

PRIVATE AND CONFIDENTIAL
APPLICATION FORM

Please read the notes on page 2
before completing this form.

for appointment as Headteacher at

Church of England Voluntary Aided School

at which the Governing Body is the employer.

PERSONAL DETAILS

Family name

Title

Other names in full

Preferred name

DfE number

NI number

Permanent address

Temporary address

From _____ To _____

Telephone numbers

Work

Home

Mobile

May we telephone you at work?

Yes

☐

No

☐

Email address

Are there any restrictions on your residence or employment in the UK?

If Yes, please give details

Are there any adjustments that may be required should you be invited for interview?

If so, please state here

REFEREES

Governors give particular consideration to your application on the grounds of your religious commitment. Please give the name and address of the Vicar/Rector/Minister **of the Church you attend**.

Name	_____	Position	_____
Address	_____	Telephone No.	_____
	_____	E-mail	_____
Name of church/place of worship _____			

Please give the names of two persons who are able to comment on your suitability for this post. One should be your present or last headteacher or employer. A reference will be sought from your present local authority or employer. The Governing Body reserves the right to seek further references it deems appropriate.

Please let your referees know you have quoted them as referee and to expect a request for a reference should you be shortlisted.

Name	_____	Name	_____
Relationship to applicant	_____	Relationship to applicant	_____
Address	_____	Address	_____
	_____		_____
Telephone No.	_____	Telephone No.	_____
E-mail	_____	E-mail	_____

OTHER INFORMATION

Please state where you learned of this vacancy _____
Are you to your knowledge, related to any member of the Governing Body or any holder of senior office in the school or at the Local Authority?

If Yes, please state the person(s) and the relationship(s).

NOTES TO APPLICANTS

- Before signing this form please check that every section has been completed.
- The form should be returned as instructed in the details of the post.
- Enclose a stamped addressed envelope if you wish us to acknowledge your application.
- You are reminded that this is an application form for a post in a Church of England Voluntary Aided school in which the Governing Body is the employer. If you are appointed the Contract you will be asked to sign includes the following clause:- *As the Headteacher of a Church of England School you are required to have regard to the Christian character of the School and its Foundation and to undertake not to do anything in any way contrary to the interests of the Foundation.*

You are required to give and/or supervise the giving of religious education in accordance with the doctrines of the Church of England and the Trust Deed of the School. You are required to take part in and lead acts of religious worship.
- The successful applicant will be required to provide a satisfactory Enhanced Disclosure with list checks from the DBS.
- The school's duty of care to the pupils requires that chronological information is sought. However, the selection process will be free of age-bias.

- Candidates are invited to support their application with a letter, following the specific instructions given in the details of the post. Curriculum vitae should not be enclosed.

Details of referees

- One referee should be your current or most recent employer. If you are not currently working with children but have done so in the past, a reference will be required from the employer by whom you were most recently employed in work with children.
- The school will seek references on short-listed candidates, and may approach previous employers for information to verify particular experience or qualifications, before the interview.
- If you are currently working with children, on a paid or voluntary basis, your current employer will be asked about disciplinary offences relating to children, including any penalty which is time expired, and whether you have been the subject of any child protection concerns, and if so, the outcome of the enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, the relevant previous employer will be asked about those issues.
- References from relatives or friends writing solely as friends will not be accepted.

EDUCATION AND QUALIFICATIONS

Training and professional qualifications since leaving school.

From		To	Full name and town of College/University	Qualifications gained (including grades) or for which you are studying
Month & Year				

Please note that you will be required to produce relevant evidence of qualifications attained.

DRIVING LICENCE DETAILS

Do you have a valid driving licence?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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EMPLOYMENT HISTORY

Name of current employer

Post

Address

Telephone number

Date appointed

Date left

Age range taught

Number on roll

Annual Salary (inclusive)

Spinal point

Previous employment experience (list in chronological order, earliest first, explaining any gaps)

Include part time and voluntary work

Title of post/type of experience	Name and address of employer	Number on roll	Age range taught	Dates	
				From	To

IN-SERVICE EDUCATION

Please give details of in-service education relevant to your application and undertaken in the last three years.

As a participant					
Dates of Course		Length of Course	Course Title	Qualification obtained and date of Award	Course Provider
From	To				

As course leader			
Dates of Course		Length of Course	Course Title and brief outline of your contribution
From	To		

ADDITIONAL TEACHING SKILLS AND SPECIAL INTERESTS

Please list additional teaching skills and special interests relevant to this application.

DECLARATION

I understand that under the terms of the Asylum and Immigration Act 1996 should I be short-listed for the post for which I am applying, I am required to provide for the governing body, as employer, an original document¹ showing my entitlement to work in this country.

I understand that appointment to this post is subject to a satisfactory Enhanced Disclosure with list checks from the DBS. I also understand that, under the terms of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, and subsequent amendments, I am required to disclose any record I may have of criminal convictions, and to attach details of such convictions.² Amendments to the Exceptions Order 1975 by SI 2013 1198, provide that certain spent convictions are 'protected' and are not subject to disclosure to employers, and cannot be taken in to account. Guidance and criteria on the filtering of these convictions can be found at the Disclosure and Barring Service website. You must read these before completing this section.

I declare that I am not on List 99, or disqualified from working with children, or subject to any sanctions imposed by a regulatory body (such as a General Teaching Council).

I certify that all information given by me on this form and in supporting documents is correct to the best of my knowledge, that all questions have been fully and accurately answered, and that I possess all qualifications which I claim to hold.

I understand that my name will be withdrawn from the list of candidates if, prior to appointment, I am found knowingly to have omitted or concealed any relevant fact about my eligibility for the post, and I acknowledge that such discovery subsequent to appointment is likely to lead to my dismissal without notice.

To the best of my knowledge and belief the information supplied by me on each section of this form is correct.

I hereby consent to the processing of sensitive personal data, as defined in the Data Protection Act 1998, involved in the consideration of this application.

Signed

Date

¹Acceptable documents include: National Insurance card, a birth certificate issued in the UK or Eire, a P45 from your previous employer, a valid passport, or any relevant authorisation allowing you to work in this country.

²Please note that information about criminal convictions will remain confidential and will not be used to determine your general suitability for employment. However, it will be made available to the panel should you be selected by them for appointment.