

Application for Employment – Headteacher

**Please complete in clearly written or typed black ink, continuing separate sheets where necessary.**

**This application form must be completed, but additional information and continuation sheets may be attached. Please make sure you read the accompanying information before you complete this form.**

|  |  |
| --- | --- |
| School: |  |
| Job Reference: |  |

1. PERSONAL DETAILS

|  |  |
| --- | --- |
| Title – Mr/Mrs/Ms/Dr/Other/Prefer not to say | |
| First name/s: | Last name: |
| Address: | Previous Name(s): |
|  | NI Number: |
|  | Telephone (Daytime): |
|  | Telephone (Mobile): |
| Postcode: | Email address: |
| Are you registered by the DfE as a Qualified Teacher?  Yes / No | DfE Ref. No.: |

2. EMPLOYMENT- current/last teaching post

|  |  |
| --- | --- |
| Name of current or last school: | Local Authority/Academy Trust: |
| Job Title: | Dates of employment: |
| Age Range Taught (if applicable): | Number on Roll: |
| Duties & Responsibilities: | Current Salary:  (Please identify pay scale- Unqualified/Main/Upper/ Leadership/Leading Practitioner)  Current Allowances:  (Please identify all applicable- TLR/SEN/Recruitment/ Retention/ Unqualified)  Does this pay spine include London Allowance? Yes/No  Inner/Outer/Fringe (please identify which allowance you receive) |

Reason for seeking new position/leaving:

|  |
| --- |
|  |

NB. If you have more than one employment please provide the same information for each job, if necessary, on the continuation sheet.

3. FULL EMPLOYMENT HISTORY

**Please start with the most recent** *including any unpaid or voluntary work.* *Please include all positions including those outside of teaching. Continue on a separate sheet if necessary.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Job title including, if applicable, subject and areas taught and any responsibilities | Employer/School and LA (if applicable) including age range and number on roll | Dates  From - to  (month & year) | Reason for leaving | Salary /Scale |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Please account for any gaps in your employment history including periods not in education or training:

|  |
| --- |
|  |

4. EDUCATION, TRAINING AND DEVELOPMENT

**Higher Education & Teaching/ Leadership Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of institution  (Address if outside the UK) | Dates  From – To  (month & year) | Courses/subjects taken | Qualifications/grade |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Secondary school/college/university/apprenticeship** *including current studies, with the most recent first.*

|  |  |  |  |
| --- | --- | --- | --- |
| Name of institution  (Address if outside the UK) | Dates  From – To  (month & year) | Courses/subjects taken | Qualifications/grade |
|  |  |  |  |
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*NB. We reserve the right to contact employers or educational establishments to verify details given.*

**Details of any recent relevant professional development.** Please include dates.

|  |
| --- |
|  |

**Professional / Technical membership**

|  |  |
| --- | --- |
| Name of professional / technical body | Grade of membership |
|  |  |
|  |  |

5. SUPPORTING STATEMENT

Please read the job description and person specification. Using examples, **show how your knowledge, skills and experience meet each of the essential requirements of the person specification and as many desirable requirements as possible.** Please draw on your relevant experiences, including paid employment, voluntary work, family experiences and leisure activities as evidence.

|  |
| --- |
|  |

***Please continue a separate sheet if necessary.***

6. EMPLOYMENT CHECKS FOR THE SAFEGUARDING OF CHILDREN

**Offers of Appointment are subject to satisfactory references, medical clearance and an enhanced Disclosure and Barring Service (DBS) Check.**

The work for which you are applying involves substantial opportunity for access to children. It is therefore exempt from the Rehabilitation of Offenders Act 1974. If you are shortlisted for this post, you will be asked to fill in a Self-Declaration Form to declare any pending prosecutions or convictions you may have, even if they would otherwise be regarded as ‘spent’ under this Act and any cautions or bind overs. The Self Declaration Form will also ask you to confirm you are not on the Children’s Barred List Register, have not been disqualified from working with children and not subject to any sanctions imposed by the Teacher Regulation Authority (TRA). If your application is successful, you will be sent a link to the DBS Application Form on which you must make any declarations.

Bracknell Forest Council (BFC) and our schools reserve the right to carry out online searches should you be shortlisted for interview.

**I confirm that I have read and understood the information contained in this section and consent to provide the information requested if I am shortlisted for this post**

7. ADDITIONAL INFORMATION

We are committed to interviewing people with a disability who meet the essential criteria of the person specification. The Equality Act defines a person as having a disability if he or she has,” a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities”.

Do you have a disability? Yes  No



We will make reasonable adjustments to help a person with a disability through the application & selection process and, if successful, to assist you in carrying out the duties of your job.



Have you taken ill health retirement from teaching? Yes  No

Please provide dates if applicable:



Do you, your partner or family have any interests (financial, professional

or otherwise) that may conflict with your employment? Yes  No

(If yes, give details)



Are you related to any member of staff / governor at the school Yes  No

Or elected Member of Bracknell Forest Council?



|  |
| --- |
| If yes, give name and relationship: |

**Note:** Soliciting support or information to give an unfair advantage may disqualify your application.

8. REFERENCES

Please give details of two referees, one of whom should be your most recent employer. If you are currently working or have worked with children on either a paid or voluntary basis, the employer will be asked about disciplinary offences relating to children, including any for 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. If you are in, or have just completed full-time education, one referee should be from your school, college, or university. Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the post. If a post requires additional references this will be detailed in the application pack.

References may be taken up before an interview or offer of employment unless you request otherwise.

|  |  |
| --- | --- |
| Name: | Name: |
| Address: | Address: |
| Tel no: | Tel no: |
| Email: | Email: |
| Occupation/Relationship: | Occupation/Relationship: |
| How long have they known you? | How long have they known you? |

I agree to this reference being taken up before an interview or offer of employment being made: Yes/ No

Please provide a Local Authority Reference/Academy Trust also:

|  |  |
| --- | --- |
| Name: | Position: |
| Local Authority/Academy Trust: | Email Address: |

I agree to this reference being taken up before an interview or offer of employment being made: Yes/ No

We will seek references as detailed above and may approach other previous employers for information to verify experiences or qualifications.

9. DECLARATION

I declare that the information given in this application is, to the best of my knowledge, complete and accurate and that it may be used for purposes registered by the school and/or Bracknell Forest Council under the Data Protection Act. I understand that if, after appointment, any information is found to be inaccurate, this may lead to dismissal without notice and possible referral to the DBS/ police. I am also aware that canvassing of Members of the Council directly or indirectly is strictly prohibited and will disqualify me from the post.

|  |  |
| --- | --- |
| Signature: | Date: |

**Data Protection Act and General Data Protection Regulations.** The personal data you provide in this job application will be used for recruitment purposes. If your application is successful, the personal data will be stored on your employee file and used for payroll and personnel administration. It will only be shared with school/council officers with a legitimate need to view it, and with government departments and agencies where there is a legal obligation to do so. Personal data held about unsuccessful candidates will only be retained for six months.  Full details of how the school/council processes your personal data for job applications, including your rights under the General Data Protection Regulations is outlined in the Job Applications Privacy Notice enclosed with your application material

Where did you see the advertisement for this post?

EQUAL OPPORTUNITIES MONITORING

**Surname: Forename(s):**

**Date of Birth:**

**Gender:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Male |  | Female |  | Unspecified |  |

**Ethnic Origin:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Asian - Bangladeshi |  | Mixed - Other |  | White - British |  |
| Asian - Indian |  | Mixed – White & Asian |  | White – Gypsy/Traveler |  |
| Asian – Nepali |  | Mixed – White & Black African |  | White - Irish |  |
| Asian – Other |  | Mixed – White & Black Caribbean |  | White - Other |  |
| Asian - Pakistani |  | Other - Arab |  | White – Show people/Circus |  |
| Black – African |  | Other - Chinese |  | Declined to Specify |  |
| Black - Caribbean |  | Other - Filipino |  | Not Declared |  |
| Black - Other |  | Other – Other Ethnic Groups |  |  |  |

**Which of the following best represents your religion/belief?**

|  |  |  |  |
| --- | --- | --- | --- |
| Buddhist |  | None |  |
| Christian |  | Not Specified |  |
| Hinduism |  | Other |  |
| Jewish |  | Sikhism |  |
| Muslim |  |  |  |

**Are you disabled (as defined by the Disability Discrimination Act 1995)?**

**YES/NO**

*If yes, please give details:*

**Which of the following best represents your sexual orientation?**

|  |  |  |  |
| --- | --- | --- | --- |
| Bisexual |  | Heterosexual/Straight |  |
| Declined to Specify |  | Lesbian/Gay Woman |  |
| Gay Man |  |  |  |

*Version date: 02/2024*