**For Official Use Only**

Shortlisting Codes A B C D E F G H I J K L

**SECTION 2. EQUAL OPPORTUNITIES**

As part of our equal opportunities policy we request that you complete the following information. This information is used for monitoring purposes only. All information will be treated as confidential and will not be used when short-listing or deciding whether an applicant is successful in obtaining employment. The information you provide will help us to ensure that our recruitment procedures are fair by allowing us to identify and eliminate potential areas of discrimination.

Ethnicity

Prefer not to say

Asian or Asian British - Bangladeshi

Asian or Asian British - Indian Asian or Asian British - Pakistani Black or Black British - Caribbean Mixed Ethnic - White & Asian

Mixed Ethnic - White & Black Caribbean

Other Ethnic Group - Arab

White - Irish

White - Welsh/English/Scottish/N.Ireland

Other Ethnic Group/comments

Any other ethnic group (not listed) Asian or Asian British - Chinese Asian or Asian British - Other Black or Black British - African Black or Black British - Other

Mixed Ethnic - White & Black African

Mixed Ethnic Group - Other White - Gypsy or Irish Traveller White - Other

Religion/Belief

Buddhist Hindu Muslim Other Sikh

Christian

Jewish

None

Prefer not to say

Disability

The Equality Act (2010) defines a disabled person as someone with a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.

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

Special requirements:

Disability Category

Hearing Impairment Learning Disability Neurological condition

Physical co-ordination difficulties Reduced physical capacity Speech impairment

Prefer not to say

Visual impairment (not corrected by spectacles or contact lenses)

Learning difficulties Mental Health Condition Mobility impairment Other

Physical impairment Sensory impairment None

Long-standing illness or health condition

Gender: Male Female Prefer not to say

|  |  |  |
| --- | --- | --- |
| Age Range: | 16 - 17 | 18 - 24 |
|  | 25 – 29  | 30 - 39 |
|  | 40 – 49  | 50 - 59 |
|  | 60 - 64 | 65+ |

|  |  |  |
| --- | --- | --- |
| Sexual Orientation: | Bisexual | Gay man |
|  | Hetrosexual/straight  | Prefer not to say |
|  | Lesbian/Gay woman |  |

Do you have a legal right to live and work in the UK?

How did you learn about the vacancy, please state. WM Jobs/TES

YES NO

**SECTION 3. CERTIFICATION**

I certify that, to the best of my knowledge and belief, the information I have provided is true. I understand that any false information or failure to disclose any criminal convictions will result, in the event of employment, in a disciplinary investigation, and may result in dismissal.

Signed: Date:

If I am appointed, I give my permission for my name and contact details to be provided to the recognised Trade Unions in Sandwell (please tick as applicable)

If I am appointed, I give my permission for my service and salary details to be accessed by other local authorities (please tick as applicable)

YES NO

YES NO

**N.B. Canvassing for this appointment will disqualify.**

**APPLICATION NUMBER**

**SECTION 4. EDUCATIONAL DETAILS**

Please provide information below relating to post 16 education. Please ensure you provide details of

National Professional Qualifications for Headship (NPQH).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School/College/University(name & address) | Subjects | Level (i.e. A-levelDegree etc) | Grade | Date Gained |
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**SECTION 5. DETAILS OF FURTHER EDUCATION**

Please list any training/professional development you have received in the last three years, which has helped you to prepare for/undertake the role of Head Teacher.

|  |  |  |
| --- | --- | --- |
| Title of Course/Nature of | Duration of | Brief Outline of Course/Development |
| Development Opportunity | Training/Development | Opportunity |

Please complete the following, starting with your current employment and include all employment, including non-teaching. Any employment with Teacher Supply Agencies must show the Agency as the employer’s name and not the school where the work was carried out. Please also include any breaks in employment history together with the reason for the break.

**SECTION 6. EXPERIENCE**



|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | Employers Name& Address | SchoolType | Position Held andGrade of Post | F/tP/t | Prop. ofHours | Reasons for Leaving/break in employment |
| FromMth/Yr | ToMth/Yr |
|  |  |  |  |  |  |  |  |
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**SECTION 7. OTHER INFORMATION IN SUPPORT OF YOUR APPLICATION**

Please continue on blank pages at the end of the application form if necessary

1. Please state why you wish to be considered for the post of Head Teacher at this school.

2. Please provide details of your particular experiences, skills and qualities that would make you the best candidate for this post.

 **SECTION 8.CONVICTIONS/ONLINE SEARCHES**

**Self-declaration of suitability to work in posts requiring a Disclosure and Barring Service Check**

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.

Should you be shortlisted for interview you will be asked to declare on a separate form whether you have any convictions or cautions that are not “protected” in line with this legislation. Further information on the filtering of these cautions and convictions can be found in the DBS filtering guide.

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**Online Checks**

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In line with the Statutory Guidance Keeping Children Safe in Education, an online check will be undertaken for all shortlisted candidates prior to the interview.

Someone who is not on the interview panel will undertake this search and only share information obtained with the panel should this have potential implications around your suitability to work with children.

The panel may ask you specific questions about any information obtained via this online search if appropriate at interview

All information given/obtained will be treated as strictly confidential and will be stored securely.

**SECTION 9. REFERENCES**

Please provide the names, addresses and occupations of two referees who are willing to support your application, (one of whom must be your present or most recent employer). It is our policy to request references for any candidates who are shortlisted for appointment, prior to interviews being held. A LA reference will be requested from your present employer.

Name

Address

Postcode

Telephone No.

Fax No.

E-mail Address

Occupation

& Position:

In what capacity are you known to the referee?

Name

Address

Postcode

Telephone No.

Fax No.

E-mail Address

Occupation

& Position:

In what capacity are you known to the referee?

**SECTION 10. DATA PROTECTION ACT**

The information collected in the form will be used in compliance with the provisions of the Data Protection Act 1998. The information is being collected by the Recruitment Team for the purpose of administering the employment and training of employees of the Learning and Culture Service. The information may be disclosed, as appropriate, within the Learning and Culture Service, to School Governors, to Occupational Health, to the General Teaching Council, to the Teachers Pensions Agency, to the Department for Education, pension providers and relevant statutory bodies. You may also note that because we have a duty to protect public funds we handle, we might need to use the information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations, which handle public funds.