

**Part 1: NOT TO BE USED AT SHORTLISTING**

**LIVERPOOL DIOCESAN BOARD OF EDUCATION**

**Serving Church of England Schools**

**Application Form for a Post in a Church of England School**

**(In which the** **Governing Body is the employer)**

**For photocopying purposes this form should be completed in black ink.  Do not attach any additional documents other than the information requested in Section 4 and a supporting letter.  Any relevant documents or publications may be referred to in your letter.**

**PART ONE**

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| **1   VACANCY INFORMATION** |
| Application for Appointment to the post of **Headteacher**    at   **Ince Church of England Primary School**  This form to be returned to: **Michelle Foster, Clerk to the Selection Panel at** [**michelle.foster@wigan.gov.uk**](mailto:michelle.foster@wigan.gov.uk)by the closing date as advertised.    Post No:  Advertisement Ref No (if available):    I am applying for a:   **Permanent Post** |

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| **Please complete this section in block capitals**  **2   PERSONAL DETAILS** | | | |
| Surname : | | | Title: |
| First Name(s): | | | Known as: |
| Have you ever been known by any other name?                      Yes     No | | | |
| If yes please give details | | | |
| DFE Ref No:  (Teacher Applications only) | | | National Insurance No: |
| Home Address    Post code: | | | |
| Tel. Home: | Tel. Business: | Tel. Mobile: | |
| E-mail address:                                                                                                          (please note you will be invited for interview by email) | | | |
| Work permit required:  Yes   No | | | |
| Work permit expiry date: | | | |
| Are you applying for this job as a job sharer? : Yes  No | | | |

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| 3 **DISCLOSURE OF CRIMINAL CONVICTIONS AND POLICE CLEARANCE** | | |
| A criminal record will not necessarily exclude you from employment .The information provided will be treated as strictly confidential and will only be considered in relation to the job for which you are applying. You are required to disclose any ‘unspent’ criminal convictions in line with the Rehabilitation of Offenders Act 1974.    However, if you are applying for work which involves substantial opportunity for access to children or vulnerable adults, you are required to give details of all criminal convictions, even if they are regarded as ‘spent’. Should you identify that you have a criminal conviction, this will be discussed in confidence at interview.    Do you have any criminal convictions, cautions, reprimands or final warnings or any pending prosecutions?  (You do not need to include cautions, reprimands or warnings which are over 5 years old if you are not applying  for a post with substantial access to children or vulnerable adults)    **Yes     No**  If “YES”, give details below:- | | |
| Details of offence & Sentence | Date | Court or police force who dealt with the offence |
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| Posts that may have substantial opportunity for access to children or vulnerable adults are exempt from the Rehabilitation of Offenders Act and will require a DBS check.    If appointed, do you give your consent to the information supplied in above being verified by the police?  Failure to consent may prevent your application from being considered further.    **Yes     No**      Disclosure Barring Service  Successful applicants will be asked to apply for an Enhanced check with the Disclosure and Barring Service.    Further information about Disclosures can be found at www.disclosures.gov.uk    I acknowledge that it is my responsibility as the candidate, if invited for interview, to disclose any information to the panel which may affect working with children/vulnerable adults. Failure to do so may disqualify me from appointment or result in dismissal.    Online Background Check  All applicants will be subject to an online background check by an independent nominated person.  This is in accordance with Keeping Children Safe in Education 2023. | | |
| “I certify that the details on this application form are true as far as I know. I understand that if I give false information or withhold relevant information it could result, if engaged, in termination of employment.”        **Signed:**  **Date:** | | |

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| **4. THE ASYLUM AND IMMIGRATION ACT 1996 (SECTION 8)** |
| Please refer to the enclosed guidance notes before answering these questions.    Do you have or are you entitled to obtain a National Insurance Number?      **Yes     No**    If you have answered "NO" to the above question, do you have the right to work in the UK and can you provide the relevant requested information to prove that this is the case?  (Please see guidance notes for details of relevant information).                     **Yes      No**  <https://www.gov.uk/check-job-applicant-right-to-work> |
| **5. DECLARATION OF RELATIONSHIP** |
| Are you or your spouse related by marriage, blood or as a cohabitee to any elected member or senior officer of the council?    **Yes     No**    If you are related please give their name and state the nature of the relationship. Failure to disclose such a relationship may lead to disqualification from the recruitment process or dismissal without notice.    **Name:**                                                           **Relationship**:      If you canvass any Member, Committee or employee of the school, council or diocese about your application, you will be disqualified. This does not stop a Member or employee giving a written reference about you. |
| **6. CERTIFICATION / DECLARATION** |
| I certify that, to the best of my knowledge, all statements contained in this form are correct and I understand that should I conceal any material fact, I will, if engaged, be liable to termination of my contract of employment.      **Signed:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                    Date:**      Providing false information is an offence and could result in:-  · the application being rejected;  · Summary Dismissal if the applicant has been selected.    All offers of employment are subject to suitable references, qualifications check, satisfactory medical clearance, satisfactory DBS checks if relevant to post and Asylum & Immigration checks.    If you require further information, please contact the school on the telephone number provided in attached documentation.    We must protect the public funds we handle so may 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.    We will record and hold the information given for personnel, employment, education and training purposes in accordance with the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.    **We should like to take this opportunity to thank you for your interest in the advertised post. If you have not been contacted concerning your application within 4 weeks of the closing date, please assume you have not been shortlisted for interview.** |

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| **7. EQUAL OPPORTUNITIES AND MONITORING** |
| Ince CE Primary School  is an equal opportunities employer. As such we welcome applications from people of all backgrounds, irrespective of race, sex, disability, age, sexual orientation, religion or belief.  We need to carry out diversity monitoring in order to make sure our recruitment processes are fair for all and in order to meet our statutory obligations. Please help us to do this by completing this section of the form.  The information given in this section will be used for statistical purposes only and will not form part of the shortlisting or interview process. |
| 1. Post applied for |
| 2. Directorate / Unit |
| 3. How would you describe your ethnic origin? (please tick)    (A) White    British   Irish   Any other White background    (B) Mixed    White & Black Caribbean   White & Black African   White & Asian   Any other mixed background    (C) Asian or Asian British    Indian   Pakistani   Bangladeshi   Any other Asian background    (D) Black or Black British    Caribbean   African   Any other black background    (E) Chinese or other ethnic group    Chinese   Other |
| 4. Are you: Male   Female |
| 5. Do you have a disability in accordance with the definition under the Disability Discrimination Act?  The definition in the Act is ‘People who have, or have had a physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”    Yes  No |
| 6. Are you currently employed?   Yes   No |
| 7. Date of birth dd/mm/yyyy : |
| 8. What is your religion?    Christian  Muslim  Hindu  Jewish  Sikh  Buddhist  Other   None   Prefer not to say |
| **8. RECRUITMENT MONITORING** |
| Please indicate where you first saw or heard about the advertisement for this vacancy.  INTERNET    VACANCY     BULLETIN    LOCAL   PRESS  NATIONAL PRESS  JOBCENTRE PLUS    OTHER Please state where |

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| **9. VACANCY DETAILS** | |
| Application for the post of | |
| Directorate / Unit: | Advert Ref No.: |
| Interview Date: | |
| Interview Availability: | |
| NOTE TO APPLICANT : In meeting our commitment to equal opportunities the decision to shortlist you for interview will only be based on the information you enter onto the following pages of your application. | |
| **10. DISABILITY AND REASONABLE ADJUSTMENTS** | |
| By answering the following questions, you will assist the Council to comply with its obligations arising from the Disability Discrimination Act 1995(as amended by DDA 2005). You are not compulsorily required to give this information. However, if you advise us that you do have a disability and you meet the essential criteria of the person specification, the Council will guarantee you an interview.      DISABILITY DEFINITION (DDA 1995 as amended by AS AMENDED BY DDA 2005)  "a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities"      DO YOU HAVE A DISABILITY IN ACCORDANCE WITH THE ABOVE DEFINITION?   Yes   No  (regardless of whether or not it has an impact on your ability to do the job for which you are applying)      If you do have a disability or health condition, and require particular adjustments or arrangements to facilitate your participation in the selection process, please give details below. | |
| **11. INTERVIEW ATTENDANCE & START DATE** | |
| Please indicate any periods when you may not be available for interview. We cannot guarantee to accommodate alternative dates.        If appointed I would be able to start from:    **Note resignation periods for teachers**  Teachers would be expected to give two months’ notice, and in the summer term three months’ notice, in order to leave your post at the end of the term.  Our term dates are published on the school website and, if appointed, you would normally be expected to start at the beginning of the term.    Therefore, if you wish to leave your job, you would be expected to give notice by the following dates:    to leave at 31 December, give notice by no later than 31 October;  to leave at 30 April, give notice by no later than 28 February; and  to leave at 31 August, give notice by no later than 31 May. | |

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| **12.         PRESENT POSITION** | |
| Present Post: | Starting date of present post |
| Permanent or Temporary: | Reason for leaving if already left: |
| School/College (name and type) | |
| Single Sex or Mixed:    Number on Roll (Total):  .  Salary Scale: | Number 16+  (If applicable)      Salary: £ |
| LA or other Employer (with address):                                                                                                                                        Post code:    Telephone number:                                                  Email:    LA  Area Office Address (where applicable)      .....................................................................................                                                                                                                                        Post Code:    Telephone number:                                                   Email: | |
| **13. DRIVING LICENCE DETAILS** | |
| Do you hold a full current licence?   Yes   No    If yes, what type of licence: - Private / Light Goods  HGV   CLASS    Other | |
| **14. PROFESSIONAL BODIES**  (Please give details of any professional body of which you are a Member. Indicate those obtained by examination) | |
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| **15      EDUCATION AND QUALIFICATIONS** | | | | | | | | | | | | | |
| **A.     Secondary Education** | | | | | | | | | | | | | |
| From | To | Post 16 Qualifications obtained  (Please indicate Level, Awarding Body, Subjects, Grades Awarded) | | | | | | | | | | | |
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| **B.     Further, Higher and Professional Education** | | | | | | | | | | | | | |
| Name of Institution | | | | | From | To | | Qualifications obtained  (Please indicate Level, Class, Subject(s), Grades) | | | | Date of Award | |
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| **Please note that you will be required to produce evidence of qualifications attained.** | | | | | | | | | | | | | |
| **16     FURTHER PROFESSIONAL DEVELOPMENT**  **(please use additional sheets in the same format if necessary)** | | | | | | | | | | | | | |
| **A.    As a Participant** | | | | | | | | | | | | | |
| **Date of course** | **Number and length of sessions** | | | **Details of course** | | | | | | **By whom presented** | | | |
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| **B.     As a Contributor –** give brief details | | | | | | | | | | | | | |
| **Date of course** | **Number and length of sessions** | | | **Details of course** | | | | | | **To whom presented** | | | |
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| **17.    EMPLOYMENT – OUTSIDE TEACHING/ SCHOOLS OR NOT INCLUDED IN OCCUPATIONAL HISTORY**  **(please use additional sheets in the same format if necessary)** | | | | | | | | | | | | | |
| **Employer** | | | **Nature of Employment** | | | | **From** | | | | **To** | | |
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| **18. FULL OCCUPATIONAL HISTORY** | | | | | | | | | | | | | |
| Please give details of ALL full and part-time work as well as particulars of ALL paid or unpaid employment experience e.g. commercial experience, raising a family, youth work, voluntary work or periods when you were not employed.  Please complete the columns by entering the most recent first. PLEASE DO NOT LEAVE ANY GAPS IN THIS HISTORY. (Continue on a separate sheet if necessary) | | | | | | | | | | | | | |
| Employer &  School/College/  Organisation | Post held | Full or part-time | Teacher posts only | | | | Areas of Responsibility | Dates | | | | | |
|  |  |  | Type | Mixed or single sex | No. on roll | Age range taught |  |  | | | | | |
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| Continue on another sheet in the same format if necessary | | | | | | | | | | | | | |

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| **19 REFEREES**  **Please give the names of three people able to comment on your suitability for this post.** | |
| Please give details of three people who are not related to you, from whom references about your suitability for this post can be obtained. If presently employed one must be your current employer. If unemployed one must be your most recent employer. In the absence of previous employment experience a reference from your headteacher / tutor or related to relevant voluntary work is acceptable.  If you are not currently working with children and/or vulnerable adults, but have done so in the past, please supply details of an additional employer by whom you were most recently employed to work with children/vulnerable adults. (This is only relevant if the job you are applying for involves working with children/vulnerable adults). | |
| **Faith Referee - one required if this is an essential criteria, optional where this is either not included in the criteria or a desirable criteria (check person specification)**  Your faith referee should have pastoral responsibility for the Church at which you regularly worship. If you do not use your parish priest/minister an explanation should be given either on this form or in your letter of application. | |
| Name:                 Position:                 Telephone number:                 E-mail : | Address            Post code: |
| **Professional Referees – two required for all posts**  **NB**     **For Deputy Headteacher appointments -** one referee should be your current line manager/employer etc.  **Other teaching & support staff posts -** one referee should be your current line manager/employer/college etc. | |
| Name:                 Position:                 Telephone number:                 E-mail : | Address            Post code: |
| Name:                 Position:                 Telephone number:                 E-mail : | Address            Post code: |

**Note:** Applicants/Candidates are reminded that they may need to contact their referees if their marital status or surname has changed.

**Canvassing directly or indirectly will disqualify candidates.**

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| **20     DECLARATION** |
| **I declare that the information given on this form is to the best of my knowledge correct and complete.**      Signature ............................................................................................Date: …...................... |

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| **19 LETTER OF APPLICATION / SUPPORTING STATEMENT** |
| You are asked to submit a statement describing how your previous experience and achievements have helped prepare you for this post in a Church school.  You should give examples from previous paid, unpaid or voluntary experience and your commitment to developing the Christian character of the school. Those applying for teacher posts should give a clear view of your educational philosophy and its implementation in practice.  You should address areas raised in the job/person specification.  . Please include any other information you feel would be helpful.  Your statement should be concise with organized views, no longer than 3 sides of A4 paper and minimum font size Arial 11**.**  **A Curriculum Vitae must not be submitted in place of any information required on this form.** |
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