

App No: For office use only
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APPLICATION FOR HEADTEACHER APPOINTMENT

Thank you for your interest.

Please complete all sections on this form. If any sections do not apply to you, please enter 'not applicable'. The information provided on the form will be considered by the short-listing panel who will decide whether you proceed to the next stage of the selection process.

This form is also available in large print, Braille or an audiotape on request.

Application for appointment of headteacher at:

Personal Details

Title	
First Name	
Surname	
Former name(s)	
Address	
Post Code	
Email address	
Telephone number	
Mobile number	

Present or most recent employment

Post held	
School / Establishment	
Number on roll	
Gross salary	
Start date	
End date / period of notice	
Reason for leaving	
Description of key duties and responsibilities	

Previous teaching experience

(Please give details of all previous positions you have held since leaving school, starting with the most recent first)

Name of school and authority	Type of school including number on roll and age range	Post held	Reason for leaving	Date from	Date to

Previous other employment

Name of employer	Post held	Reason for leaving	Date from	Date to

Please give details of any gaps in your employment history

Relevant skills and experience

Please use the space below to explain why you are applying for the position and how your experience, personal qualities and skills help to make you a suitable candidate. **It is essential that you provide us with details that demonstrate how you meet the criteria for knowledge and experience, technical skills and personal/behavioural attributes on the person specification. You must demonstrate you meet all the essential criteria on the person specification as a minimum.** This will help us decide whether to invite you to the next stage of the selection process.

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Relevant skills and experience continued

Qualifications

If you are invited to interview, you will be asked to provide original copies of your qualifications for inspection.

Name of educational establishment	Qualification taken	Grade	Date

Teacher reference number		Date :
National Professional Qualification for Headteachers	No / Yes	Date :
Age range qualified to teach		
Subjects qualified to teach		

Training and Development

Please provide details of all training and development undertaken relevant to this position within the last three years. Please include details of any membership of professional relevant to this position.

Year Course Taken	Course Title	Date	Outcome <i>grade achieved where relevant</i>

Criminal Convictions

For positions working with children, families and vulnerable adults only.

Have you ever been convicted of a criminal offence?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the offence "spent" as defined by the Rehabilitation of Offenders Act 1974?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you have a criminal conviction which is unspent?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Or pending against you?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Are you related to or have a close relationship with any existing employee of the School or Governors? Yes No

If yes, please provide details of their name, job title and your relationship with them.

To help us monitor the success of our advertising, please state where you saw this position advertised.

I confirm that I am not included on the (ISA List 99) of people formally barred from working in schools, disqualified from working with children, or subject to sanctions imposed by a regulatory body. I certify that the information given by me on this Application Form is true to the best of my knowledge and I understand that if I am appointed and such information is subsequently found to be materially incorrect, the County Council will be entitled to terminate my employment without notice.

To comply with the Equality Act 2010, we have not requested information about your sickness absence record. You should be aware that regular attendance at work is an essential requirement of this role and therefore we will be seeking confirmation of your sickness absence record with your current or past employer should you be offered the position.

Signed: _____ Date: _____

References

Please give details of two referees, one of whom must be your present and/or last employer and the other from a previous employer. Your referees must have knowledge of your work and character. Both referees should ideally be senior people in your organisation. In the case of applicants leaving full time education or not having worked since doing so, the Head of School, College of University should be one of the name referees. We do not accept references from friends or family members. **To comply with safer recruitment practices, references will be taken up on all short-listed candidates, where you have confirmed that the referee can be approached at this stage.**

Referee one – current or previous employer			
If you are invited for interview may we approach this referee without further reference to you?			Yes / No
Name		Title	
Address			
Telephone number			
Email address			
Occupation			
Relationship to you			

Referee two			
If you are invited for interview may we approach this referee without further reference to you?			Yes / No
Name		Title	
Address			
Telephone number			
Email address			
Occupation			
Relationship to you			

For Voluntary Aided Schools only

Governors of a Voluntary Aided School give particular consideration to your application on the grounds of your religious commitment. Please give the name and address of your Vicar/Rector/Minister, or other suitable person who may be asked for a reference on these matters.

Referee three			
If you are invited for interview may we approach this referee without further reference to you?			Yes / No
Name		Title	
Address			
Telephone number			
Email address			
Occupation			
Relationship to you			

Equal Opportunities in Employment

The School is committed to having a workforce that reflects the diverse make up of the communities in Gloucestershire. To help us achieve this objective, job applicants are asked to provide particular information so that we have an accurate picture of our workforce. The information will also allow us to monitor our employment practices, to ensure that we do not unlawfully discriminate and help us to develop inclusive policies.

Please complete this part of the application form so that we can check whether we are, in fact, receiving applications from all sections of the community, that candidates receive fair and equal treatment at all stages and that we comply with the relevant legislation.

This monitoring form will be separated from the rest of the application form immediately on receipt and before the selection of candidates before interview takes place. The information you give is confidentially managed and does not affect your application. It will greatly assist us if you provide as much information as possible, but you are not obliged to do so.

What is your ethnic group?

Choose one section from (a) to (e) then tick the appropriate box to indicate your cultural background;

(a) White

- British
- Irish
- Any other White background
(Please write in below)

(b) Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed background
(Please write in below)

(c) Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background
(Please write in below)

(d) Black or Black British

- Caribbean
- African
- Any other Black background
(Please write in below)

(e) Chinese

- Chinese
- Any other
(Please write in below)

Would rather not state

Do you consider yourself to have a disability? Yes No Would rather not state

Which of the following best describes your religion/belief?

- Buddhist Christian Hindu Jewish Muslim Sikh None
- Other (please specify)** **Would rather not state**

Which of the following best describes your sexual orientation?

- Heterosexual Gay Lesbian Bisexual Would rather not say

Which of the following best describes your gender?

- Male Female Date of Birth: / / Age:

Transgender: Is your gender identity the same as your gender at birth? Yes No

Data Protection

The information supplied on this form is being collected as part of the school's recruitment and selection procedures. If you are successful with your application the information will also be used for the determination and payment of salary and to produce a Statement of Particulars. When you complete this form you are giving your consent to the school to hold and use personal information for these purposes. The information you provide may also be disclosed to relevant statutory bodies. The application forms of successful candidates will be retained for six months, after which time they will be destroyed.