|  |
| --- |
| **The Misbourne**  **HEADTEACHER APPLICATION FORM** |

PLEASE COMPLETE USING BLACK INK OR TYPE

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 1: Personal Details** | | | |
| APPLICATION FOR THE POST OF: Headteacher | | |  |
|  | |  | |
| SURNAME:  TITLE: | **FORENAME(S):**  Please give details of any previous surnames: | | |
| ADDRESS FOR CORRESPONDENCE:    **POSTCODE:**  E-MAIL ADDRESS: | **TELEPHONE NUMBERS**  **HOME:**  WORK:  **May we contact you at work?**  Yes/No  MOBILE:  **NATIONAL INSURANCE NUMBER**: | | |

Instructions

Use this form to demonstrate how well you match the Person Specification for the job you are applying for. A CV is not required in addition to this form.

|  |
| --- |
| Section 2: Experience |
| **Tell us about how you meet the requirements of the section titled “Experience” in the Person Specification.**  **Full Job History**  Give full details of your employment starting with your current or most recent job. Use the section titled “Job title and duties” to give brief details, where relevant, to show how your experience meets the requirements in the Person Specification for your two most recent posts including your current position where applicable.  **Indicate gaps in employment and tell us what you were doing during this time (e.g. full time study). Any gaps in employment may be questioned at interview.** Please continue on a separate sheet if necessary. |
| Do you hold Qualified Teacher Status? Yes/No If yes, please give date of award ­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| Part A: Teaching Employment history | |
| PRESENT OR MOST RECENT EMPLOYMENT | |
| Name & address of employer: | Job title and summary of main duties:    **Are you still** **currently employed by this organisation?** |
| Date of appointment:   /  / | **Grade and details of allowance:**  **Salary Scale and Current Salary:**  **Notice required:** |
| Reasons for leaving (If applicable): |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Part B: For Qualified and Trainee Teachers only | | | | | | | | | | | | |
| **Education Authority** | **Name of School or College and job title** | **Type of school or college** | **Number on roll** | **Status** | | | **Exact dates of service** | | | | | |
| **Full or part time** | **Qual or Unqual** | **Salary scale/grade** | **From:** | | | **To:** | | |
| **D** | **M** | **Y** | **D** | **M** | **Y** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Job title and duties:**  **Reasons for leaving:** | | | | | | | | | | | | |
| **Education Authority** | **Name of School or College and job title** | **Type of school or college** | **Number on roll** | **Status** | | | **Exact dates of service** | | | | | |
| **Full or part time** | **Qual or Unqual** | **Salary scale/grade** | **From:** | | | **To:** | | |
| **D** | **M** | **Y** | **D** | **M** | **Y** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Part D: Subjects / age groups you are experienced in teaching or are open to teaching** | | |
| Subject / Area | Age Range - Key Stage 1-4, 16+ | Dates taught |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Part E: DFES** | | | |
| DFES Reference Number: |  | Date Issued: | /  / |
| Date of Satisfactory Completion of Induction: | /  / | Name of confirming Authority of induction period: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Part F: Previous Non-Teaching Employment | | | | |
| Please summarise your employment history since leaving full-time education, paid or unpaid, or working in a voluntary organisation or agency, full or part-time.Start with the most recent. Please continue on a separate sheet if necessary. | | | | |
| **Employer’s name and address** | **From**  **month / year** | **To**  **month / year** | **Job title and summary of main duties** | Reasons for leaving |
|  |  |  |  |  |
| Please describe the reason and duration of any period(s) longer than one month when you have not been in employment since leaving full-time education. | | | | |

|  |
| --- |
| Section 3: Letter in support of application |
|  |
| Please attach a letter of application addressed to the Chair of Trustees giving any further details of experience that may be relevant to the job description and person specification for this post. If additional information is required, this will be outlined in the application pack on our website, so please read this carefully. Wording should be limited to two A4 sides no smaller then size 11 font. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Section 4: Qualifications and training | | | | | | | |
| **EDUCATIONAL AND ACADEMIC QUALIFICATIONS (Secondary, Further/Higher or work based)**  Please give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies, relevant to the application. (Please continue on a separate sheet if necessary) Proof of qualifications will be checked if an offer is made. | | | | | | | |
| **Name of University, college etc** | | **From** | **To** | **Qualification and subject(s) studied** | | | **Result achieved** |
|  | |  |  |  | | |  |
| **Secondary Education** – Name of school/college etc | | **From** | **To** | **Qualifications and subject studies and**  Including Post-16 and GCSE or equivalent | | | **Result achieved** |
|  | |  |  |  | | |  |
| CONTINUOUS PROFESSIONAL DEVELOPMENT Give details of the most recent, relevant courses attended and indicate any awards earned. | | | | | | | |
| **Course title** | Provider | | | | **Duration** | **Dates** | |
|  |  | | | |  |  | |
| **MEMBERSHIP OF PROFESSIONAL BODIES** | | | | | | | |
| **Name of organisation** | Type of membership | | | |  | **Dates from/To** | |
|  |  | | | |  |  | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Section 5: References | | | | | | | |
|  | | | | | | | |
| Give details of two people who have knowledge of you in a working / educational environment, paid or unpaid. The first reference should be your present or most recent employer. If you are a student give appropriate school or college referees. References must cover a 5 year consecutive period. **We will require references to support the shortlisting process prior to formal interview.**  Please indicate with an ‘X’ if you **do not** want us to contact either of your referees without letting you know first:  **Reference 1:**       **Reference 2:** | | | | | | | |
| If you were known to either of your referees by another name please give details: | | | | | | | |
| **1st Referee** | |  | **2nd Referee**. | | |  | |
| Name: |  |  | Name: |  | |  | |
| Position: |  |  | Position: |  | |  | |
| Address: |  |  | Address: |  | |  | |
| Tel: |  |  | Tel: |  | |  | |
| Email: |  |  | Email: |  | |  | |
| How long has this person known you and In what capacity? | | | How long has this person known you and In what capacity? | | | | |
|  | | | | | | |
| Section 6: Additional information | | | | | | |
| 1. To comply with the Asylum and Immigration legislation during the selection process you will be required to give evidence of your ability to work in the UK. Do you require any documentation supplied by the Home Office or UKBA in order to work in the UK? | | | | | Yes/No | |
| 1. Under the Working Time Directive, you should not work more than 48 hours a week. Do you plan to undertake work for other employers, which would cause a breach of these regulations? | | | | | Yes/No | |
| If so, please give details: | | | | |  | |
| 1. Do you hold a full current driving licence? | | | | | Yes/No | |
| 1. Are you able to travel to different locations across the County? 2. Have you ever been subject to any disciplinary action by your employer or professional body?   If YES, please give details | | | | | Yes/No  Yes/No | |
| * 1. Are you a relative or partner of an employee of this Academy, and/or school trustee? | | | | | Yes/No | |
| If YES, please state name of person and relationship: | | | | |  | |
| * 1. Where did you see the advertisement for this post? Please circle/highlight: The Misbourne website; TES; Bucks Herald; Guardian; Bucks Free Press; Buckinghamshire Advertiser; BC Job website; careers fair; other local press; other national press; other trade press; other website   2. How can we help you apply and be treated equally? To ensure that we can consider your application equally, please let us know if you have a disability which may affect the presentation of your application (for example affecting your handwriting or spelling), or if you would like to use an alternative method of application.   We also encourage you to let us know of any adjustments you may need at the interview stage, such as equipment, support or other accessibility needs. This way we can ensure that you can compete on equal terms throughout the selection process  Please indicate any adjustments that you would require at interview below: | | | | |  | |
|  | | | | |  | |
|  | | | | |  | |

|  |
| --- |
| Section 7: Criminal convictions - Rehabilitation of Offenders Act 1974 |
| **Having a criminal record will not necessarily bar you from employment; this will depend on the relevance, the circumstances and the background of your offence(s). The Academy has a Policy on the Recruitment of Ex-Offenders which meets the Disclosure & Barring Service (DBS) Code of Practice and complies with the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. The DBS Code of Practice is available at** [**https://www.gov.uk/government/publications/dbs-code-of-practice**](https://www.gov.uk/government/publications/dbs-code-of-practice)  If you are applying for work which brings you into contact with children, young people or vulnerable adults or for certain positions within legal and financial fields you may be required to undergo an enhanced DBS criminal record check before taking up your role. This check will include details of convictions, cautions, reprimands and warnings which you may have, even if they are regarded as 'spent' under the Rehabilitation of Offenders Act 1974. You must also (where appropriate) let us know of any prosecutions pending against you. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account.  Do 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)? **Yes No**  The following declarations are only required if you are applying to undertake Regulated Activity with either children or adults. If you are in doubt about this requirement, please refer to the role profile.  **Declaration for applicants into Regulated Activity with Children and Young People:** Have you been barred from working with children by the DBS, Independent Safeguarding Authority (ISA) or any other organisation? **Yes No**  Are you the subject of the Prohibition Order?  **Yes No**  Have you been disqualified under the terms of the Childcare (Disqualification) Regulations 2009 (relevant only for caring for children under age 8)? **Yes No**  **Declaration for applicants into Regulated Activity with Adults (for posts within Special Schools only):**  Have you been barred from working with adults by the DBS, ISA or any other organisation? **Yes No** |
| Signed:       Date: |
| **Or tick here       and we will ask you to sign your application on arrival if shortlisted for interview.** |
|  |
|  |

|  |  |
| --- | --- |
| Section 8: Declaration | |
| I agree that any offer of employment with The Misbourne is subject to satisfactory evidence of the right to work in the UK, and satisfactory references. In accordance with the 1998 Data Protection Act, it is agreed that The Misbourne may hold and use personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information can be stored in both manual or computer form, including the data in Section 2 of the Data Protection Act 1998.  This Trust is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.  I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action by The Misbourne. | |
| **Signed here:** | **Date:**   /  / |
| **Or tick here       and we will ask you to sign your application on arrival if shortlisted for interview.** | |

Please send your completed application form to [HeadsPA@themisbourne.co.uk](mailto:HeadsPA@themisbourne.co.uk)