

Internal use only

Reference no:

Date received:

# Employment Application Form: Headteacher

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. CVs are not accepted.

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

## Part 1: Information for Shortlisting and Interviewing

Initials: Surname or Family Name:

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 |  |
| 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 your current job description |  |
| 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 positon | Name and address of school, other employer, or description of activity | Number on roll and type of school, if applicable | Full or part-time | Dates (DD/MM/YYYY) | Reason forleaving |
| 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 |
|  |  |  |  |

1. 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.

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1. Other Relevant Experience, Interests and Skills
2. Referees

Please provide details of three people to whom reference may be made. The first referee should normally be your present or most recent Headteacher or equivalent person. 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. The third referee should be a person in support of your personal authenticity with regard to articulating values based on the life of Jesus Christ. Referees will be asked about all disciplinary offences which may include those where the penalty is “time expired” if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. 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: |  |
| Address and post code: |  |
| Telephone number: |  |
| Email address: |  |
| Job title: |  |
| Relationship to applicant: |  |

Second Referee

|  |  |
| --- | --- |
| Title and name: |  |
| Address and post code: |  |
| Telephone number: |  |
| Email address: |  |
| Job title: |  |
| Relationship to applicant: |  |

Third Referee

|  |  |
| --- | --- |
| Title and name: |  |
| Address and post code: |  |
| Telephone number: |  |
| Email address: |  |
| Job title: |  |
| Relationship to applicant: |  |

1. 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 the candidate
* Details of the applicant’s current post and salary
* Performance history
* All formal time-limited capability warnings which have not passed the expiration date
* All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date
* 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 as to the candidate’s suitability to work with children. If so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children