**Cranfield Church of England Academy**



Headteacher Application Form

**Please read the application form guidelines and job description before completing this form.**

You can e-mail your completed application to the address on the advert.

Applications must be received by 09:00 on or before the closing date.

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| **Job Application Details…** | | | | | | | | | | | | | | | | | | | | |
| **Job title:** |  | | | | | | | | | | | | | | | | | | | |
| **Title:** | **Dr** | | **Mr** | | **Mrs** | | | | | **Miss** | | **Ms** | | | | | | **Other:** | | |
| **First name:** |  | | | | | | | **Surname/family name:** | | | |  | | | | | | | | |
| **Home phone number:** |  | | | | | | | **Work phone number:** | | | |  | | | | | | | | |
| **Mobile phone number:** |  | | | | | | | **Preferred phone number:** | | | |  | | | | | | | | |
| **Email address:**  (We use this for all future contact) |  | | | | | | | | | | | | | | | | | | | |
| **Address:** |  | | | | | | | | | | | | | | | | | | | |
| **County:** |  | | | | | | | **Postcode:** | | | |  | | | | | | | | |
| **Where did you hear about/see this vacancy?** |  | | | | | | | | | | | | | | | | | | | |
| **Teaching details…** | | | | | | | | | | | | | | | | | | | | |
| **Are you recognised as a qualified teacher by the DFE?** | | | | **Yes  No** | | | | | | **Date Qualified Teacher Status (QTS) awarded:** | | | | |  | | | | | |
| **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:** | | | | |  | | | | | |
| **DFE Reference Number:** | | | |  | | |  | | / | |  | | |  | |  | | |  |  |
| **Salary: Please state scale point(s) and any allowance for any specific responsibility:**  **Scale: Allowances:** | | | | | | | | | | | | | | | | | | | | |
| **Either Main Pay Spine:** | | | **£** | | | | | **Teaching and Learning**  **Responsibility:** | | | | | | | | | **£** | | | |
| **pts** | | | | | **TLR1 TLR2** | | | |
| **Or Upper Pay Spine:** | | | **£** | | | | | **Recruitment & Retention allowance:** | | | | | | | | | **£** | | | |
| **pts** | | | | | **pts** | | | |
| **Leadership Spine point:**  **If Head or Deputy Head,  School Group Number:** | | | **pts** | | | | | **Special Educational Needs Allowance:** | | | | | | | | | **£** | | | |
|  | | | | | **pts** | | | |
| **Individual School Range of points:**  **If Head or Deputy Head,  School Group Number:** | | | **From pts** | | | | | **Safeguarding: (former Management Allowance)** | | | | | | | | | **£** | | | |
| **To pts** | | | | | **pts** | | | |
| **Education & Qualifications…** | | | | | | | | | | | | | | | | | | | | |
| **Please enter all qualifications you have taken from GCSE (or equivalent) onwards including the grades awarded, including fails and resits. For non-UK qualifications please provide the original results, not the UK equivalents. If you are currently working towards a qualification, please enter the details requested below and indicate the grade you have been predicted. Please note that if you are shortlisted for interview you will be required to bring proof of your relevant qualifications to the interview.** | | | | | | | | | | | | | | | | | | | | |
| **Name and location of school/college/university** | | **Dates attended**  **(from – to)** | | | | **Qualification(s)** | | | | | | | **Result gained/expected** | | | | | | | |
|  | |  | | | |  | | | | | | |  | | | | | | | |
| **Training courses:** | | | | | | | | | | | | | | | | | | | | |
| Please provide details of any relevant training courses you have attended within the last five years including title of course and approximate date. | | | | | | | | | | | | | | | | | | | | |
| **Title of course** | | **Dates attended**  **(from – to)** | | | | **Qualification(s)** | | | | | | | **Result gained/expected** | | | | | | | |
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| **Employment History:** | | | | |
| **Please give details of your full employment history in date order starting with the most recent first. If you are applying to work with children / vulnerable groups you must list all employment, career breaks, and periods of unemployment, education and voluntary work since leaving secondary education without any gaps.**  **If this is your first teaching position, please include details of your teaching practices.**  **Please use an additional sheet if necessary remembering to write your name and the job reference number at the top**. | | | | |
| **Company or Organisation’s name** | **Job title & Purpose** | **Employment date**  **(DD/MM/YY to DD/MM/YY)** | | **Reason for leaving** |
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| **Your application:** |
| **With this application form you will have received a person specification describing the skills and attributes we require for the job for which you are applying. Please take this opportunity to explain how you meet each of the requirements of the job. It will help the short listing process if you address each main area of the person specification separately. Please provide examples to illustrate your knowledge, skills, and experience.** |
| **In this box please provide examples to demonstrate how your qualifications, experience and skills meet the criteria for this role.** |
| **EXPERIENCE** |
| **SKILLS** |
| **PERSONAL ATTRIBUTES** |
| **SAFEGUARDING** |
| **TEACHING AND OUTCOMES** |
| **DEVELOPING A PROFESSIONAL TEAM** |
| **ORGANISATION AND RESOURCE MANAGEMENT** |
| **SECURING ACCOUNTABILITY** |
| **STRATEGY AND VISION** |
| **COMMUNITY AND CULTURE** |

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| **References:** | | | | |
| Please provide the names of **two referees** who can provide professional or academic references. The first must be **your present or most recent employer / voluntary organisation**. The person you name must hold a managerial or human resources position in that organisation and have access to your records. **Please ensure that you provide an email address wherever possible** as this greatly speeds up the recruitment process.  Cranfield Church of England Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers and contractors to share this commitment. For roles working with children and / or vulnerable adults we will take up references prior to interview. If you do not wish us to take up a reference from your current employer please provide a third referee so that we still have two references prior to the interview.  **Satisfactory references must be obtained before any formal offer can be confirmed.** If you are applying for a role working with children or vulnerable adults and you are not currently working with these groups but have done so in the past, you must nominate a referee from an organisation where you were employed to work with children or vulnerable adults. The referees will be asked if you have any live disciplinary offences and also about any “time expired” disciplinary offences relating to children. In addition, they will be asked if you have been subject to any child protection or vulnerable adult protection concerns, and the outcome of any such enquiry or disciplinary procedure.  **Cranfield Church of England Academy reserves the right to request a reference from any organisation with which you have been associated**. | | | | |
| **Reference 1:** | | | | |
| **Referee’s name:** |  | **Job title:** |  | |
| **Organisation’s name & address:** |  | **Relationship to you: (e.g. Line manager/HR)** |  | |
| **Work phone number:** |  | **Email address:** |  | |
| **Can we contact this referee prior to interview?** | | | **Yes** | **No** |
| **Reference 2:** | | | | |
| **Referee’s name:** |  | **Job title:** |  | |
| **Organisation’s name & address:** |  | **Relationship to you: (e.g. Line manager/HR)** |  | |
| **Work phone number:** |  | **Email address:** |  | |
| **Can we contact this referee prior to interview?** | | | **Yes** | **No** |
| **Reference 3:** | | | | |
| **Referee’s name:** |  | **Job title:** |  | |
| **Organisation’s name & address:** |  | **Relationship to you: (e.g. Line manager/HR)** |  | |
| **Work phone number:** |  | **Email address:** |  | |
| **Can we contact this referee prior to interview?** | | | **Yes** | **No** |
| **Further Information:** | | | | |
| 1. Are you, to your knowledge, related to or do you have a close relationship with any member, officer or school governor of the Academy? | | | **Yes** | **No** |
| 1. Are you subject to any legal restrictions in respect of your employment in the UK? You will be required at interview 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 currently subject to any sanction, or have you at any time been barred or suspended from working with children or vulnerable adults, by any regulatory, professional or government body. | | | **Yes** | **No** |
| If you have answered “yes” to the questions above please provide further details: | | | | |
| Some forms of employment, occupations and professions are exempted from the Rehabilitation of Offenders Act 1974. If you are applying for a role with unsupervised access to vulnerable groups this will be stated on the advert and you will be required at interview to declare if you have ever been convicted or cautioned for any criminal offence either ‘spent’ or ‘unspent’. The DBS code of conduct is available upon request.  If you are applying for a role where you will not be working with vulnerable groups you will be asked to declare ‘unspent’ convictions only.  **Do you agree to declare the information required for the role you are applying for?** | | | **Yes** | **No** |
| **Declaration:** | | | | |
| **I declare that to the best of my knowledge and belief, the information I have provided on this application form and supplied with it is correct.**  **I understand that any subsequent contract of employment with the Academy 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 employees or governors of the Academy, either directly or indirectly, in connection with your application you will be disqualified.** | | | | |
| Data Protection Act: Cranfield Church of England Academy has a duty to protect personal information and will process personal data in accordance with the Data Protection Act 1998 and any amendments to the Act. By completing this form, you are giving your consent to the processing of the data in your application.  Under the terms of the Data Protection Act 1998 the information provided on this form will be held in confidence and used for the purpose of recruitment and selection and personnel administration / monitoring only and for no other purpose. | | | | |

**Please return your completed application to** [**headship@epm.co.uk**](mailto:headship@epm.co.uk)

**HEALTH ASSESSMENT CHECK**

If you are appointed you will be required to complete a Pre-Employment Health Questionnaire. Your appointment will be subject to a satisfactory clearance.

**COMPLAINTS PROCEDURE**

If you feel you have been unfairly treated, you have the right to complain. If you wish to complain, you should write to the Chair of Governors at the School and state why you think you have been treated unfairly. Any complaint should be made no later than 14 days after you are informed of the result of your application.