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**APPLICATION FOR THE POSITION OF**

**HEAD OF JUNIOR SCHOOL**

*Application form to be fully completed electronically (there is no word limit).   .*

**CANDIDATE**

|  |  |  |
| --- | --- | --- |
| Surname: | Forenames: | Title: |
| Nat Ins No: | DfE No: |
| Are you currently eligible for employment in the UK: | Yes: | No: |
| Please provide details (and if called for interview, please bring with you original documents to prove your right to work in the UK, to enable us to complete the attached Home Office Checklist): |
| Home address:Post Code: | Correspondence address, if different:Post Code: |
| Tel: | Mobile: |
| Tel (work – if appropriate): |
| E-mail: |

**EDUCATION AND TRAINING:** Schools, College/University, and Other Courses attended (start with the earliest date):

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Establishment | From | To | Qualifications obtained (post-GCSE) including awarding body (if known) |
| Schools: |  |  |  |
| Colleges/Universities: |  |  |  |
| Other Professional Qualifications: |  |  |  |
| Relevant Training Courses: |  |  |  |

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| --- | --- | --- | --- |
| Do you have QTS?*Please put X in appropriate box* | Yes | No |  |

**EMPLOYMENT HISTORY** (From current to first appointment)

Safer Recruitment requires that applicants provide a full employment history. Please give details of any time when you were not in full-time employment, self-employment, further education or training. If you held more than one post within a school, please provide details of such roles.

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| --- | --- | --- | --- |
| Employer’s Name and Address | Position / Nature of Duties / Responsibilities | From  | To(include reason for leaving) |
| Current Position | Please include current salary and other benefits (including benefits in kind); period of notice required: |  |  |
| Previous Employer |  |  |  |
| Previous Employer |  |  |  |
| Previous Employer |  |  |  |
| Previous Employer |  |  |  |
| Add further boxes, if necessary |  |  |  |

**OTHER PROFESSIONAL ACTIVITIES**

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| Please give details of any “external” professional experience, e.g. examination marking, Inspections, participation in the delivery of courses: |

**ACTIVITIES and INTERESTS**,including offices held, etc. whilst at school, university and subsequently

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**EXPERIENCE:** (please give evidence of your experience which matches the qualities and experiences sought in the new Head)

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| **Leading and Inspiring the Team:** |
| **Vision and Strategy:** |
| **Managing People:** |
| **Managing the Business:** |
| **Creating the Climate:** |
| **Belief in the Role:** |
| **Breadth of Experience and Personal Qualities:** |

**DISCIPLINARY RECORD, CONDUCT AND CHILD PROTECTION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you ever been subject to any disciplinary procedures relating to the safety and welfare of, or behaviour towards, children or young people, including anywhere the disciplinary sanction has expired or where the allegation was unfounded and/or no disciplinary sanctions were imposed? | Yes |  | No |  |
| *If your answer is ‘Yes’, please give details:* |
| Have you ever been convicted or found guilty of any offence, had a binding over order issued against you or been given a caution? | Yes |  | No |  |
| *Answering ‘Yes’ will not necessarily be a bar to obtaining a position. If ‘Yes’ you are required to give details, as the post for which you are applying is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. All convictions, cautions and bind-overs including those regarded as “spent” must be declared. Any offer of appointment will be dependent on the completion of a satisfactory Disclosure and Barring Service (DBS)* *check, including an Enhanced Criminal Record Certificate (ECRC).* |
| Is a charge in respect of any offence pending (notified to you or been brought against you and not yet been disposed of)? | Yes |  | No |  |
| *If Yes, give details:* |

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| Please give details of any issues that may arise when application is made for ECRC with the DBS: |
| Do you have a deemed disability within the meaning of the Equality Act 2010, or any other relevant health issues, which include a physical or mental impairment which has a substantial long term (more than 12 months) adverse effect on your ability to carry out day to day including work related activities? If the answer is YES, please give details:*\*Please delete as appropriate* YES / NO\*If the answer is YES, please state any suggestions that you have as to how we can reasonably help you overcome any disadvantage in the recruitment process or the work environment (reasonable adjustments): |
| Do you have a current driving licence? YES / NOType of licence held: | Any points endorsements or current or pending driving bans? YES / NO *If yes, provide details:* |

**REFEREES:** (Please give details of three referees, the first-named should be your current or most recent employer. Where you are not currently working with children but have done so in the past one referee must be from the employer by whom you were most recently employed in work with children. We may contact them immediately unless you indicate otherwise.)

*Please note that references will not be accepted from relatives.*

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| --- | --- |
| **Name:** |  |
| Address: |  |
| Position: | How long known: |
| Tel (work): | Tel/Mobile (home): |
| Mobile (work): | E-mail: |

|  |  |
| --- | --- |
| **Name:** |  |
| Address: |  |
| Position: | How long known: |
| Tel (work): | Tel/Mobile (home): |
| Mobile (work): | E-mail: |

|  |  |
| --- | --- |
| **Name:** |  |
| Address: |  |
| Position: | How long known: |
| Tel (work): | Tel/Mobile (home): |
| Mobile (work): | E-mail: |

**CONTACTS:** Please declare the name of any spouse, partner including civil partner or family member or any person known personally to you or any of the above who has a close relationship to an existing employee or a Governor of St Edmund’s School Canterbury.

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| --- | --- |
| Name | Relationship |
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Employees are recruited on the basis of their qualifications and experience, regardless of sex, sexual orientation, marital status, race, colour, nationality, religion or belief, ethnic or national origin, age, disability and union membership status. However, before any provisional offer of employment is confirmed, you will be required to give your consent to the school obtaining a medical examination report from your own GP, at the school’s expense, regarding your occupational fitness or capacity to undertake the duties of the job and any day to day activities; and have obtained, through the school, an ECRC DBS check.

**DECLARATION:**

I hereby confirm that the above information is true and accurate. For the purposes of compliance with the Data Protection Act 1998, I hereby give my consent to St Edmund’s School Canterbury to process the data supplied in this application form for the purposes of recruitment and selection.

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as “spent” must be declared. I have not been disqualified or prohibited from teaching or working with children, by the National College for Teaching and Leadership or other relevant statutory bodies for Wales or Scotland; I do not appear on any barred lists held by the DBS, am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council (Wales)) and:

* *either* **(please delete one of the following \* as appropriate)** \*I have no convictions, cautions or bind-overs,
* *or* \*I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked confidential.

Any offer of appointment will be dependent on the completion of a satisfactory Disclosure and Barring Service (DBS) check.

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| --- | --- |
| Name: ………………………………………………….. | Date: ……………………………. |
| Signature: ……………………………………………... |  |

Applicants invited to an interview will be required to sign and date this application form on arrival at the school and before the start of the interview.

St Edmund’s School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, and the Disclosure and Barring Service.

St Edmund’s School Canterbury

St Thomas Hill, Canterbury, Kent CT2 8HU Tel: 01227 475600

[www.stedmunds.org.uk](http://www.stedmunds.org.uk)

14 February 2018