

# Employment Application Form: Executive Principal, Principal & Head of School

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**

Please ensure that you complete **all** sections of Part 1 and Part 2 of the application. Please note that providing false information will result in the application being rejected, withdrawal of any offer of employment, summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink or type.

Please note, that this application form must be completed even if you are submitting a copy of your CV.

|  |  |
| --- | --- |
| Vacancy Job Title |  |

## Part 1: Information for Shortlisting and Interviewing

**First names** ………………………………………….... **Surname** ………...………………………………………….

1. Letter of Application

Please enclose a letter of application. Please refer to the applicant information pack which may include instructions on how to complete the letter of application.

1. Current/Most Recent Employment: If Teaching

|  |  |
| --- | --- |
| Name, address and telephone number of school |  |
| Type of school | Boys:  Girls:  Mixed:  Age range: Number on Roll: |
| Type of school *e.g. Community, Aided, Academy, Foundation, Free School, Independent, etc.* |  |
| Job title  *Please enclose a copy of the job description, if possible* |  |
| Subjects/age groups taught |  |
| Date appointed to this post |  |
| Salary |  |
| Date available to begin new job |  |

1. Current/Most Recent Employment: If Non-Teaching

|  |  |
| --- | --- |
| Name, address and telephone number of employer |  |
| Job title  *Please enclose a copy of the job description, if possible* |  |
| Date appointed to this post |  |
| Salary |  |
| Date available to begin new job |  |

1. Full Chronological History

Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Job title  or position | Name and address of school or  other employer and  description of activity | Number on  roll and  type of  school, if  applicable | F/T  or  P/T | Dates  (DD/MM/YYYY) | | Reason  for  leaving |
| From | To |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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Please enclose a continuation sheet if necessary.

1. Secondary Education and Qualifications

|  |  |  |  |
| --- | --- | --- | --- |
| Examinations passed | From | To | Subjects and grades |
| **‘**A’ level or equivalent |  |  |  |
| Other (please specify) |  |  |  |

1. Higher Education

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name and address of university, college and/or university education department | Dates | | Full or  part-time | Courses/subjects taken and passed | Date of examination and qualifications obtained | Age groups for which trained |
| From | To |
|  |  |  |  |  |  |  |

1. Professional Courses Attended and/or Delivered

Please list relevant courses attended/delivered in the past 3 years.

|  |  |  |  |
| --- | --- | --- | --- |
| Subject and organising body | Trainer or trainee | Date(s) | Duration |
|  |  |  |  |

8. National Professional Qualification for Headship (Please give details)

From 8th February 2012 the NPQH became optional for an appointment as a Headteacher in a school. Nevertheless, prospective employers are entitled to prefer candidates with NPQH.

|  |
| --- |
|  |

9. Other Relevant Experience, Interests and Skills



10. Referees

Please provide details of two people to whom reference may be made. The first referee should normally be your present Headteacher. In the case of serving Headteachers this may be the Director of Children’s Services, Chair of Governors or Trustees. If you are not currently working with children please provide a referee from your most recent employment involving children. Referees will be asked about disciplinary offences relating to children, which may include any in 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. References will not be accepted from relatives or from people writing solely in the capacity of friends.

It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.

**First Referee**

|  |  |
| --- | --- |
| Title and name |  |
| Name of organisation, address and postcode |  |
| Telephone number |  |
| Work email address |  |
| Job title |  |
| Relationship to applicant |  |

I consent to this reference being requested before interview

Yes  No 

**Second Referee**

|  |  |
| --- | --- |
| Title and name |  |
| Name of organisation, address and postcode |  |
| Telephone number |  |
| Work email address |  |
| Job title |  |
| Relationship to applicant |  |

I consent to this reference being requested before interview

Yes  No 

11. Reference Declaration

In compliance with the General Data Protection Regulation (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references.

Reference requests sent to your referees will ask the referee to confirm as a minimum:

* The referee’s relationship with you
* Details of your post and salary
* Performance history
* Formal warnings
* All disciplinary action where the penalty is “time expired” and relate to safeguarding concerns
* Details of any child protection concerns and if so, the outcome of any enquiry.
* Whether the referee has any reservations about your suitability to work with children. If this becomes apparent, the referee will be asked for these specific concerns

By signing the below I consent to my named referees being contacted in accordance with the above.

|  |  |
| --- | --- |
| Sign: |  |
| Print: |  |
| Date: |  |

You have the right to withdraw your consent at any time and can do so by informing your key contact

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## Part 2

This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes. If you are called to interview you may be asked about the answers you have given to questions 14 to 19 if relevant to the job.

12. Personal Information

|  |  |
| --- | --- |
| 1. Surname or family name: |  |
| 1. All forenames: |  |
| 1. Title: |  |
| 1. Current address: |  |
| 1. Postcode: |  |
| 1. Home telephone number: |  |
| 1. Mobile telephone number: |  |
| 1. Email address: |  |
| 1. DfE reference number: |  |
| 1. Do you have a current full clean driving licence? *Only applicable for posts that require driving* | Yes  No  N/A |
| 11. Do you require sponsorship (previously a work permit)? | Yes  No  f YES please provide details under separate cover. |

13. Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs

It is the School’s policy to require all applicants for employment to disclose any previous ‘unspent’ criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. If you are invited to interview, you will be required to disclose details of all relevant convictions, adult cautions or other matters which may affect your suitability to work with children by completing a “Disclosure of Criminal Record” form and bringing the completed form to interview. The information you give will be treated as strictly confidential. Disclosure of relevant details will not automatically prevent you from consideration for the post. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Criminal Justice & Courts Services Act 2000.

As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed.

If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact Nacro or Unlock for impartial advice. There is more information on filtering and protected offences on the Ministry of Justice website.

Nacro - https://www.nacro.org.uk/criminal-record-support-service/

Unlock – http://hub.unlock.org.uk/contact/

In accordance with the provisions of The Childcare Act 2006 and The Childcare (Disqualification) Regulations 2009 and Childcare (Early Year Provision of Charge) (Extended Entitlement) (Amendment) Regulations 2018, there is a requirement on some staff in educational settings to disclose relevant information. This requirement will apply to your application if the post you are applying for is in an Early Years setting with children (from birth until 1 September following a child's fifth birthday) or Later Years childcare (children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if you are directly with the management of such childcare.

14. Prohibition from Teaching

In accordance with the requirements of The School Staffing (England) (Amendment) Regulations 2013, any future appointment is subject to a check with the Department for Education to ensure that you are not subject to a prohibition order or an interim prohibition order.

15. Data Protection

The information collected on this form will be used in compliance with Data Protection regulations. By supplying information, you are giving your consent, if appointed, to the information being processed for all employment purposes as defined by statute. The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process. When the recruitment process is completed, your form will be stored securely for a maximum of six months then securely destroyed, unless you are employed as a result of this recruitment process in which case this application form will be retained as part of your personnel record

In compliance with the Data Protection Act 2018 and GDPR, we would like to inform you of the purpose for which we are processing the data we have asked you to provide on this application form. Further information is available in our Data Protection Policy which can be found on the Elliot Foundations website.

This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.

16. Notes

(a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a ‘regulated position’. The position you are applying for is a “regulated position”.

(b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.

(c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.

(d) This organisation is under a duty to protect the public funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.

16. Declaration

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 14 above, and in particular that checks may be carried out to verify the contents of my application form.

Signature of Applicant: 

Print Name: 

Date: 