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| **JOB APPLICATION FORM**  **(LOWER SCHOOL LEADER)** | | | | | | | | | | | | | | | | | | | | | |
| Post Applied for: Lower School Leader | | | | | | | | | | | | | | | | | | | | | |
| **PLEASE COMPLETE IN BLACK TO FACILITATE PHOTOCOPYING** | | | | | | | | | | | | | | | | | | | | | |
| You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry). | | | | | | | | | | | | | | | | | | | | | |
| **For guidance on completing this form, please look at the Guidance Notes – Teachers document**  **All sections must be completed.** | | | | | | | | | | | | | | | | | | | | | |
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| **PERSONAL DETAILS** | | | | | | | | | | | | | | | | | | | | | |
| Surname/Family Name: | | | | | | | Preferred Title: | | | | | | | | | | | | | | |
| First names(s): | | | | | | | Previous Surname: | | | | | | | | | | | | | | |
| Date of Birth: | | | | | | | Teacher Reference No: | | | | | | | | | | | | | | |
| Home Address: | | | | | | | Present Address (if different) | | | | | | | | | | | | | | |
| Post Code: | | | | | | | Post Code: | | | | | | | | | | | | | | |
| Telephone Number (Home): | | | | | | | Telephone Number (Work): | | | | | | | | | | | | | | |
| Mobile Number: | | | | | | | Email: | | | | | | | | | | | | | | |
| **CURRENT EMPLOYMENT** (If you are not currently employed as a teacher please give details as appropriate) | | | | | | | | | | | | | | | | | | | | | |
| **Name of Establishment:** | | | | | | **Employer:** | | | | | | | | | | | | | | | |
| **Type of School:** | | | | | | **Key Stage:** | | | | | | | | | | | | | | | |
| **Post Held:** | | | | | | **Date Appointed:** | | | | | | | | | | | | | | | |
| **Pay Scale:** | | | | | | **Total Annual Salary:** | | | | | | | | | | | | | | | |
| **If your salary includes additional payments, what are they and what is the value (eg. TLR of £4,000)** | | | | | | | | | | | | | | | | | | | | | |
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| **PREVIOUS EMPLOYMENT DETAILS** | | | | | | | | | | | | | | | | | | | | | |
| Please list in chronological order, with precise dates if possible, as this information may be used to assess salary.   1. In Education (Supply teaching appointments need not be listed individually) | | | | | | | | | | | | | | | | | | | | | |
| **Employer and**  **Establishment** | **Post and Grade** | | **Type of School/Key Stage** | | | | | | **From** | | **To** | | | | | | **Reason For Leaving** | | | | |
| 1. Outside Education | | | | | | | | | | | | | | | | | | | | | |
| **Employer** | | **Post** | | | | | | | **From** | **To** | | | | | | **Reason for Leaving** | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| **HIGHER EDUCATION** | | | | | | | | | | | | | | | | | | | | | |
| **Establishments(s)** | | **From** | | **To** | **Full/Part-time** | | | | **Qualification Awarded** | | | | | | | | | | | | |
| Degree | |  | |  |  | | | | Degree | | | Class | | | | | | Division | | Date of Award | |
| Or Cert.Ed | |  | |  |  | | | |  | | |  | | | | | |  | |  | |
| PGCE | |  | |  |  | | | | Key Stage | | | | | | | | | | | | |
| Other | |  | |  |  | | | | Subject | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| **SECONDARY SCHOOL EDUCATION** | | | | | | | | | | | | | | | | | | | | | |
| **Establishment(s)** | | | | | | | | | **From** | | | | | | | | | **To** | | | |
| **Examinations** – Please give details of ‘A’ Levels and GCSEs, or equivalent: ie. Subject, Date, Results/Grade) | | | | | | | | | | | | | | | | | | | | | |
| **Subject** | | | | | | | | **Date** | | | | | | **Results/Grade** | | | | | | | |
| **OTHER QUALIFICATIONS OBTAINED** | | | | | | | | | | | | | | | | | | | | | |
| **Course and Organising Body** | | | | | | | | **Date** | | | **Qualification** | | | | | | | | | | |
| **PERIODS NOT ACCOUNTED FOR IN PREVIOUS SECTIONS SINCE AGE 18** (Please give details) | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | **FROM** | | | | | | | | | | **TO** | | |
|  | | | | | | | | | **Month** | | | | **Year** | | | | | | **Month** | | **Year** |
|  | | | | | | | | | | | | | | | | | | | | | |
| **LEISURE INTERESTS** | | | | | | | | | | | | | | | | | | | | | |
| Please state briefly what your main leisure interests are, particularly where these are relevant to the work for which you are applying. | | | | | | | | | | | | | | | | | | | | | |
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| **REFERENCES**  Please give the names, addresses and status of two referees who may be approached now. **References from friends or relatives are not acceptable.**  (If you are currently employed as a teacher, one referee **must** be your present Head Teacher) | | | | | | | | | | | | | | | | | | | | | |
| Name: | | | | | | | | | | | | Status: | | | | | | | | | |
| Address: | | | | | | | | | | | |  | | | | | | | | | |
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| Telephone Number | | | | | | | | | | | |  | | | | | | | | | |
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| Name: | | | | | | | | | | | | Status: | | | | | | | | | |
| Address: | | | | | | | | | | | |  | | | | | | | | | |
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| Telephone Number: | | | | | | | | | | | |  | | | | | | | | | |
| **If you are known to the referees by another name (eg. previous name) please inform them of your present name and advise that we may be in contact.** | | | | | | | | | | | | | | | | | | | | | |
| **From what source did you learn of this vacancy?** | | | | | | | | | | | | | | | | | | | | | |
| **Are you a relative or partner of any employee of the School?** | | | | | | | | | | | | | | | **YES** | | | | | **NO** | |
| **Has someone else completed this form on your behalf?** | | | | | | | | | | | | | | | **YES** | | | | | **NO** | |
| **If yes, please provide the person’s name and an explanation** | | | | | | | | | | | | | | | | | | | | | |

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| **ADDITIONAL INFORMATION** (for salary and pension purposes) | | | | |
| **This information is required** | | | | |
| National Insurance No: | Teacher Reference no(DfES) \_\_/\_\_\_\_\_ | | | |
| Date of Recognition\* | Date of registration with the GTC | | | |
| **\*If this is your first teaching appointment attach a copy of your letter from the DFES granting you Qualified Teacher Status.** | | | | |
|  | | | | |
| **PENSIONS** | | | **YES** | **NO** |
| Are you currently in receipt of a pension from Teachers’ Pensions? | | |  |  |
| Have you elected to OPT-OUT of the Teachers’ Superannuation Scheme? | | | Please provide date |  |
| Have you elected to participate in the Part-Time Teachers’ Superannuation Scheme? | | | Please provide date |  |
| Have you elected to pay additional Superannuation Contributions through the Teachers’ Scheme? | | | Please provide date |  |
| **If Yes,** please indicate whether these are: | | | | |
| 1. Widower’s Contributions | | | % | % |
| 1. Purchase of Past added Years | | | % | % |
| 1. Additional voluntary contributions via Prudential Assurance Co. | | | % | % |
| **PLEASE ATTACH A COPY OF THE TEACHERS’ PENSIONS NOTIFICATION AS APPROPRIATE** | | | | |
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| **CRIMINAL RECORDS CHECK – DISCLOSURE & BARRING SERVICE (DBS) ENHANCED LEVEL**  From 1 December 2012, the Criminal Records Bureau (CRB) will merge with the Independent Safeguarding Authority (ISA) to form the Disclosure & Barring Service (DBS) and new disclosure certificates received by the School will be branded DBS. If you are appointed, you will be required to complete a disclosure application that will be sent to the DBS. The DBS will provide a report to you and to the School on whether you have any history of criminal convictions, including cautions and bind-overs. All posts in Schools are exempt from the Rehabilitation of Offenders Act 1974; this means that you must declare all convictions, including those that would generally be regarded as ‘spent’. The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so.  **THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006**  In accordance with the Immigration, Asylum and Nationality Act 2006, the Proprietors will require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, on offer of and before commencing a position, candidates should provide documentary evidence of their right to live and work in the UK. | | | | |
| **DECLARATION**  I certify that the information given above and overleaf is correct to the best of my knowledge.  I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity and right to live and work in the UK, medical checks and relevant qualifications.  I give consent for personal information provided as part of this application to be held in accordance with the Data Protection Act 2018.  I accept that if any of the enclosed information is found to be untrue of misleading after my appointment, I may be liable for dismissal without notice. | | | | |
| **SIGNATURE:** | | **DATE: \_\_/\_\_/\_\_\_\_** | | |
| RECEIPT OF THIS APPLICATION WILL BE ACKNOWLEDGED UNLESS SPECIFICALLY REQUESTED NOT TO DO SO. | | | | |
| **YOU NOW NEED TO COMPLETE THE ENCLOSED PERSON SPECIFICATION FORM** | | | | |

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| **PERSON SPECIFICATION FORM** | | |
| **Name** |  | |
| **Job Title** | **Head of Lower School** | |
|  | | |
| **PLEASE COMPLETE IN BLACK TO FACILITATE PHOTOCOPYING** | | |
| You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry) | | |
| * It is essential that you complete and return this form | | |
| * This form is your chance to show us how well you can do this job | | |
| * Remember, just saying you can do it is not enough: we need an example | | |
| * You can use examples from work, school, college, hobbies, voluntary work or daily life. | | |
|  | | |
| For the post applied for, what skills, abilities, experience and knowledge do you consider relevant?  Please outline below. | | |
| **Experience** | | |
|  | | |
| **Professional Knowledge** | | |
|  | | |
| **Professional Skills** | | |
|  | | |
| **Commitment** | | |
| **Please note that if you are invited to interview, you will be asked about the boundaries between adults and children in a school.** | | |
| **SIGNED:** | | **DATE: \_\_\_/\_\_\_/\_\_\_\_\_** |