**Babcock LDP**

This document contains the following forms to be used when applying for the post of headteacher in a Devon Maintained School.

Application form

Disclosure Declaration Form (for use if required)

Diversity form

**To submit your completed application form by email please send to:**

[**LDP-adminheadships@babcockinternational.com**](mailto:LDP-adminheadships@babcockinternational.com)

**Important Notice**

This application form, that takes account of guidance on safeguarding children and safer recruitment, must be used when applying for a headship post in Devon.

**Please do not submit an older version or any other style of application form as these will not be accepted.**

**When completing the application form please remember that:**

* You are required to provide a full chronological history of employment/ training/unemployment, with dates, covering the whole period from leaving secondary education to the current day within one section of the form
* You must provide references that cover at least the last five years

November 2015CONFIDENTIAL

## Application for Headteacher Appointment

Equal opportunities will be afforded to all job applications at all stages in the recruitment process. Appointment will be based solely on merit and without regard to issues of gender, race, religion or belief, disability or sexual orientation.

Thank you for your application.

(Please complete and return this form by email. Alternatively print it and complete in hand written or typed black ink. Continue on a separate sheet where necessary.)

|  |  |
| --- | --- |
| Post applied for: | Vacancy No: |
| School Name: | Location: |

PERSONAL DETAILS

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Last name: | | | | | | | First name(s): | | | | | | | |
| (Block capital. Please underline the name you would like to be known by.) | | | | | | | | | | | | | | |
| Title (Dr, Mr, Mrs, Ms, etc.): | | | Previous or other name(s): | | | | | | | | | | | |
| Address: | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | Postcode: | | |
| Tel. No.(inc Area Code): | Home: | | | | | | | | Work/Mobile: | | | | | |
|  | | | | | | | | | | | | | | |
| Email address: | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| Do you require a work permit? | | Yes | | No | If yes, do you possess a valid work permit? | | | | | | | | Yes | No | |
|  | | | | | | | | | | | | | | | |
| Are you recognised by the NCTL as a Qualified Teacher? | | | | | | Yes | | | | No | DfE Teacher Ref. No. | | | | |
|  | | | | | | | | | | | | | | | |
| Age range for which trained: | | | | | | | | Date available for employment: | | | | | | | |
| National Insurance Number  National Insurance Number: | | | | | | | | | | | | | | | |

### PRESENT OR MOST RECENT POST

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date commenced: (Month/Year) | | | | To: (Month/Year) | | | |
| Post Title or Position: | | | | | | Full or Part Time: | |
| Name of School/College, other employer or description of activity: | | | | | | | |
|  | | | | | | Age range: | |
| Address: | | | | | | | |
|  | | Postcode: | Email address: | | | | |
| Key Responsibilities: | | | | | | | |
|  | | | | | | | |
| Reason for leaving: | | | | | | | |
|  | | | | | | | |
| If applicable: | | | | | | | |
| Local Authority: | | | | | | | |
| Number on Roll:: | Type of school (Community/Aided/Foundation/Academy/Trust/Independent): | | | | | | |
| Subjects or areas taught: | | | | | | | |
| Age range taught: | | | | | | | |
| Present ISR/Scale Scale: | | | | | Spine Point: | | Salary: £ |
| Other payments: i.e. safeguarded sum, TLR, allowance (SEN or R&R) | | | | | | | Amount |
|  | | | | | | |  |
|  | | | | | | |  |
|  | | | | | | |  |
|  | | | | | | |  |
|  | | | | | | |  |
| Subjects or areas taught: | | | | | | | |
| Other subjects you can teach: | | | | | | | |
|  | | | | | | | |

### FULL HISTORY Please provide a full history in chronological order (most recent appointment first) back to leaving secondary education. This must include all periods of post-secondary education/training and part-time and voluntary work as well as full time employment, with start and end dates, reasons for leaving employment and explanations for periods not in employment or education/training.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | Dates: | From: (Month/Year) | | To: (Month/Year) | |
| . | Job Title or Position: | | | | Full or Part Time: |
|  | Name of School/College, other employer or description of activity: | | | | |
|  |  | | | | |
|  | Reason for leaving: | | | | |
|  |  | | | | |
|  | If applicable: | | | | |
|  | Local Authority: | | | | |
|  | Number on Roll: | | Type of school (Community/Aided/Foundation/Academy/Trust/Independent): | | |
|  | Subjects or areas taught: | | | | |
|  | Post responsibility and allowance: | | | | |
|  |  | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 2 | Dates: | From: (Month/Year) | | To: (Month/Year) | |
| . | Job Title or Position: | | | | Full or Part Time: |
|  | Name of School/College, other employer or description of activity: | | | | |
|  |  | | | | |
|  | Reason for leaving: | | | | |
|  |  | | | | |
|  | If applicable: | | | | |
|  | Local Authority: | | | | |
|  | Number on Roll: | | Type of school (Community/Aided/Foundation/Academy/Trust/Independent): | | |
|  | Subjects or areas taught: | | | | |
|  | Post responsibility and allowance: | | | | |
|  |  | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 3 | Dates | From: (Month/Year) | | To: (Month/Year) | |
| . | Job Title or Position: | | | | Full or Part Time: |
|  | Name of School/College, other employer or description of activity: | | | | |
|  |  | | | | |
|  | Reason for leaving: | | | | |
|  |  | | | | |
|  | If applicable: | | | | |
|  | Local Authority: | | | | |
|  | Number on Roll: | | Type of school (Community/Aided/Foundation/Academy/Trust/Independent): | | |
|  | Subjects or areas taught: | | | | |
|  | Post responsibility and allowance: | | | | |
|  |  | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 4 | Date: | From: (Month/Year) | | To: (Month/Year) | |
| . | Job Title or Position: | | | | Full or Part Time: |
|  | Name of School/College, other employer or description of activity: | | | | |
|  |  | | | | |
|  | Reason for leaving: | | | | |
|  |  | | | | |
|  | If applicable: | | | | |
|  | Local Authority: | | | | |
|  | Number on Roll: | | Type of school (Community/Aided/Foundation/Academy/Trust/Independent): | | |
|  | Subjects or areas taught: | | | | |
|  | Post responsibility and allowance: | | | | |
|  |  | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 5 | Dates: | From: (Month/Year) | | To: (Month/Year) | |
| . | Job Title or Position: | | | | Full or Part Time: |
|  | Name of School/College, other employer or description of activity: | | | | |
|  |  | | | | |
|  | Reason for leaving: | | | | |
|  |  | | | | |
|  | If applicable: | | | | |
|  | Local Authority: | | | | |
|  | Number on Roll: | | Type of school (Community/Aided/Foundation/Academy/Trust/Independent): | | |
|  | Subjects or areas taught: | | | | |
|  | Post responsibility and allowance: | | | | |
|  |  | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 6 | Dates: | From: (Month/Year) | | To: (Month/Year) | |
| . | Job Title or Position: | | | | Full or Part Time: |
|  | Name of School/College, other employer or description of activity: | | | | |
|  |  | | | | |
|  | Reason for leaving: | | | | |
|  |  | | | | |
|  | If applicable: | | | | |
|  | Local Authority: | | | | |
|  | Number on Roll:: | | Type of school (Community/Aided/Foundation/Academy/Trust/Independent): | | |
|  | Subjects or areas taught: | | | | |
|  | Post responsibility and allowance: | | | | |
|  |  | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 7 | Dates: | From: (Month/Year) | | To: (Month/Year) | |
| . | Job Title or Position: | | | | Full or Part Time: |
|  | Name of School/College, other employer or description of activity: | | | | |
|  |  | | | | |
|  | Reason for leaving: | | | | |
|  |  | | | | |
|  | If applicable: | | | | |
|  | Local Authority: | | | | |
|  | Number on Roll:: | | Type of school (Community/Aided/Foundation/Academy/Trust/Independent) | | |
|  | Subjects or areas taught: | | | | |
|  | Post responsibility and allowance: | | | | |
|  |  | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 8 | Dates: | From: (Month/Year) | | To: (Month/Year) | |
| . | Job Title or Position: | | | | Full or Part Time: |
|  | Name of School/College, other employer or description of activity: | | | | |
|  |  | | | | |
|  | Reason for leaving: | | | | |
|  |  | | | | |
|  | If applicable: | | | | |
|  | Local Authority: | | | | |
|  | Number on Roll: | | Type of school (Community/Aided/Foundation/Academy/Trust/Independent) | | |
|  | Subjects or areas taught: | | | | |
|  | Post responsibility and allowance: | | | | |
|  |  | | | | |

Continue on a separate sheet if necessary

DETAILS OF SECONDARY EDUCATION

|  |
| --- |
| School/College attended: |
| From / To: |
| Qualifications (type, subjects and grades): |
|  |
|  |

**DEGREES OR PROFESSIONAL QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| 1 | Qualification (e.g. BA, BEd): | Class of Degree: |
|  | University/College: | Date awarded: |
|  | Subjects: | |
|  | Attended from / to: | |
|  | | |
| 2 | Post-graduate qualification (e.g. MEd, PGCE, QTS): | |
|  | University/College: | Date awarded: |
|  | Subjects: | |
|  | Attended from / to: | |
|  | | |
| 3 | Other Qualifications (e.g. Diplomas, etc):: | |
|  | University/College: | Date awarded: |
|  | Subjects: | |
|  | Attended from / to: | |
|  |  | |
| 4 | Other Qualifications (e.g. Diplomas, etc):: | Date awarded: |
|  | University/College: | |
|  | Subjects: | |
|  | Attended from / to: | |
|  | | |
| 5 | NPQH: | Date awarded: |
|  |  | |
|  |  | |
|  |  | |
| 6 | Recent relevant professional development (non-award bearing): | |
|  |  | |
|  |  | |
|  |  | |
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|  |  | |
|  |  | |
|  |  | |
| 7 | Membership of professional bodies: | |
|  |  | |
|  |  | |

### EQUALITY ACT 2010

Devon County Council welcomes all legislation designed to protect the rights of people. The Equality Act 2010 defines a person as having a disability if he or she “has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities.”

|  |  |  |
| --- | --- | --- |
| Do you have a disability? | Yes | No |

Wherever possible and reasonable we will make adjustments and offer alternatives to help a person through the application and selection process.

If you require assistance at any stage of the process please contact the Appointing Officer or Personnel Adviser or provide details below:

|  |
| --- |
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**SUITABILITY TO WORK WITH CHILDREN**

**Please tick the appropriate box**

|  |  |  |
| --- | --- | --- |
| I have not been the subject of any allegations concerning behaviour towards children and confirm there are no current outstanding matters. |  |  |
| **O**R |  |  |
| I have been the subject of allegations concerning my behaviour towards children and have attached the details of the circumstances on the Disclosure Declaration form. |  |  |

**REHABILITATION OF OFFENDERS**

The post for which you are applying is exempt from the provisions of the Rehabilitation of Offenders Act 1974. You will, therefore, be required to use the declaration form to disclose all information about any police warnings, cautions or convictions in a Court of Law no matter when they occurred, so that a police check can be carried out if you are offered an appointment. If you are subsequently employed by the Local Authority and it found that you failed to disclose any previous convictions, this could result in dismissal, or disciplinary action by the School and/or Local Authority. All information will be treated in confidence and will only be considered in relation to an application for posts to which the exemption order applies.

**Please tick the appropriate box**:

|  |  |  |
| --- | --- | --- |
| I have no previous convictions, cautions, police warnings or bind-overs, no cases are outstanding, and I am not currently disqualified from working with children or on DBS Children’s Barred List. |  |  |
| **O**R |  |  |
| I include details of my past record: convictions, cautions, police warnings, bind-overs, outstanding cases, disqualification from working with children or inclusion on the DBS Children’s Barred List, with this application on the Disclosure Declaration form. |  |  |

**AFFILIATIONS**

A candidate for any appointment with Devon County Council who knows he/she is related to any member of the council or senior officer is required to disclose the relationship when submitting an application. In educational establishments the designation “senior officer” includes Headteacher, Principal/Director, Vice-Principal and Head of department. For other employees the designation includes anyone paid on management Grade 1 or above. A candidate who fails to disclose such a relationship shall be disqualified for the appointment and if appointed shall be liable to dismissal without notice.

If applicable please give details:

|  |
| --- |
|  |
|  |
|  |

### REFERENCES

(Please give names and addresses and post codes of at least two referees who are willing to be contacted in respect of this application, one of these should be from your current or most recent employer wherever possible).**As this post is subject to a DBS Disclosure, references must cover the previous five years of employment regardless of any previous DCC service. If there has been a gap in employment then a personal reference covering this period from someone who can comment on your ability to do the job is acceptable.** For headship at a Voluntary Aided Church school you should provide as one of your references either your parish priest or Minister of Religion.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Reference relating to the period | | From: | | | To: |
|  | Name: | | Title: | | Occupation: |
|  | Address: | | | | |
|  |  | | | Post Code: | |
|  | Daytime Tel. No. (inc area code) | | | Fax No. | |
|  | Email address: | | | | |
|  |  | | | | |
| 2. Reference relating to the period | | From: | | | To: |
|  | Name: | | Title: | | Occupation: |
|  | Address: | | | | |
|  |  | | | Post Code: | |
|  | Daytime Tel. No. (inc area code) | | | Fax No. | |
|  | Email address: | | | | |
|  |  | | | | |
| 3. Reference relating to the period | | From:: | | | To: |
|  | Name: | | Title: | | Occupation: |
|  | Address: | | | | |
|  |  | | | Post Code: | |
|  | Daytime Tel. No. (inc area code) | | | Fax No. | |
|  | Email address: | | | | |

Please provide the details for any additional references on a continuation sheet

**NB: A Local Authority reference will be sought for all existing headteachers**.

### ADDITIONAL INFORMATION

Please note that you will be required to produce original documentation to verify information provided within this application and to satisfy the requirement of the Immigration and Asylum Act. You will be expected to provide original certificates relating to academic qualifications as well as two of the following: Birth Certificate or Extract, Passport, evidence of National Insurance Number, Driving Licence (if applicable).

### DECLARATION

I declare that the information given in this application is, to the best of my knowledge, complete and correct and that it may be used for purposes registered by the Council under the Data Protection Act. I confirm that I have disclosed all relevant information that may effect my suitability to work with children. I understand that if, after appointment, any information is found to be inaccurate, false or deliberately misleading this may lead to dismissal without notice. I understand that all payments will be made by direct credit transfer to a Bank/Building Society/Post Office Giro account. If appointed, I will give details of my account on a Bank Credit details slip.

|  |  |
| --- | --- |
| Signed | Date: |

Please return this form and diversity information as indicated in the advertisement or otherwise instructed. If you are using this as an electronic form you may email the form as an attachment. In the latter case, should you be short listed for interview, you will be asked to sign a hard copy of your application form at interview.

### DATA PROTECTION ACT

INFORMATION FROM THIS APPLICATION MAY BE PROCESSED BY COMPUTER FOR PURPOSES REGISTERED BY THE COUNTY COUNCIL UNDER THE DATA PROTECTION LEGISLATION. INDIVIDUALS HAVE THE RIGHT OF ACCESS TO COMPUTERISED PERSONAL DATA CONCERNING THEM.

### STATEMENTS IN SUPPORT OF YOUR APPLICATION

|  |
| --- |
| Name in Full: |

Please use this page, or separate letter of application, to demonstrate you suitability for this post. You should focus on demonstrating how your skills, experience and knowledge match the requirements of the person specification or selection criteria for this post.

Please insert continuation sheets as required. Your application may be typewritten, word processed or handwritten in black ink.

|  |
| --- |
|  |



**CONFIDENTIAL – Disclosure Declaration Form**

The Local Authority and Governors of the school are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment

**Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975**

The provisions of the Rehabilitation of Offenders Act regarding non-disclosure of spent convictions do not apply to this post because of the kind of work it entails. You must disclose on this form details of any convictions, cautions and formal warnings, no matter when they occurred or what the nature of the offence was.

**Safer Recruitment and Selection in Education Settings**

You should also complete this form if you have been the subject of any allegations concerning the safety and welfare of children or young people or behaviour towards children or young people, giving details of any incidents, whether the allegations or concerns were investigated, the conclusions reached and how the matters were resolved.

If this application leads to your employment the failure to disclose previous convictions, cautions, bindovers, outstanding cases, formal warnings, disqualification from working with children or inclusion on the DBS Children’s Barred List, could result in dismissal. Please use the space below to give details.

|  |  |
| --- | --- |
| Convictions, cautions and formal warnings | |
|  | |
| Allegations | |
|  | |
| **I certify to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false, misleading or incomplete, it could lead to withdrawal of the conditional offer of appointment, without notice.** | |
| Name (**BLOCK CAPITALS**) | |
| Signed | Date |

For headteacher appointments



**Valuing Diversity**

**Please complete the form that follows on the next page.**

Devon County Council believes in valuing diversity. This means that we welcome and encourage applications regardless of age, gender, sexual orientation, race, religion or disability.

Please see [www.devon.gov.uk/equality.htm](http://www.devon.gov.uk/equality.htm) for more details of our Equality Commitments and Standards, and Equality Action Plan.

To make valuing diversity work we need to monitor the effectiveness of our policies. This is why we ask you to please complete the attached form. If you are successful, the information will be transferred to our computerised personnel system. The information will be kept in strict confidence at all times.

**The form is not part of our selection process and will be separated from your application form.**

**Guidance Notes on Disability**

Under the Equality Act 2010 you are considered to have a disability if you have *‘a physical or mental impairment which has a substantial and long-term adverse effect upon your ability to carry out normal day-to-day activities’.*

People who have had disabilities in the past are included. Progressive conditions, such as cancer, multiple sclerosis, muscular dystrophy and HIV infection, are covered by the Act from the point of diagnosis.

**Physical and mental impairments** include sensory impairments, such as those affecting sight or hearing, learning disabilities, and mental illness if it has a substantial effect on normal day to day activity.

**Substantial adverse effect** is more than a minor or trivial effect and goes beyond the normal differences between people. Substantial effects of a disability, which has ceased but is expected to recur at least once a year, for example rheumatoid arthritis or epilepsy, are included in the definition.

**Long term effect** is one which has lasted, or is likely to last, 12 months or more.

**Normal day to day activities** are those which are carried out by most people on a fairly regular and frequent basis. An impairment has a substantial adverse effect if it affects:

* Mobility
* Ability to lift, carry or otherwise move everyday objects
* Manual dexterity
* Speech, hearing or eyesight (excluding those who wear glasses/contact lenses)
* Physical co-ordination
* Continence
* Memory or ability to concentrate, learn or understand
* Perception of the risk of physical danger.

Anyone who is certified as **blind or partially sighted** by a consultant ophthalmologist, or who is registered as such by a Local Authority, is deemed to be disabled within the meaning of the Equality Act 2010.

Further details are available from the Equality and Human Rights Commission at [www.equalityhumanrights.com](http://www.drc-gp.org), Phone 0808 800 0082 or Textphone 0808 800 0084

**Guaranteed Interview**

As a user of the disability symbol, we guarantee to interview all applicants with a disability who meet the essential elements of the person specification. Please indicate on the application form if you require adjustments for the interview. This will not affect your application.

**Devon County Council – Valuing Diversity**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **First Name(s)**: | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Surname:** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **1. GENDER:** | | Female | | | Male |
|  | | | | | | | | | | | |
| **2. DATE OF BIRTH** (DD/MM/YY) | | |  | | | |
|  | | | | | | | | | | | |
| **3. ETHNIC GROUP** | | | | | | | | | | | |
| To which of these groups do you consider that you belong? (tick in appropriate box) | | | | | | | | | | | |
|  | **Asian or Asian British** | | | | | **Mixed** | | | | |
|  | Indian | | | | | White and Black Caribbean | | | | |
|  | Pakistani | | | | | White and Black African | | | | |
|  | Bangladeshi | | | | | White and Asian | | | | |
|  | Any other Asian Background | | | | | Any other Mixed background | | | | |
|  |  | | | | |  | | | | |
|  | **Black or Black British** | | | | | **White** | | | | |
|  | Caribbean | | | | | British | | | | |
|  | African | | | | | Irish | | | | |
|  | Any other Black background | | | | | Any other White background | | | | |
|  |  | | | | |  | | | | |
|  | **Chinese or other ethnic group** | | | | | If you have answered ‘Any other’ in any group please specify below: | | | | |
|  | Chinese | | | | |  | | | | |
|  | Any other | | | | |
|  | | | | | | | | | | | |
| **4. DISABILITY** | | | | | | | | | | | |
| Do you consider yourself to have a disability?(please see guidance) | | | | | | | | Yes | | No |
|  | | | | | | | | | | | |
| **5. EMPLOYMENT** | | | | | | | | | | | |
| Are you currently employed by Devon County Council? | | | | | | | | Yes | | No |
|  | | | | | | | | | | | |
| If YES are you applying for a higher graded post? | | | | | | | | Yes | | No |
|  | | | | | | | | | | | |
| **6. WHERE DID YOU FIRST SEE THIS POST ADVERTISED?** (please tick as appropriate) | | | | | | | | | | | |
| Choice Magazine | | | | Local Newspaper | | | | | Other (please state below) | | |
| Devon website - vacancies | | | | National/Trade Press | | | | |  | | |
| Other Internet Site | | | |  | | | | |

**For Internal Use**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Job Title: HEADTEACHER : PRINCIPAL : ACTING POST | |  |  |  |
|  |  |  | | |
| Vacancy Number: | School: | | | |