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| **APPLICATION FORM FOR – HEADTEACHER** [https://encrypted-tbn1.gstatic.com/images?q=tbn:ANd9GcR9p9RAo-edYyIxe8YUf1nl8FGEMHxRCJOF1GilgqSapfvZrqaDZsSTFg](https://www.google.co.uk/imgres?imgurl=https://lh3.googleusercontent.com/-O0TzwFprd9o/AAAAAAAAAAI/AAAAAAAAABQ/AaG927TwSsM/s0-c-k-no-ns/photo.jpg&imgrefurl=https://plus.google.com/115417315785968129069&h=601&w=600&tbnid=vfNOcsOWtqiHvM&tbnh=225&tbnw=224&vet=1&docid=-CgwVc4l8oP12M&usg=__HMDJBYwfGByfpC2r6hahy_5Lhog%3D&sa=X&ved=0ahUKEwipu9WU6ojXAhUrLMAKHbCfCgYQuqIBCG8wDQ)  **Confidential** |

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| **1 PERSONAL DETAILS** | |
| Surname: | Forename(s): |
| Title by which you wish to be referred:  (Mr/Mrs/Miss/Ms/Other) | Date of Birth: |
| Address for Correspondence: | Permanent Address (if different): |
| Postcode: | Postcode: |
| Home telephone no:  Work telephone no: | Mobile telephone no:  Email address: |
| National Insurance No: | |
| **2 PRESENT OR LAST EMPLOYER** | |
| Name and address of employer: | Name and address of establishment where employed  (if different): |
| Postcode: | Postcode: |
| Your post title: | Age range taught/overseen: |
| Salary Grade/Scale: | Salary point: |
| Hours/sessions worked per week: | Other benefits (if applicable): |
| Date appointed: | Notice required or leaving date if last appointment: |
| Reason for leaving or seeking other employment: | |
| Brief Description of duties: (**100 word limit**) | |

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| **3 PREVIOUS EMPLOYMENT** |

**Start with the most recent first.** (Please continue on separate sheet if necessary)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Employer: (if employed by an LA, give LA and school/college) | Post | Grade & salary/wage | Full or part-time  (if part-time, give hours) | Dates  (month/year)  From To | | Reason for leaving |
|  |  |  |  |  |  |  |

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| **4 EDUCATION, TRAINING & QUALIFICATIONS** |

(Please continue on separate sheet if necessary)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Secondary  School/College/University | Dates  From To | | Qualifications gained  (state level) | Grade/class of degree | Date |
|  |  |  |  |  |  |

**DETAILS OF TEACHER TRAINING**

Age range for which trained ………………………………………

Date of gaining Qualified Teacher Status: ………………………………………………………………..

DFE Reference Number …………………………………..

Main teaching subject …………………………………………….

**PERIOD OF UNREMUNERATED ACTIVITY** e.g. raising family, unpaid voluntary work, after the age of 18 years.

|  |  |  |
| --- | --- | --- |
| How Time Was Spent | Dates | |
|  | From | To |
|  |  |

**SUPERANNUATION**

Please give details of any superannuation scheme to which you have contributed:

If you have opted out of the Teachers’ Superannuation Scheme, please give details:

Have you elected to have your part time/relief employment to be treated as pensionable? Yes / No

If Yes, please give details of election: …………………………………………………………………………………

**PROFESSIONAL/VOCATIONAL TRAINING**

|  |  |  |
| --- | --- | --- |
| Organising Body | Course title | Length of course |
|  |  |  |

**MEMBERSHIP OF PROFESSIONAL/VOCATIONAL BODIES**

|  |  |  |
| --- | --- | --- |
| Name of body | Type of membership | Date obtained |
|  |  |  |

**5. REFEREES**

Please provide details of two referees below. Friends and relatives are NOT acceptable referees. One of the referees must be your present/or most recent employer and normally no offer of employment will be made without reference to him/her. **Please clearly indicate if references can be requested prior to interview and ensure your referees are fully informed about your application.**

The School reserves the right to approach any previous employer or manager.

|  |  |
| --- | --- |
| Name (Referee 1): | Name (Referee 2): |
| Job Title: | Job Title: |
| Address: | Address: |
| Postcode: | Postcode: |
| Telephone No: | Telephone No: |
| Email address: | Email address: |
| Please state in what capacity the referee knows you: | Please state in what capacity the referee knows you: |
| Do you give consent to us contacting this referee prior to interview? YES/NO | Do you give consent to us contacting this referee prior to interview? YES/NO |

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| **6 HEALTH/MEDICAL DETAILS** |

Successful candidates will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination.

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| **7 DISCLOSURE OF CRIMINAL BACKGROUND** |

The School is required under the Police Act 1997, the Protection of Children Act 1999 and the Criminal Justice & Court Services Act 2000 to check the criminal background of those employees whose jobs give them access to children or other vulnerable members of society. Decisions to appoint will be subject to consideration of an enhanced DBS check.

You must provide information about ALL convictions as the post is automatically exempt from the Rehabilitation of Offenders Act 1974 and rules relating to ‘spent’ convictions do not apply,

Please answer the following questions.

Have you ever been convicted of a criminal offence? YES/NO

Have you ever been cautioned for a criminal charge? YES/NO

Are you at present the subject of a criminal charge? YES/NO

If YES to any of the above questions, please give brief details including dates.

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Chilwell School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the School’s Safeguarding Policy that outlines the duties and responsibilities of the school and all employees.

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| **8 GENERAL** |

If you are related to any member of the school’s Governing Body, or to a member of staff, please give details:

|  |
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Have you ever been the subject of formal disciplinary proceedings? YES/NO

If yes, please give details including dates below.

This information is required, including that related to warnings regarded as ‘spent’ in order for the School to ensure safe recruitment and meet its obligations, for relevant appointments, to safeguard vulnerable users. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed.

**Right to work in the UK**

The successful applicant will be required to provide documentary evidence that they are entitled to live and work in the United Kingdom.

**9 EQUALITY ACT 2010**

The Equality Act defines disability as, “a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities”. The Act requires an employer to make “Reasonable Adjustments” to working conditions, in order to enable disabled applicants to have equal access to employment opportunities. The information disclosed here will only be used to enable reasonable adjustments to be made and will not used as a basis for selection.

Do you require reasonable adjustments for your interview? YES/NO

If yes, please specify the details:

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| **10 DATA PROTECTION ACT** |

The personal information collected on this form will be processed on computer to manage your application. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and personnel administration. It will not ordinarily be disclosed to anyone outside the school without first seeking your permission, unless there is a statutory reason for doing so.

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| **11 DECLARATION** |

If you return your application form to us by email and you are subsequently invited to interview, you will be required to sign a printed copy of your form.

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

Signed Date

**Please return your completed form BY E-MAIL ONLY to arrive by midday Friday 24 November 2017**

**E-mail: d.gibson@chilwellschool.co.uk**

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| **Equality and Diversity Monitoring Form** |

CHILWELL SCHOOL Equality in Employment Statement

*This part of the application form will NOT be used to shortlist candidates for interview and will NOT be viewed by the Recruitment panel.*

Chilwell School, together with the recognised Trade Unions and self-managed support groups, is committed to the development of positive policies to promote equal opportunities in employment and in the delivery of our services, regardless of race, disability, gender, belief or religion, age or sexual orientation. This commitment will apply to recruitment and selection practices, training and promotion, in the application of national and local agreements, in respect of pay and conditions of service and in the provision of all services. One aim of this policy is to make sure that you and other applicants for jobs are not discriminated against. The policy also aims to make sure that you are not disadvantaged by job conditions or requirements that are not relevant.

Our workforce profile data is collected against categories which are determined through the National Census of the UK population. The categories on this form reflect those which the Office for National Statistics are likely to be used in the next, 2011, census.

In order to monitor and ensure the successful development of this policy, all applicants for jobs are requested to complete the Equality and Diversity Monitoring information detailed below and overleaf.

**PLEASE SELECT AS APPROPRIATE:**

**YOUR GENDER:** Male ( ) Female ( ) Transexual/Transgender ( )

**YOUR AGE:** 16-25 ( ) 26-35 ( ) 36-45 ( ) 46-55 ( ) 56 & over ( )

**YOUR ETHNIC ORIGIN:**

**(please note this does not refer to your nationality/country of origin)**

**WHITE BLACK OR BLACK BRITISH ASIAN or ASIAN BRITISH**

English ( ) African ( ) Indian ( )

Other British ( ) Caribbean ( ) Pakistani ( )

Irish ( ) Other Black Background ( ) Bangladeshi ( )

Other White ( ) (Please describe) Chinese ( )

(Please describe) Other Asian ( )

(Please describe)

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**MIXED (dual heritage) OTHER ETHNIC GROUP**

Asian and White ( ) Arab ( )

Black African and White ( ) Gypsy ( )

Black Caribbean & White( ) Irish Traveller ( )

Other mixed background( ) Romany ( )

Other ethnic group ( )

(Please describe) (Please describe)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**YOUR RELIGION OR BELIEF:** No religion ( ) Christian ( ) Buddhist ( )

Hindu ( ) Jewish ( ) Muslim ( )

Sikh ( ) Other religion ( ) Other belief ( )

Please describe Please describe

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**YOUR SEXUAL ORIENTATION:** Heterosexual ( ) Bisexual ( ) Gay Man ( ) Lesbian ( )

**IF YOU CONSIDER YOURSELF TO BE DISABLED, PLEASE SPECIFY:**

Communication ( ) Hearing ( ) Learning ( ) Mental Health ( )

Mobility ( ) Physical ( ) Visual ( ) Other ( )

Please give further details below if you wish:

**How did you find out about this vacancy?**

NCC Website ( ) Teaching Opportunities ( ) Website (please specify) ( )

Jobcentre Plus ( ) Word of Mouth ( ) NCC Employee Support ( )

Job Fair ( ) Local Press ( ) Other (please specify) ( )

Opportunities in National Press ( )

Nottinghamshire ( ) (please specify)

**APPEALS PROCEDURE**

The school operates a recruitment appeals procedure. If you consider that you have been discriminated against during recruitment because of your race, disability, gender, belief or religion, age or sexual orientation, send full details within 14 days of the alleged act taking place or being discovered (or within 14 days of the recruitment procedure) to the Headteacher, Chilwell School, Queens Road West, Chilwell, Nottingham NG9 5AL. Please state the post title, advert reference number, location, department and the grounds on which it is considered that the discrimination has occurred.

**DECLARATION**

**I consent to the collection, storage and use of my race, disability, gender, belief or religion, age or sexual orientation details. I understand that these details will not be used as part of the selection process. I understand that any use of these details will only involve producing anonymous statistics to monitor the effectiveness of Nottinghamshire County Council’s Equal Opportunities policy.**

**Signed Date**

**If you are applying on-line and are subsequently the successful candidate, you will be required to sign a printed copy of the Equality and Diversity Monitoring Form**.