**Internal use only**

**Ref . No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Received \_\_\_\_\_\_\_\_\_\_\_**

**Employment Application Form: Headship**

*The Governing Body is committed to safeguarding and promoting the welfare of children*

*and young people and expects all staff and volunteers to share this commitment.*

Please ensure that you complete all sections of Part 1 and Part 2 of the application. Please note that providing false information will result in your application being rejected, or withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink or type. CVs are not accepted.

|  |  |
| --- | --- |
| **Vacancy Job Title** |  |

**Part 1. INFORMATION FOR SHORTLISTING AND INTERVIEWING**

**Initials Surname or Family name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2. LETTER OF APPLICATION Please enclose a letter of application. *Please refer to the applicant information pack which may include instructions on completion of the letter of application***

**3. CURRENT / MOST RECENT EMPLOYMENT: IF TEACHING**

|  |  |
| --- | --- |
| **Name, address and telephone number of current school** |  |
| **1 Type of school** |  |
| **2 Type of school** |  |
| **Job title** *Please enclose a copy of your current job description* |  |
| **Subjects/age groups taught** |  |
| **Date appointed to this post** |  |
| **Salary** |  |
| **Date available to begin new job** |  |

**4. CURRENT / MOST RECENT EMPLOYMENT: IF NON-TEACHING**

|  |  |
| --- | --- |
| **Name and address of employer** |  |
| **Job title** *Please enclose a copy of your current job description* |  |
| **Date appointed to this post** |  |
| **Salary** |  |
| **Date available to begin new job** |  |

**5. FULL CHRONOLOGICAL HISTORY** Please provide a full history in chronological order since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job Title** | **Name and address of school,** | **Number** | **F/T**  **or P/T** | **Dates** | | | | | **Reason** |
| **or Position** | **other employer, or description of activity** | **on roll and type of school, if** | **From** | | **To** | | | **for**  **leaving** |
|  |  | **applicable** | **DD/MM/YYYY** | | | **DD/MM/YYYY** | |  |
|  |  |  |  |  |  | |  |  |  |
| **5.1** |  |  |  |  | | |  | |  |
|  |  |  |  |  |  | |  |  |  |
| **5.2** |  |  |  |  | | |  | |  |
|  |  |  |  |  |  | |  |  |  |
| **5.3** |  |  |  |  | | |  | |  |
|  |  |  |  |  |  | |  |  |  |
| **5.4** |  |  |  |  | | |  | |  |
|  |  |  |  |  |  | |  |  |  |
| **5.5** |  |  |  |  | | |  | |  |
|  |  |  |  |  |  | |  |  |  |
| **5.6** |  |  |  |  | | |  | |  |
|  |  |  |  |  |  | |  |  |  |
| **5.7** |  |  |  |  | | |  | |  |
|  |  |  |  |  |  | |  |  |  |
| **5.8** |  |  |  |  | | |  | |  |

**Please enclose a continuation sheet if necessary**

**6. SECONDARY EDUCATION & QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| **Examinations Passed** | **Date(s)** | **Subjects and Grades** |
|  |  |  |
| Other (please specify) |  |  |

**7. HIGHER EDUCATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Names and Addresses of University or College and/or University Education Department** | **Dates**  **From To** | **Full or Part-time** | **Courses/subjects taken and Passed** | **Date of Examination and**  **Qualifications Obtained** | **Age Groups for which Trained** |
|  |  |  |  |  |  |

**8. PROFESSIONAL TRAINING ATTENDED AND/ OR DELIVERED Please list relevant courses attended/delivered in the past 3 years.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject and Organising Body** | **Trainer or trainee?** | **Date(s)** | **Duration** |
|  |  |  |  |

**9. NATIONAL PROFESSIONAL QUALIFICATION FOR HEADSHIP (Please give details.** From 8th February 2012 the NPQH became optional for appointment as a headteacher in a maintained school.  Nevertheless prospective employers are entitled to prefer candidates with NPQH.

|  |
| --- |
|  |

**10. OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS**

|  |
| --- |
|  |

**11. REFEREES**

Give here details of two people to whom reference may be made. The first referee should normally be your present Headteacher, or Director of Children’s Services in the case of serving Headteachers in LA Schools, Chair of Governors in other cases. If you are not currently working with children please provide a referee from your most recent employment involving children. Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is “time expired” and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends.

**First referee**

|  |  |
| --- | --- |
| **Title and Name** |  |
| **Address and post code** |  |
|  |  |
|  |  |
| **Telephone number** |  |
| **Email address** |  |
| **Job Title** |  |
| **Relationship to applicant** |  |

**Second** **referee**

|  |  |
| --- | --- |
| **Title and Name** |  |
| **Address and post code** |  |
|  |  |
|  |  |
| **Telephone number** |  |
| **Email address** |  |
| **Job Title** |  |
| **Relationship to applicant** |  |

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**Part 2 Internal Ref . No.\_\_\_\_\_\_\_**

**This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes. If you are called to interview you may be asked about the answers you have given to questions 15 to 19 and question 14 if relevant to the job.**

**12. PERSONAL INFORMATION**

|  |  |
| --- | --- |
| 1. **Surname or family name** |  |
| 1. **All previous surnames** |  |
| 1. **All forenames** |  |
| 1. **Title** |  |
| 1. **Current Address** |  |
|  |
|  |
|  |
| 1. **Postcode** |  |
| 1. **Resident at this address since** |  |
| 1. **Home telephone number** |  |
| 1. **Mobile telephone number** |  |
| 1. **Date of birth** |  |
| 1. **Email address** |  |
| 1. **DfE reference number** |  |
| 1. **National Insurance Number** |  |
| 1. **Do you have a current full driving licence?** |  |
| 1. **Did you qualify as a teacher after May 1999?** |  |
| 1. **Have you ever been subject to a child protection investigation by your employer or any other organisation?** |  |
| 1. **Do you require sponsorship (previously a work permit)?** |  |
| **18. Are you related to or have a close personal relationship with any pupil, employee, or governor?** |  |
| **19. Are there any special arrangements which we can make for you if you are called for an interview and/or work based assessment?** |  |

**13. COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BIND‑OVERS**

If you are shortlisted you will be required to complete a “Disclosure of Criminal Record” form and bring the completed form to interview. If the job involves contact with children up to age 8 you will also be required to make a Disqualification Declaration. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Under the Criminal Justice & Courts Services Act 2000.

**13. PROHIBITION FROM TEACHING**

In accordance with the requirements of The School Staffing (England) (Amendment) Regulations 2013, any future appointment is subject to a check with the Department for Education to ensure that you are not subject to a prohibition order or an interim prohibition order.

**14. DATA PROTECTION ACT 1998**

The information collected on this form will be used in compliance with the Data Protection Act 1998.  **By supplying information, you are giving your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998.** The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. You should also note that checks may be made to verify the information provided and may also be used to prevent and/or detect fraud. This form **will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.  When the recruitment process is completed, the form will be stored for a maximum of six months then destroyed.  If you are employed as a result of this recruitment process then this application form will be retained as part of your personnel record.**

**15. NOTES**

(a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a ‘regulated position’. The position you are applying for is a “regulated position”.

(b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.

(c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.

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**16. DECLARATION**

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 13 above, and in particular that checks may be carried out to verify the contents of my application form

**Signature of Applicant Date**

**Print Name**

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**PART 3 EQUALITY AND DIVERSITY MONITORING**

This section will be separated from part 1 and part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act.

**Ethnic Group**

*Workforce*

*Census Code* *Please tick*

|  |  |  |  |
| --- | --- | --- | --- |
| White | WBRI | British English Welsh Northern Irish Scottish |  |
| WIRI | Irish |  |
| OOTH | Irish Traveller |  |
| OOTH | Gypsy |  |
| WOTH | Other White background |  |
| Mixed | MWBC | White and Black Caribbean |  |
| MWBA | White and Black African |  |
| MWAS | White and Asian |  |
| MOTH | Other Mixed background |  |
| Asian  or Asian British | AIND | Indian |  |
| APKN | Pakistani |  |
| ABAN | Bangladeshi |  |
| CHNE | Chinese |  |
| AOTH | Other Asian background |  |
| Black  or Black British | BCRB | Caribbean |  |
| BAFR | African |  |
| BOTH | Other Black background |  |
| Other ethnic group | OOTH | Arab |  |
|  | *Write in:* |  |
| Prefer not to say | REFU |  |  |

**Religion Disability** *Please tick* Do you consider that you have a disability? *Please tick*

|  |  |
| --- | --- |
| No religion |  |
| Christian (including Church of England, Catholic, Protestant and all other Christian denominations) |  |
| Buddhist |  |
| Hindu |  |
| Jewish |  |
| Muslim |  |
| Sikh |  |
| Any other religion  *write in* |  |
|  |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| Yes *Please complete the grid below* |  |
| No |  |
| Prefer not to say |  |
|  |  |
| My disability is: *Please tick* | |
| Physical Impairment |  |
| Sensory Impairment |  |
| Mental Health Condition |  |
| Learning Disability/ Difficulty |  |
| Long standing illness |  |
| Other |  |
| Prefer not to say |  |

**Sexual Orientation** *Please tick*

|  |  |
| --- | --- |
| Bi-sexual |  |
| Gay |  |
| Lesbian |  |
| Heterosexual |  |
| Other |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| Single |  |
| Living together |  |
| Married |  |
| Civil Partnership |  |
| Prefer not to say |  |

**Gender** *Please tick* **Personal relationship** *Please tick*

|  |  |
| --- | --- |
| Female |  |
| Male |  |
| Transgender |  |
| Prefer not to say |  |