

HEADTEACHER APPLICATION FORM

Please use black ink/ print when completing this form

1. Application for appointment of Headteacher at:

School

2. Last Name First Names

Title Any Previous Last Names

Address Post Code:

Daytime Tel No. Evening /Mobile Tel No.

E-mail

3. Education and qualifications (If part-time study, state and give details throughout). N.B. details of courses studied and not completed successfully must also be given.

(a) Secondary / Further Education

Name of school/college	Dates		Subject and Qualification	Grade and date awarded	
	From	To			

(b) Higher Education and Courses leading to other relevant qualifications

Such as those leading to qualified status or graduate status and to membership of professional institutions.

Higher Education: Establishments attended	Dates		Qualification obtained and date of award	Subjects	
	From	To		Main	Subsidiary

4. Present appointment

Local Authority or equivalent			
School / Establishment		Number on Roll	
Post Held (specify any additional allowances)			
(If part-time, please give details)		Date appointed	
Subjects, age groups taught and other responsibilities			
Notice required and / or date available if appointed			
Salary Scale		Incremental point	
		Gross Salary £	

5. Previous experience If part-time appointment please state. A separate curriculum vitae should not be enclosed in substitution. **A continuous employment history is required from when you left full time education.**

(a) Teaching (most recent employment first)

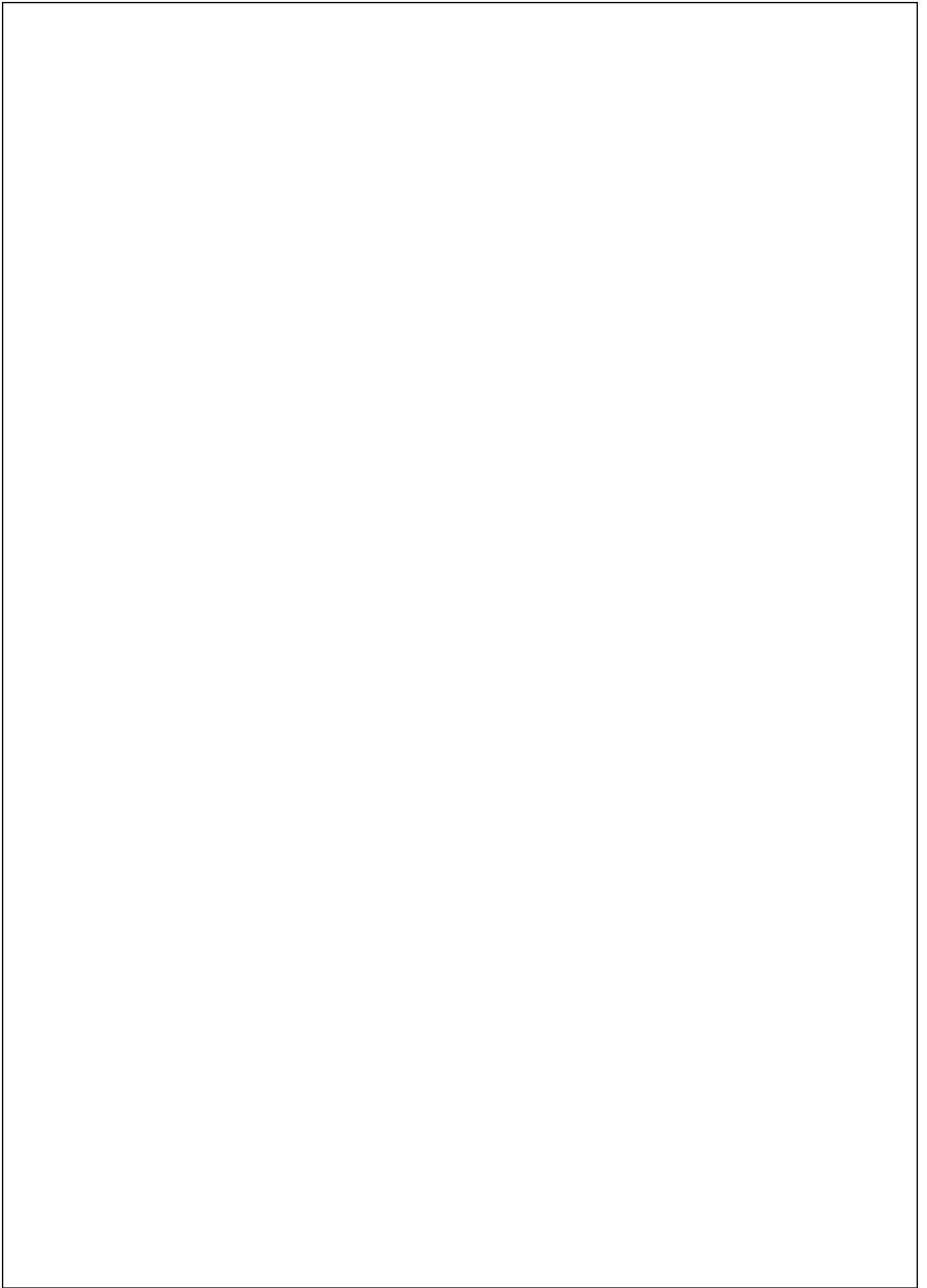
Local Education Authority and School/College	Type of School	No. on Roll	Age Range	Status of Post, subjects taught	Reason for Leaving	Inclusive Period (month & year)	

b) Other paid employment (including Service in H.M. Forces, industry. State responsibilities and reasons for leaving. Please indicate details of gaps in employment here.

6. Statement in support of application.

Applicants should confine this to two sides of A4. (Font size NO smaller than Arial 10 pt)

An additional letter is not required.



7. Confidential References (Please ensure referees know this reference is being requested)

Names, addresses and status of two people who can comment on your leadership/management skills and suitability for this post. The referees should be your most recent employer and a Local Authority representative or equivalent.

References will be sought on short listed candidates and previous employers may be contacted to verify particular experience or qualifications before interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are "time expired" and any child protection concerns.

(1) Present or most recent Employer Name: Address: Tel No (inc. STD code): Fax No: Email address: Please circle HT C of G OTHER	(2) LA representative or equivalent (please state) Name: Address: Tel No (inc. STD code): Fax No: Email address: Please circle LA OTHER
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(3) Voluntary Aided Schools (Christian reference). Candidates should give the name and address of a Vicar, Parish Priest or other Church Leader best suited to commenting on their personal faith commitment in school or otherwise.

Name: _____ Tel No (inc. STD code): _____
Address: _____
Email address: _____
Occupation: _____

8. Further information

National Insurance No.

Teacher Reference No. (7 digit number)

Qualified Teacher Status? YES NO Date

Statutory induction year completed? (if qualified after 7 May 1999) YES NO Date

National Professional Qualifications for Headteachers? (if applicable) YES NO Date

Would you require sponsorship (previously a work permit) to take up this post? YES NO Date

Where did you see the advertisement for this post?

9. Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975

This post is covered by the **Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975** because it is a post which involves working directly with children or young people. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are “**spent**”.

Have you ever been convicted of any criminal offences warned or reprimanded in or been officially cautioned relation to any such offence? YES NO

If Yes, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the short listing panel and enclose it with this form.

Are you included in any list of people barred from working with children by the Independent Safeguarding Authority (ISA) or the General Teaching Council? YES NO

If Yes, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form.

PLEASE NOTE;

- If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Criminal Records Bureau**. This will require you to complete a separate CRB application form and to provide a range of more than one piece of documentary evidence of your identity.
- Although a criminal record **involving offences against children** is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment.
- Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.
- **It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the ISA.**
- Copies of the County Council's policy on the employment of ex-offenders and the CRB Code of Practice are available on request.
- Copies of disclosure certificates are retained by the Local Authority until after the commencement of employment. The fact that a disclosure has been processed, with dates, is then recorded on our computerised personnel record system and the disclosure certificate itself is destroyed, in accordance with the Data Protection Act 1998.

10. Canvassing in any form may disqualify you from employment. Please state whether, to the best of your knowledge, you are related to any person connected with the Local Authority, if it is a maintained school, and or the control or governance of this school or this type of school and or a senior employee of the leadership and management of the school. **YES / NO**. If YES, please state the nature of relationship and the name and position of the person you are related to.

11. I understand that if I am appointed, personal information about me will be computerised for personnel / employee administrative purposes in accordance with the Data Protection Act 1998. This may include analysis for management purposes and statutory returns. In signing this form I give my authority for use of my personal data for these purposes.

I hereby confirm that the information I have given above is true.

Where applicable, I will be subject to the regulations on political restrictions as defined in Local Government and Housing Act 1989.

I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.

Signature of Candidate Date