**CONFIDENTIAL**

**HEADTEACHER APPLICATION FORM**

**ASHFORD CE PRIMARY SCHOOL**

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| **Please return your completed form to:** [**clerk@ashford-primary.surrey.sch.uk**](mailto:clerk@ashford-primary.surrey.sch.uk)  The deadline for receipt of completed application forms is: **12 noon** 24 January 2021 |

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| **SECTION 1: PERSONAL INFORMATION** | | | | | |
| **Surname or family name** | |  | | | |
| **Previous surnames (if applicable)** | |  | | | |
| **Forenames** | |  | | | |
| **Title** | |  | | | |
| **If you have previously been known by another name, please specify** | |  | | | |
| **Current address** | |  | | | |
| **Home telephone number** | |  | | | |
| **Mobile telephone number** | |  | | | |
| **Email address** | |  | | | |
| **National Insurance number** | |  | | | |
| **DfE reference number** | |  | | | |
| **Date of birth\*** | |  | | | |
| **Do you have qualified teacher status (QTS)?** | | **Yes**  **Date awarded:** | **No** | | |
| **Are you registered with the DfE as a qualified teacher?** | | **Yes** | **No** | | |
| **Are you eligible to work in the UK?** | | **Yes** | **No** | | |
| **Do you need a work permit?** | | **Yes** | **No** | | |
| **Nationality** | |  | | | |
| **Are you related to, or do you have a close personal relationship with, an existing member of staff or member of the board of governors or officer of the LDBS?** | | | | **Yes** | **No** |
| **If YES, please provide below his/her name and role, and state your relationship** | | | | | |
| **SECTION 2: CURRENT EMPLOYMENT** | | | | | |
| **Name, address and telephone number of your current employer** |  | | | | |
| **Job title** |  | | | | |
| **Type of employer (e.g. school, local authority, academy trust, charity)** |  | | | | |
| **Name of local authority (if applicable)** |  | | | | |
| **Date appointed to current post** |  | | | | |
| **Current salary (including additional allowances if applicable)** |  | | | | |

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| **SECTION 3: PREVIOUS EMPLOYMENT** Please tell us about the jobs you have held and provide an explanation for any gaps in employment in the section below. Please start with the most recent first. | | | | | | |
| **From  mm/yy** | **To  mm/yy** | **Full /  part time / voluntary** | **Name, address and contact number of employer** | **Type and size of school / college  (if applicable)** | **Position held and salary** | **Reason for leaving employment** |
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| **PERIODS WHEN NOT WORKING** Please give details below of any voluntary work you have not detailed elsewhere in your employment history, or reasons for other periods of time when you have not been employed since leaving secondary education. | | | | | | | | | | |
| **Date from mm/yy** | **Date to mm/yy** | | | **Reason** | | | | | | |
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| **SECTION 4: QUALIFICATIONS** You will be required to provide evidence of any academic qualifications stated where they are relevant to your appointment. | | | | | | | | | | |
| **UNIVERSITY DEGREE (Including PGCE / Teaching Qualification)** | | | | | | | | | | |
| **Establishment** | **Full-time or part-time** | | | **Qualifications (indicate class and division)** | | | **Dates attended from (mm/yy)** | | **Dates attended to (mm/yy)** | **Courses / subjects taken and examination results or award** |
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| **IN-SERVICE TRAINING / CPD (Please include both long and short courses over the last 3 years)** | | | | | | | | | | |
| **Title** | | **Organising body** | | | | **Number of days** | | | **From (mm/yy)** | **To (mm/yy)** |
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| **SECONDARY SCHOOL QUALIFICATIONS** Please list all your A Level or equivalent qualifications and grades achieved. For GCSE or equivalent qualifications please provide the grades for English and Maths and the total number of grades A\* - C**.** | | | | | | | | | | |
| **Establishment** | | | **A Level / GCSE / Equivalent (please state)** | | | **Grade** | | **Dates attended from (mm/yy)** | | **Dates attended to (mm/yy)** |
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| Total Number of GCSE or equivalent Grades A\* - C | | | | |  | | | | | |

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| **SECTION 5: MEMBERSHIP OF PROFESSIONAL BODIES** Please give details of any relevant professional bodies to which you belong. | | |
| **Name of professional body** | **Membership status** | **Date membership commenced** |
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| **SECTION 6: WORKING IN A CHURCH OF ENGLAND SCHOOL OR ACADEMY** We welcome as teachers, and other members of staff, people of all faiths and beliefs. However, we do expect all staff to support the values, ethos and philosophy of a Christian school, in the tradition of the Church of England, and to make a positive contribution to the development of that Christian ethos.  We expect our school leaders to demonstrate a clear commitment to the Christian ethos. |
| If you are a practising member of a Christian Church, please give details:  Denomination:  Place of Worship:  Address:  Diocese (if applicable): |
| If possible please give the name of a parish priest or minister from whom a reference may be sought:  Name:  Address:  Email address:  Telephone number: |

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| **SECTION 7: SUPPORTING STATEMENT** You are invited to provide further information in support of your application. Please make full use of this section and continue on additional sheets if necessary. Please refer to the person specification for the post and also include:   * The reasons why you are applying for this post; * The personal qualities and experience that you feel are relevant to your suitability for the post; * Key responsibilities and achievements in your present or most recent job which are relevant to this application; * Details of any relevant interests or activities. |
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| **SECTION 8: REFERENCES** Please give details of two referees, the first of which must be your current or most recent employer. If any of your references relate to your employment at a school or college your referee must be the Headteacher or Principal. If you are a serving (or ex) Headteacher or Principal, your referee should be the Chair of the relevant governing body (or alternatively this can be the CEO of a multi-academy trust). If you are currently working with children, your present employer will be asked about any disciplinary offences relating to children (whether current or time expired), whether you have been the subject of any substantiated child protection concerns and, if so, the outcome of these investigations. If you are not currently working with children but have done so previously, these issues will be raised with your former employer.  Please do not name relatives or people acting solely in their capacity as friends as your referees. It is our policy to obtain references prior to interview. If you have concerns regarding this, please contact us.  Other previous employers may also be approached for information, prior to interview, to verify details on your application form, such as particular experience or qualifications. | | | | |
| **Referee 1** |  |  | **Referee 2** |  |
| Name |  |  | Name |  |
| Job title |  |  | Job title |  |
| Address |  |  | Address |  |
| Email address |  |  | Email address |  |
| Telephone number |  |  | Telephone number |  |
| Mobile number |  |  | Mobile number |  |
| In what capacity do you know the referee? |  |  | In what capacity do you know the referee? |  |

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| **REASONABLE ADJUSTMENTS TO THE SHORTLISTING PROCESS** We welcome applications from disabled people. Please indicate in the box below if there is anything that we need to do, or take into consideration, to ensure that the shortlisting process is fair in relation to a disability. |
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| Candidates who are invited for interview will be asked in the invitation letter if they require any adjustments to be made to the interview or other selection activities. |

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| **SECTION 9: DBS DECLARATION** LDBS Schools are committed to safeguarding and promoting the welfare of children. Assessment and testing of applicants’ suitability to work with children is an integral part of the selection process. Any discrepancies or anomalies in information provided will be taken up at interview. Current or previous employers will be contacted as part of the verification process. | | |
| The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not ‘protected’ (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013). The amendments to the Exceptions Order 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 using the following link: <https://www.gov.uk/government/publications/dbs-filtering-guidance>  Please ensure that you answer the following questions honestly as false statements or withholding relevant information will result in one of the following actions being taken:   * your application will be taken no further * an offer of employment will be withdrawn * disciplinary action leading to dismissal will be taken (if employment has commenced)   You are required to say whether you have any 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). | | |
| **Do you have anything to declare in relation to the above?** | **Yes** | **No** |
| **Have you ever been disqualified from working with children and / or included on the Children’s Barred List (formerly list 99) or subject to sanctions imposed by a regulatory body e.g. DBS, TRA/GTC/NCTL?** | **Yes** | **No** |
| **It is a criminal offence for barred individuals to seek, or to undertake, work with children.** If yes to either of the above, please give details on a separate sheet and attach it to this form in a sealed envelope marked ‘Confidential Disclosure’. | | |
| I understand that if my application is successful I will be required to obtain an enhanced DBS Certificate. | | |

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| **A NOTE ON CHILDCARE DISQUALIFICATION REQUIREMENTS** |
| In addition to undertaking checks to ensure that members of staff are suitable to work with children, schools are also specifically required to establish that members of staff are not disqualified from working with children who have not yet reached the age of 8 in order to comply with the Childcare Act 2006 and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018. All staff responsible for the provision or management of such childcare (including teaching) are therefore required to declare that they are not disqualified from undertaking such work upon appointment.  A disqualified person is not permitted to provide or manage care for children under age 8 unless they apply for, and are granted, a waiver from Ofsted. In summary, a person may be disqualified from working in a school setting through:   * Inclusion on the Children’s Barred List; * Being cautioned for, or convicted of, certain violent and sexual criminal offences against children and adults; * Grounds relating to the care of children (including where an order is made in respect of a child under the person’s care); * Having registration refused or cancelled in relation to childcare or children’s homes or being disqualified from private fostering.   Disqualification also applies to equivalent offences committed overseas. The Regulations do not automatically apply to all posts in a school or to settings where there is no provision for children under 8. You will therefore be informed if the Regulations are relevant to the post you are applying for.  Should you need to, you can find out more about disqualification in the Department for Education’s guidance:  <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006> |

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| **Data Protection – Applicant Privacy Notice**  The School is a Data Controller and as such has a duty to explain to you what information is collected and why, and who, if anyone, it is shared with under the General Data Protection Regulation 2016. This information is briefly laid out below and is also available in our Staffing Privacy Notices, along with details of our Data Protection Officer.  We collect all the information laid out in this form, in the form of references from current and/or previous employers, and if shortlisted from the selection process. The information given to us, and collected by us will form part of the contract of employment for successful candidates. We process this information in order to:   * administer the application, shortlisting and selection process * assess your suitability to work with children and young people * inform the development of recruitment and retention policies * defend legal claims * fraud detection and prevention * monitor protected characteristics in order to promote equality at work   No decisions are based on automated decision making.  We process this information about you because the processing is necessary for us to enter into an employment (or other work-related) contract with you. We also need to process this information to ensure that we are complying with our legal obligations under the Employment Act and with the DfE statutory guidance document, Keeping Children Safe in Education, as well as other school specific legislation.  We have a legitimate interest in processing data from job applicants in order to administer the recruitment process, to monitor compliance with our policies, to defend any legal claims and to ensure that the most suitable applicant is appointed to the role, based on an assessment of their likely performance amongst other factors.  We process special category data, such as information about your ethnic origin or health, as part of our equal opportunities monitoring process and in order to meet legal obligations. This information is collected with the express consent of job applicants. Consent may be withdrawn by an applicant at any time.  We may offer to contact unsuccessful applicants within a period of six months following the application if another suitable vacancy arises. Information is only used in this way with the express consent of applicants, which may be withdrawn at any time.  If we wish to process your personal data for a new purpose we will inform you of any additional processing.  Information from your application form and from the shortlisting and selection process will be stored in a paper-based file, in electronic records within our HR system and also in other IT systems, including email.  A copy of your application form and all other personal data collected during the recruitment and selection process will be held as follows:  For successful applicants this will be transferred to a personnel file where it will be held securely. You will be given a workforce privacy notice upon appointment which will explain how we will hold and process your data as an employee.  For unsuccessful applicants, securely for a period of six months.  Your information will be shared with school staff with a recruitment responsibility. This will include members of our HR and administrative staff, those responsible for shortlisting and interviewing and managers within the relevant area of work or department. Equality monitoring information is separated from the application form upon receipt and is not shared with those responsible for shortlisting and interviewing.  We do not share information about job applicants with anyone without consent unless the law and our policies allow us to do so. |

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| We will not share your data with third parties unless and until an offer of employment is made to you. At that stage, your data will be shared to fulfil legal requirements, obtain or provide necessary information or because the third party processes data on our behalf. These third parties include:   * The Disclosure and Barring Service in order to undertake a criminal record check * Suppliers and consultants that provide us with a service, such as occupational health, HR or legal services * Relevant professional bodies in order to verify your qualifications (such as the Teaching Regulation Agency for teaching posts).   When we appoint third parties to process data on our behalf, the third party is also required to process the data lawfully and fairly and in a manner that ensures appropriate security of the data, using appropriate technical or organisational measures to protect against unauthorised or unlawful processing and accidental loss.  We do not transfer your data to countries outside the European Economic Area.  Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact our data protection officer.  You also have the right to:   * restrict processing of your data in certain circumstances; * prevent processing for the purpose of direct marketing; * object to decisions being taken by automated means; * object to the processing of your data where we are relying on our legitimate interests as the lawful basis for processing; * in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and * claim compensation for damages caused by a breach of data protection legislation.   If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner’s Office at <https://ico.org.uk/concerns/>  If you would like to discuss anything above, please contact the School Office. |

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| **SECTION 10: APPLICATION DECLARATION** | |
| The information given on this form will form part of the contract of employment for successful candidates. Under the terms of the Data Protection Act 1998 the information you give us will only be used for the purpose of personnel management. We may contact other relevant organisations to check factual information you have given on this application form. The information will be stored manually and electronically and disposed of after 12 months if your application is unsuccessful.  The school is under a duty to protect the public funds it administers, and to this end, **should the school employ you**, it may use the information you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for this purpose.  I declare that the information given on this form is correct to the best of my knowledge and belief, and I understand that any false statements on this form are an offence and could result in my application being rejected or summary dismissal and, where relevant, possible referral to the teachers’ misconduct team or police if appropriate. I agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of personnel management. | |
| **Date:** | **Signed:** |
| If applying online you will be asked to sign your application at interview. | |

\*The Governing Body complies with the Equality Act 2010 and does not discriminate against job applicants on the grounds of age. Date of birth and other key dates are requested of applicants for identification purposes and to verify that a full education and employment history has been provided, in accordance with statutory guidance from the DfE (“Keeping Children Safe in Education”).

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| **SECTION 11: MONITORING SHEET** | | | | |
| **CONFIDENTIAL INFORMATION** | | | | |
| We aim to select all staff on merit, irrespective of race, sex, disability, age or other protected characteristics. In order to monitor the effectiveness of our equality policy and recruitment procedures, we ask that all applicants complete this form and return it with their application. In accordance with the Data Protection Act 1998, the information provided will only be used for the purposes of equality monitoring and to inform improvements to our policies. **The form will be separated from your application upon receipt and will not be shared with the selection panel. For the successful candidate, the form will be retained securely as part of the confidential staff record.** Thank you. | | | | |
| 1. Gender:  2. Age:  3. Cultural/ethnic origin: | | | | |
| 4. Ethnicity form:  Choose one section from A-E and then tick the appropriate box to indicate your cultural background. | | | | |
| **A** White  British  English  Scottish  Welsh  Irish  Any other White background: \_\_\_\_\_\_\_\_  **B** Mixed  White and Black Caribbean  White and Black African  White and Asian  Any other Mixed background: \_\_\_\_\_\_\_\_ | | **C** Asian, Asian British, Asian English, Asian Scottish, or  Asian Welsh  Indian  Pakistani  Bangladeshi  Any other Asian background: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  **D** Black, Black British, Black English, Black Scottish,  or Black Welsh  Caribbean  African  Any other Black background: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  **E** Chinese, Chinese British, Chinese English, Chinese  Scottish, Chinese Welsh, or other ethnic group  Chinese  Any other background: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| 5. Do you consider yourself to have a disability? | | | **Yes** | **No** |
| Post applied for: Headteacher | Where did you see this post advertised: | | | |