

**Application for teaching post (including Head, Deputy & Assistant Headteacher Posts)**  
**Confidential**

You must complete all sections of the application form. A Curriculum Vitae will not be accepted.

**Please return in accordance with instructions in application pack**

## Safeguarding and child protection

This school is committed to safeguarding and promoting the welfare of children. We will ensure that our recruitment procedures deter and prevent people who are unsuitable to work with children from applying for or securing employment or volunteering opportunities.

All staff employed to work at the school are required to act in accordance with the statutory document, Keeping Children Safe in Education, and must always have regard to it when carrying out their duties.

This post is covered by the **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020)** because it is a post which involves working directly with children or young people. If you are shortlisted for this vacancy, you will be required to complete a self-declaration of your criminal record or information that would make you unsuitable to work with children.

If your application is successful, prior to taking up your post, you will be required to complete a separate (enhanced) DBS application form, and to provide documentary evidence of your identity.

Position applied for	Vacancy reference number
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School
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Where did you first learn of this vacancy?
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## Personal Details

Name in full	Former name(s) if applicable
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Home address
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Email	Contact telephone number
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National Insurance Number
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DfE Reference Number
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Do you hold Qualified Teacher Status?

Do you have the Right to Work in the UK?

Do you have a full driving licence? (where required for the role)

Do you have regular use of a vehicle? (where required for the role)

## Education/Qualifications

Please state in chronological order. Applicants offered an appointment will be asked to verify their qualifications.

Name of School/College/University	Level	Awarding Body	Subjects	Grade/Result	Year obtained

## Current employment

Full details required if your present post is within teaching. Please note relevant contact details must be included

Date Commenced			Name of School and Local Authority, including relevant contact details (please indicate if Foundation or Independent). If your present post is not within teaching please provide a brief outline of duties	Type and age range of school	Age of children taught by applicant	Number on Roll	Allowances or TLRs held (if Head or Deputy, state School Group)	Subject/Special Responsibility/ Senior Post held	Full-Time (F) Part-Time (P) (Please state % of week worked) Supply (S)	Reason for leaving
D	M	Y								

## Previous teaching experience

Please put most recent job first. Any dismissal or redundancy must be clearly stated. Please note relevant contact details must be included

Dates of commencement and termination for each post			Name of School and Local Authority, including relevant contact details (please indicate if Foundation or Independent)	Type and age range of School	Age of children taught by applicant	Number on Roll	Allowances or TLRs held (if Head or Deputy, state School Group)	Subject/Special Responsibility/ Senior Post held	Full-Time (F) Part-Time (P) (Please state % of week worked) Supply (S)	Reason for leaving
D	M	Y								

## School experience during training

To be completed only by Early Careers Teachers (newly qualified) or those with less than three years teaching experience

Name of School and Local Authority	Type and age range of School	Age of children taught by applicant	Number on Roll	Did you have responsibility for a class or tutor group? If so, please describe

## Gap in employment

Please indicate and explain any gaps in employment, including specific dates since first leaving secondary education

Date from	Date to	Reason for gap

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## Other experience

Please state other experience, voluntary or paid/full-time or part-time (if part-time please state percentage of the week). All experience is valued and should be fully recorded. It may also affect your salary position

Dates						Position held (if any)	Employer or Organisation	Nature and summary of experience/explanation of gaps in employment
From			To					
D	M	Y	D	M	Y			

## In-service studies/other training

Please highlight training that you have undertaken which is relevant to the post for which you are applying

Course Name	Course Provider	Duration	Date(s)

## Membership of Professional Associations (if applicable to the post for which you are applying)

Organisation Name	Level of Membership/Role/Registration No. (if applicable)

## References

Please state below, details of two people to whom reference may be made (family members, ex/current partners, close friends are generally not acceptable referees)

**Reference 1** - Your first referee must be your present or last Headteacher/Employer, if currently or previously employed.

**Reference 2** - Your second referee would normally be another previous employer (ideally where you worked with children and young people) or a university or college tutor (if no previous employment or as an Early Years Teacher) or a voluntary organisation.

If you were known to your referee under another name, please state name:

<b>Reference 1 Name:</b>		<b>Reference 2 Name:</b>	
Address: (incl. post code)		Address: (incl. post code)	
Email:		Email:	
Tel:		Tel:	
Position:		Position:	
Organisation:		Organisation:	

Please note that, in addition to your two nominated referees, any number of previous employers may be contacted without seeking further permission from you in relation to your employment history as part of the vetting process.

Due to safeguarding requirements, references should be obtained prior to interviews for shortlisted candidates, to assist with assessing candidates' suitability to work with children. Can you please confirm below whether or not referees may be contacted prior to interview should you be shortlisted. Please note referees for all Headteacher posts will be contacted prior to the interview by the Local Authority.

Referee 1 may be contacted prior to interview.

Yes  No

Referee 2 may be contacted prior to interview.

Yes  No

Are you related to any employee or governor at the school for which you are applying?

Yes  No

If yes, give their name, position, and relationship.

## Skills, abilities, knowledge, and experience

Please say how your skills, knowledge, and previous experience, whether paid or unpaid, are relevant to this post and how they meet the criteria listed on the person specification. You should refer to these and any other details provided when completing this section. You may also outline personal achievements, whether in paid employment or elsewhere to demonstrate personal qualities, hobbies, or interests.

## Availability

Please state any dates and/or times when you are not available for interview:

How much notice are you required to give?

When are you available to start work?

## Date of Birth

To assist with identity and vetting requirements, please provide your date of birth

## Data Protection Act 2018 (the General Data Protection Act)

Under the terms of the Data Protection Act 2018 the information provided on this form will be held in confidence and used lawfully and fairly for the purpose of recruitment and selection and personnel administration and no other purpose

## General Notes

1. Any form of canvassing will disqualify the candidate.
2. False or misleading information will disqualify an application or, if appointed, render an applicant liable to dismissal without notice.
3. Please return this form by the closing date to ensure consideration.

## Declaration

I declare that, to the best of my knowledge, the information on this application is true. I understand that if the information I have supplied is false or misleading in anyway, I will automatically be disqualified from appointment, or dismissed without notice.

Signed:

Date:

# Committed to equalities – confidential

## To be removed from application form before short listing

The school is committed to equality of opportunity and as part of this commitment we monitor our recruitment and selection process to determine that it is fair to all. Please help the school to monitor our equalities policies and prevent unfair discrimination by answering ALL the following questions, ticking the appropriate box.

Please note: This information will be used to enable us to monitor our performance as an equalities employer effectively, and for that purpose only. This information will be treated in the strictest confidence and will not be seen at any time by the selection panel.

<b>Name:</b>	<b>School:</b>
<b>Vacancy applied for:</b>	<b>Vacancy reference number:</b>

## Equalities Information

### 1. Disability

Do you consider yourself to be a disabled person?	No		Yes		Prefer to not to say	
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### 2. Ethnic group

<b>Arab</b>			<b>Gypsy or Traveller of Irish Heritage</b>		
<b>Asian / Asian British</b>	Bangladeshi		<b>Mixed / Multiple Ethnic Groups</b>	*Other	
	Chinese			White & Asian	
	Indian			White & Black Caribbean	
	*Other			<b>* Other ethnic group</b>	
<b>Black / African / Caribbean / Black British</b>	African		<b>White</b>	British / English / Welsh / Scottish / Northern Irish	
	Caribbean			European	
	*Other			Irish	
				* Other	
				<b>*please specify</b>	

### 3. Gender / Age / Sexual Orientation

<b>Gender</b>	Female		Male		Prefer not to say	
Do you identify as a transgender person?	Yes		No		Prefer not to say	
<b>Age</b>	Up to 19 years		20-29 years		30-39 years	
	40-49 years		50-59 years		60+ years	
<b>Sexual Orientation</b>	Bisexual		Gay man		Gay women, lesbian	

	Heterosexual / Straight		Other		Prefer not to say

#### 4. Nationality

<p><b>Please state your Nationality</b></p> <p><i>a full list can be found on the following link <a href="http://www.gov.uk">List of nationalities - GOV.UK (www.gov.uk)</a></i></p>	
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#### 5. Religion or Belief

Buddhist		Jewish		Any other religion	
Christian		Muslim		No religion	
Hindi		Sikh		Prefer not to say	