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**APPLICATION for the post of**

**HEAD**

**of**

**ST NICHOLAS’ SCHOOL**

**APRIL 2018**

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| **Name of applicant:** |

**Completing your application form**

Please complete all parts of this application form **and** the monitoring form electronically in **black** font. Unless indicated otherwise the response areas on the form will expand to take more text; you are not limited by the current size.

When complete, your application form, the monitoring form and a covering letter,(word processed, **not** hand written), to include your reasons for applying, your relevant experience and the qualities you think you would bring to the post, should be e-mailed **as a *Word* or pdf attachment** for the attention of **Rev Tara Hellings, Chair of Governors** at

[**headspa@st-nicholas.hants.sch.uk**](mailto:headspa@st-nicholas.hants.sch.uk)

All applications will be acknowledged.

Please note that the **closing date** for your application to reach us is

**12:00 noon on** **Monday 6 October 2017.**

**Section A**

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| **Section 1 - Personal details** | | |
| Title:  Dr/Mr/Mrs/Miss/Ms | Forename(s): | Surname: |
| Postal address: | | Former surname(s): |
| Home Tel: | | Preferred forename: |
| Mobile: | | National Insurance number: |
| Work: | | DfE number: |
| Preferred e-mail address:  May we contact you at work? **Yes/No** | | Date of qualified teacher status (QTS):  Do you hold a full driving licence? **Yes/No** |
| Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? **Yes/No**  **If yes,** do you require a work permit? **Yes/No**  Have you lived and/or worked outside the UK? **Yes/No**  **If yes,** please provide outline details (country(ies) and date(s))**:**  **If yes,** do you hold a Certificate of Good Conduct for your time spent abroad? **Yes/No**  **If yes,** please provide the date of issue. | | |
| Where did you see this vacancy advertised or how were you made aware of this vacancy? | | |

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| **Section 2a - school or college education from age 11** | | | | | | | |
| **School(s) or college(s) attended** | **Dates of attendance**  dd/mm/yy | | | **Examination results (A-level or equivalent)** | | | |
| Subject | Result | Year | Awarding body |
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| **Section 2b - university education** | | | | | | | |
| **University(ies)**  **attended** | **Dates of attendance**  dd/mm/yy | | | **Degrees (or equivalent)** | | | |
| Degree awarded  (e.g. B.Sc.) | Result | Year | Subject |
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| **Section 3 - Other professional qualifications and professional development**  **Please provide details, including dates, of any professional qualifications (e.g. NPQH) gained or CPD that you have undertaken in the last 5 years which you consider relevant to your application for this post.** |
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| **Section 4 – Current or most recent employment** | | | |
| Current / most recent employer: | | Current / most recent employer’s address: | |
| Current / most recent job title: | | | Date started: |
| Brief description of responsibilities: | | | Date employment ended (if applicable): |
| Current salary / salary on leaving: | Do you/did you receive any additional employee benefits? **Yes/No**  **If yes**, please provide brief details. | | |

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| **Section 5 - Previous employment**  **Please give the most recent first and indicate whether full-time (FT) or part-time (PT).** | | | | | |
| **Dates**  dd/mm/yy | | | **Name and address of employer** | **Position held** | **Reason for leaving** |
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| **Section 6 - Periods of career break or unemployment**  **Please provide dates and details of any periods of three months or more since leaving secondary education that are not covered in Section 5 above.** |
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| **Section 7 - Other professional and leisure Interests** |
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| **Section 8a – Disciplinary record** |
| Are you subject to any extant disciplinary penalties or do you have any disciplinary procedures pending? **Yes/No**  **If yes**, please provide details on a separate sheet and e-mail this as a separate attachment, marked ‘strictly confidential’ with your completed application form. |

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| **Section 8b – Child protection and criminal records** |
| St Nicholas’ School is completely committed to safeguarding and promoting the welfare of children and young people and requires all staff, governors and volunteers to share this commitment. The offer of appointment will not be confirmed until the school receives enhanced DBS clearance.  Have there been any Child Protection concerns or investigations about you in the past? **Yes/No**  **If yes**, please provide details on a separate sheet and e-mail this as a separate attachment marked ‘strictly confidential’ with your completed application form.  St Nicholas’ School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered ‘spent’ under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment.  Have you been convicted by the courts of any criminal offence? **Yes/No**  Is there any court action pending against you? **Yes/No**  **If yes** to either of the above please provide details on a separate sheet and e-mail this as a separate attachment marked ‘strictly confidential’ with your completed application form. |

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| **Section 9 - References**  **Please supply the names and contact details of three people from whom we may request a reference on your suitability for this post. One of these must be your current or most recent employer. If your current or most recent employment does not or did not involve work with children, then another referee should be from your employer with whom you most recently worked with children. No relative may act as a referee.**  **Please indicate below if we may not contact any one or more of your referees prior to interview.** | | |
| **Referee 1** | **Referee 2** | **Referee 3** |
| Name:  Organisation:  Contact address:  Role in the organisation:  Contact telephone number(s):  E-mail:  May we contact this referee prior to interview? **Yes/No** | Name:  Organisation:  Contact address:  Role in the organisation:  Contact telephone number(s):  E-mail  May we contact this referee prior to interview? **Yes/No** | Name:  Organisation:  Contact address:  Role in the organisation:  Contact telephone number(s):  E-mail  May we contact this referee prior to interview? **Yes/No** |

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| **Statement of recruitment policy** |
| It is St Nicholas’ School’s policy to employ the best qualified staff and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age.  St Nicholas’ School is fully committed to safeguarding and promoting the welfare of children and young people and requires all staff, governors and volunteers to share this commitment.  If your application is successful, St Nicholas’ School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will be destroyed confidentially. |

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| Section 10 - Declaration |
| * **I confirm that the information I have given on this application form is true, complete and accurate to the best of my knowledge.** * **I confirm that I am not on any barred list nor am I disqualified from working with children nor am I subject to sanctions imposed by a regulatory body.** * **I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.** * **I consent to St Nicholas’School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.** * **I understand that canvassing any member of the governing body could lead to my disqualification as a candidate for this post.** * **I understand that any offer of employment made by St Nicholas’ School will be conditional on verification of medical fitness.** * **I confirm that I know of no reason, on grounds of mental or physical health, why I should not be able to discharge the responsibilities of this post.**   **Signature**  **Date** |

**Topic 1:** please set out below your views on **what makes an effective school leader**. This text box will not expand therefore your response should cover no more than one page. It can be presented as a series of bullet points if you wish.

**Topic 2:** please set out below your views on **independent education**. This text box will not expand therefore your response should cover no more than one page. It can be presented as a series of bullet points if you wish.