**Application for Employment**



**Head Teacher Jobs**

**Central Bedfordshire Council is committed to safeguarding and promoting the**

**welfare of children and/or vulnerable adults and expects all staff and volunteers to share this commitment.**

**Please read the information and guidance notes before you complete this form.**

**Job Details**

**Job applied for:**

**Job Reference Number:**

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| --- | --- | --- | --- |
| **Personal Information** | | | |
| **Surname / Family name:** |  | | |
| **First Name:** |  | | |
| **Previous Surname / Family name(s):** |  | | |
| **Title:** |  | | |
| **Address:** |  | | |
| **Home phone number:** |  | **Work phone number:** |  |
| **Mobile phone number:** |  | **Email address:** |  |
| **Where did you first hear about / see this vacancy?** |  | | |

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| **Status and Registration Details** | | | | | | | | | |
| **Are you recognised as a qualified teacher by the DCSF?** | **Yes/No** | | **Date Qualified**  **Teacher Status (QTS) Awarded:** | | | | **/ /**  **day/month/year** | | |
| **If you have obtained your QTS after 1999 have you successfully passed your induction year?** | **Yes/No** | | **If no, please state reason:** | | | |  | | |
| **If you have obtained your QTS after 1999 have you successfully passed your skills tests?** | **Yes/No** | | **If no, please state reason:** | | | |  | | |
| **Are you registered with the General Teaching Council for England?** | **Yes/No** | | **If no, please state reason:** | | | |  | | |
| **GTC/DCSF Reference Number:** |  |  | **/** |  |  |  | |  |  |



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| **Current or most recent Employment** | | | | | | |
| **Name and address of school/ organisation:** | **Job held:** | | | **Main subjects taught:** | | |
|  |  | | |  | | |
| **Type of School & Number of Students:** | | | **Key Stage(s) taught:** | | |
|  | | |  | | |
| **Date of appointment:** | | | **Length of notice:** | | |
|  | | |  | | |
| **Salary per annum:** | **£** | | **Salary scale point: MPS/ UPS/ Leadership** | | |  |
| **Details of any allowances:** |  | | | | | |
| **Are you currently in employment?**  **Yes No** | | **If no, please state the date when last employment ended and the reason:** | | |  | |

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| **Educational and Professional/Specialist Qualifications** | | | |
| **Please list details relevant to this post, in chronological order. If short listed, you will be required to**  **bring proof of these qualifications to interview. If you are unable to provide original documents at  that time your application will not be pursued further.**  (Please use an additional sheet if necessary) | | | |
| **Name and address of School, College or University attended:** | **Qualification:**  **(subject and level)** | **Date qualification awarded:** | **Grade/Result received:** |
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| **Training relevant to this post.** (Please use an additional sheet if necessary) | | | |
| **Name of Organisation:** | **Name of specialist training courses:** | **Date(s) Attended (from – to):** | **Result received:** |
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Completed Date: / /

**National Professional Qualification for Headship**

Please confirm your National Professional Qualification for Headship (NPQH):

Due to complete Date: / /

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| **Teaching Employment History** (prior to current / most recent employment) | | | | | |
| **Please give details of all appointments starting with the most recent.** (Please use an additional sheet if necessary) | | | | | |
| **School name and address:** | **Employment dates to nearest month** | | **Type & size of school / college** | **Post held – subjects & Key Stages taught** | **Reason for leaving** |
| **From:** | **To:** |
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| **Previous Employment Other Than Teaching** | | | | | |
|  | **Please give details of your full employment history in date order starting from the most recent. You must list all employment, career breaks, and periods of unemployment , education and voluntary work since leaving secondary education; without any gaps** (Please use an additional sheet if necessary) | | | |
|
| **Organisation’s name and address:** | **Employment dates to nearest month** | | **Your role:** | **Reason for leaving:** | |
| **From:** | **To:** |
|  |  |  |  |  | |
| **Please give details and reasons of any gaps in work history:** | | | | | |



**Your Application**

This section forms the **main body of your application**. Please demonstrate, with examples, how you meet each one of the requirements described in the **person specification**. To give yourself the best chance of meeting the shortlist criteria, you should address each point on the person specification separately, using sub-headings. Please provide examples to illustrate your knowledge, skills and experience for each point. (Please use an additional sheet if necessary)



**References**

Please give the names of two referees who can provide professional or educational references (not character). The first must be from your present or last employer/voluntary organisation, if applicable. The person you name must hold a managerial or personnel position in that organisation and have access to your records. If you do not give permission for your current employer to be contacted before interview, please provide us with an additional relevant referee to allow for two references to be available to the interviewing panel.

Where you are not currently working with children or vulnerable adults but have done so in the past, you are required to nominate a referee from the organisation where you were most recently employed to work with children or vulnerable adults as one of your nominated referees. If you are recommended for appointment in these circumstances we will then seek to gain your current employer as a referee.

**If you are unable to provide your employer’s details for reference purposes at that time your application will not be pursued further. In the event that you are not currently employed we will require details from your last employer.**

The referees provided will be asked if you have any live disciplinary offences and also about any ‘time expired’ disciplinary offences where they relate to children. They will also be asked if you have been subject to any child protection or vulnerable adult protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.

**PLEASE NOTE THAT Central Bedfordshire Council reserves the right to ask you for permission to contact a referee from any organisation you have been associated with. This can be in addition to, or instead of, the names you supply.**

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| --- | --- | --- | --- | --- |
| **Referee from Present or Last Employer/Voluntary Organisation** | | | | |
| **Referee Name:** |  | **Job Title:** |  | |
| **Address (including postcode):** |  | | **Telephone Number:** |  |
| **Email Address:** |  | **I agree to this reference being taken up prior to any interview:** | | **Yes/No** |

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| **Second Referee** | | | | |
| **Referee Name:** |  | **Job Title:** |  | |
| **Address (including postcode):** |  | | **Telephone Number:** |  |
| **Email Address:** |  | **I agree to this reference being taken up prior to any interview:** | | **Yes/No** |

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| **Additional Referee – please provide an additional referee below if we are unable to contact your present employer prior to interview.** | | | | |
| **Referee Name:** |  | **Job Title:** |  | |
| **Address (including postcode):** |  | | **Telephone Number:** |  |
| **Email Address:** |  | **I agree to this reference being taken up prior to any interview:** | | **Yes/No** |



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| **Further Information** | |
| 1. Your job may require you to travel around the county (see person specification). Would this present any difficulty for you? | **Yes/No** |
| 1. Are you subject to any legal restrictions in respect of your employment in the UK? You will be required to provide evidence of your eligibility to work in the UK and any information given may be checked with the Home Office or the Immigration Service. | **Yes/No** |
| 1. Are you, to your knowledge, related to or have a close relationship with any Council Member, Council Officer or School Governor? | **Yes/No** |
| 1. Do you hold any other appointment within the Council that would continue if you were appointed to this job? | **Yes/No** |
| 1. Are you subject to a sanction or have you been at any time barred from working with children or vulnerable adults by the DfES, GSCC or been placed on the ISA Childrens’ Barred List or ISA Vulnerable Adults’ Barred List (formerly know as List 99, POVA & PoCA)? | **Yes/No** |
| **If you have answered 'yes' to questions 1, 2, 3, 4, 5 on the previous page please give details below:** | |
| 1. The post you are applying for is exempt from the 'Rehabilitation of Offenders Act 1974’.  You will be required at interview stage to declare any unspent convictions, spent convictions, pending charges/current Police investigations, bind overs, warnings/ cautions or reprimands.   Do you understand the above and agree to declare this information? | **Yes/No** |

**Declaration**

I declare that, to the best of my knowledge and belief, the information given on this application form and supplied with it, is correct.

I understand that any subsequent contract of employment with the Council will be made only on this basis, and that, if I falsify or deliberately omit any relevant information I could be dismissed.

**Signature: Date:**

**If you lobby Councillors or employees of the Council, either directly or indirectly, in connection with your application you will be disqualified.**

**Data Protection Act 1998: Assurance of Fair Processing:** We will hold on computerised records the details you supply on this and related forms. This will allow us to provide pay, human resources and related services if we employ you. We may disclose these details to organisations or individuals with whom we consult regarding human resource related matters.

We will safeguard personal details and will not divulge them to any other individuals or organisations for any other purposes.

**Please return your completed application form to the address as shown on the advert.**



**Monitoring Equality and Diversity in Employment**

This section will be detached from your application form and used solely for monitoring purposes and for verification of identity; we will not make this information available to those involved in the selection process for the job you are applying for.

Central Bedfordshire Council recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We have an Equal Opportunities Policy which aims to make sure that we treat everyone fairly. **To help us monitor this Policy, please answer the questions below. In order for your application to be considered completion of Section A is required. Completion of Section B is at your discretion**.

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| **SECTION A** | **Must be completed** | | |
| **Your full name:** | | **Title:** | **Date of Birth:** |
| **Gender: (please specify)** | | **National Insurance Number:** | |
| **Other names you have been known by:** | | | |
| **Please state where you saw this post advertised:** | | | |

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| **SECTION B** | | **Completed at your discretion** | | | | | | | | | | | | |
| 1. **Ethnic Classification** Which of the following groups do you feel best describes your ethnic origin? | | | | | | | | | | | | | | |
| **Asian/Asian British** | Indian | | |  | Pakistani | | |  | Bangladeshi | |  | Other Asian background Please specify |  | |
| **Black/Black British** | Caribbean | | |  | African | | |  | Any other Black background | |  | Please specify background |  | |
| **Chinese or other Ethnic** | Chinese | | |  | Any other Ethnic group | | | | | |  | Please specify Ethnic Group |  | |
| **Grp Mixed** | White and Black Caribbean | | |  | White and Black African | | |  | White and Asian | |  | Other Mixed background Please specify |  | |
| **White** | British | | |  | Irish | | |  | Any other Mixed background | |  | Please specify background |  | |
| 1. **Disability** The Disability Discrimination Act defines disability as ‘a physical or mental impairment which has a substantial and long term effect on the person’s ability to carry out day to day activities’. | | | | | | | | | | | | | | |
| **Do you consider yourself to have a disability under the Disability Discrimination Act 1995?** (Please select Yes/No as appropriate) | | | | | | | | | | | | **Yes** | **No** | |
| **If you have answered 'yes' please complete the form overleaf.** | | | | | | | | | | | | | | |
| 1. **Sexual Orientation:** Which of the following do you feel best describes your sexual orientation? | | | | | | | | | | | | | | |
| **Lesbian** |  | | **Gay Man** | | |  | **Bisexual** | | |  | **Heterosexual** | | |  |
| 1. **Religion/Faith/Belief:** Which of the following groups do you feel best describes your religion/faith/belief? | | | | | | | | | | | | | | |
| RgionF **Buddhist** |  | | **Christian** | | |  | **Hindu** | | |  | **Jewish** | | |  |
| **Muslim** |  | | **Sikh** | | |  | **No Religion** | | |  | **Other** please specify | |  | |



**Guaranteed Interview Scheme**

Central Bedfordshire Council is committed to the employment and career development of disabled people. To demonstrate our commitment we use the Disability Symbol which is awarded by the Employment Service. As a symbol user, we guarantee an interview to anyone with a disability whose application meets the minimum criteria for the post.

**What do we mean by disability?**

The Disability Discrimination Act, 1995 defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day-to-day activities.

**How do I apply?**

Simply complete this section, and read the declaration below and sign.

**Please give details of your disability:**

**Are there any arrangements that may be required to be made should you be invited for interview?**

We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

**Declaration:**

**I consider myself to have a disability as defined above and I would like to apply under the Guaranteed Interview Scheme:**

**Signature:**

**Name: Date:**

**Any false declaration of disability to obtain an interview will invalidate any contract of employment.**