

**Headteacher Job Application Form**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This school is committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic or national origin, nationality, sexuality, gender identity, marital status, responsibility for dependants, religion, trade union activity and age.

**It is an offence for an individual to apply for a role if they are barred from engaging in regulated activity relevant to children.**

**An online search will be carried out as part of due diligence on all short-listed candidates.**

**Successful applicants will be required to undertake an Enhanced DBS check.**

**Please complete all sections on the form. If any section does not apply to you, enter not applicable (n/a).**

This form is also available in large print, Braille or on audio tape on request.

––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––

1. VACANCY DETAILS

Position Applied For:           

School/Establishment:

Please enter phase/s you wish to teach

Nursery: ☐ Reception: ☐ KS1: ☐ KS2: ☐ KS3: ☐ KS4: ☐ Special: ☐

Main Subject (where appropriate):

Subsidiary Subject:

Other Subject Interests, e.g. Sport, Music, Drama, Community Language. (Please give details below.)

––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––

1. PERSONAL DETAILS

First Name(s):       Last Name:       Any Previous Name/s:

Title e.g. (Mr,Mrs,Miss,Ms):       Daytime Tel:

Evening Tel:       Mobile Tel No:       Email Address:

Address:       Postcode:

Correspondence Address if different from above :       Postcode:

Telephone:

Do you have the right to work in the UK? Yes: ☐ No: ☐

Please note: [Original identification documents verifying your right to work in the UK](https://www.gov.uk/government/publications/right-to-work-checklist) will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment, the copy of your identification documents will be retained on file under regulations governed by the Immigration, Asylum and Nationality Act.

We are unable to employ anyone who does not have the right to work in the UK legally. Please explain the basis upon which you believe you will be able to live and work in the UK legally on the commencement date of your role

Teacher Reference Number:

National Insurance Number, if you have one:

Do you have QTS, including skills test if qualified post 2004? Yes: ☐ No: ☐

Are you related to or do you have a close relationship with a

Robin Hood MAT Trustee/Director; RHMAT School Governor;

or an employee of the school to which you are applying? Yes: ☐ No: ☐

If yes, please provide details:

Name:       Relationship:

Position:       Department:

Do you wish to job share the position you are applying for? Yes: ☐ No: ☐

––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––

1. RETIREMENT/DISMISSAL

Are you in receipt of a Teachers’ Pension? Yes: ☐ No: ☐

If yes, state date effective from and the type of pension you are receiving? i.e. Actuarially Reduced Benefits,   
Age, Phased, Premature or Ill Health retirement:

Have you ever been dismissed from a school for misconduct? Yes: ☐ No: ☐

If yes, date:

Name of school and LA:

Please attach full details of the reason for the dismissal in a sealed envelope marked ‘Private and Confidential’ and   
return with you application.

(Please be assured that providing this information will not necessarily bar you from employment)

––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––

1. STATUTORY INDUCTION

Did you gain QTS after May 1999? If yes, where was the induction served?:

Between what dates did you serve your induction?:

Did you pass the induction?…..…………………………………………….……….. Yes: ☐ No: ☐

Do you have any period left to serve on your induction?….………….……….. Yes: ☐ No: ☐

If yes, how much longer have you got to serve?:

If not complete, please attach copies of your induction reports for the period served.

1. EDUCATION/QUALIFICATIONS IN FURTHER/HIGHER EDUCATION (MOST RECENT FIRST)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| From | | To | | Cert, Diploma, Degree, Higher Degree, etc. | Awarding body | Class/Div obtained | Date gained/expected |
| Mth | Yr | Mth | Yr |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––

1. EDUCATION/QUALIFICATIONS IN SECONDARY (MOST RECENT FIRST)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From | | To | | Name of school / college | Subjects | Type of exam | Awarding body | Grade | Date gained |
| Mth | Yr | Mth | Yr |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | |  | |  |
|  |  |  |  |  |  | |  | |  |
|  |  |  |  |  |  | |  | |  |

––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––

1. EXPERIENCE – PREVIOUS CAREER AND OTHER (MOST RECENT FIRST)

Please complete the following, in full chronological order, starting with your current employment and include all employment including non-teaching. For safeguarding purposes, it is essential that all gaps in your employment history are fully accounted for. Any employment with Teacher Supply Agencies must show the Agency as the employer 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. This information may form part of your salary assessment, so please complete the following accurately and include all experience since the age of 18, including any part time or voluntary work. Failure to provide the correct and accurate information may result in an incorrect salary assessment. If you have passed threshold you will need to supply a copy of your letter of confirmation with this form.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| From | | To | | Employer | Job Title | Reason for change |
| Mth | Yr | Mth | Yr |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. IN SERVICE TRAINING/PROFESSIONAL DEVELOPMENT (MOST RECENT FIRST)

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Organising body | Course title | Length of course |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

NPQH Award..………………….……….. Yes: ☐ No: ☐ Date of Award:

––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––

1. ARRANGEMENTS FOR INTERVIEW

If you have disability, are there any arrangements which we can make for you if you are called for an interview   
and or/work based exercise? Yes: ☐ No: ☐

If Yes, please specify, (e.g. ground floor venue, sign language, interpreter, audioloop, etc):

––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––

1. WRITTEN REFERENCES

Please give the name of two referees, one of whom should be your current or most recent employer. If this employment has been within a school, this would normally be your head teacher, unless in exceptional circumstances. If you are not currently working with children, but have previously done so, one referee must be the most recent employer who employed you to work with children.

Head teacher applicants from maintained schools should provide the name of a senior officer designated to respond on behalf of the maintaining authority of their current or most recent school. Head teacher applicants from academies or other independent schools should provide the name of an appropriate person responding on behalf of the Academy Trust or other employer. The second referee would normally be the Chair of Governors at that school.

Written references will not be accepted from relatives or people writing solely in the capacity of friends.

Name:

Address:       Postcode:

Telephone Number:

Email:

Fax Number:

Relationship to You:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:

Address:       Postcode:

Telephone Number:

Email:

Fax Number:

Relationship to You:

––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––

1. Supporting Information (must be completed by all applicants)

In no more than 800 words please answer the following question: What makes great teaching and learning?

Please ensure that you cover:

* Your philosophy
* Theory linked to this
* Your experience of implementing an approach and the impact you’ve had.

1. Supporting Information continued…
2. DATA PROTECTION ACT 2018 – Consent and Certification of Details

The information collected on this form and other information which constitutes your personnel record will be used in compliance with the Data Protection Act 2018. The information is being collected for the purpose of administering the employment and training of employees.

The information may be disclosed, as appropriate, within the City Council, to governors of schools, to Occupational Health and to other relevant public and statutory bodies. You should also note that because we have a duty to protect the 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.

I consent to my employer recording and processing the information detailed in this application form. I understand that this information may be used by my employer in pursuance of its business purposes and my consent is conditional upon my employer complying with their obligations under the Data Protection Act 2018.

Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job.

Disclosure

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.

Do you have any convictions or cautions (excluding youth cautions, reprimands or warnings) that are not ‘protected’ as defined by the Ministry of Justice?

If you do have any convictions or cautions; you must check the filtering rules to determine if you should declare them or if they are now ‘protected’ and no longer require disclosure.

Failure to disclose any previous convictions or cautions that are not protected could result in dismissal should it be subsequently discovered.

Having a criminal conviction will not necessarily bar you from employment.

If you are short-listed for this position you will be required to disclose this information on a self-declaration form.

––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––

1. CONFIRMATION OF DETAILS

I hereby certify that all the information given on this form is correct and that all questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. I understand that should the information given in this application be incorrect it may result in my application being rejected, or if selected for the position, summary dismissal, and possible referral to the police.

Signature:

Date:

Print Name:

If you are making your application in Braille or on audio tape you must declare that you have read and understood this section and that the information you have given is true and correct at the time of completion. You may also be required to sign a declaration to this effect at a later date.

.

––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––

1. RETURN ADDRESS

Please return to: pa@robinhoodmat.co.uk or by post to Robin Hood MAT, 77 Pitmaston Road, Birmingham B28 9PP

––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––

RECRUITMENT MONITORING

Name:

Job title:

Job ref no if applicable:

GENDER

I am: ☐ Female ☐ Male      ☐ Prefer not to say

To help us monitor our Equal Opportunities in Employment Policy please tick or complete the following boxes as appropriate:

ETHNIC ORIGIN

Choose one section from (A) to (E) then tick the appropriate box to indicate your cultural background. These are based on the 2011 Census with additional categories included.

A White

☐ British ☐ Irish ☐ Gypsy or Irish Traveller ☐ Albanian

Any other White background, please indicate:

B Mixed

☐ White/Black – Caribbean ☐ White/Asian ☐ White/Black – African ☐ Black/Asian

Any other mixed background please indicate:

**C Asian or Asian British**

☐ Indian ☐ Kashmiri ☐ Pakistani ☐ Bangladeshi ☐ Chinese

Any other Asian background, please indicate:

**D Black or Black British**

☐ Caribbean ☐ African

Any other Black background, please indicate:

**E Other ethnic group**

☐ Arab ☐ Kurdish ☐ Vietnamese

Any other please indicate:

**OR**

☐ Prefer not to say

**DISABILITY**

The Equality Act 2010 defines a person as having a disability if he/she has 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 have a disability as defined above? Yes: ☐ No: ☐ ☐ Prefer not to say

If all of the above does not apply to you, however, you consider yourself to have a disability, please tick here. ☐

**RELIGION**

☐ Christian – (including Catholic, C of E, Protestant and all other Christian denominations)

☐ Buddhist ☐ Hindu ☐ Jewish ☐ Muslim ☐ Sikh   
☐ No religion ☐ Other - please specify:       ☐ Prefer not to say

**JOB ADVERTISEMENT**

How did you first find out about this job? Please specify the source or publication.

☐ Jobs4U jobs bulletin ☐ Birmingham City Council Website ☐ Jobsgopublic

☐ WMJobs.co.uk ☐ TES on-line ☐ TES printed publication

☐ Guardian ☐ Website, other (please specify) ☐ Professional Journal (please specify)☐ Birmingham Evening Mail ☐ Other Newspaper (please specify) ☐ Teaching Vacancy Bulletin

☐ Word of Mouth ☐ Careers/open day (please specify) ☐ Jobcentre Plus

☐ Search Consultant ☐ Other (please specify):

☐ Prefer not to say