

**Application for**

**the Headship**

* All applications will be treated in strict confidence.
* Please complete this form as fully as possible. The boxes expand so you can type as much or as little as you like into each section.
* Our advising consultant, Simon Shneerson, is very happy to answer any questions you may have. He can be contacted on 07986 100237, between 8 am and 10pm, seven days a week.
* The completed form should be returned by e-mail to info@simonshneerson.com and the closing date for applications is 11 am on Monday, 28th January.

|  |
| --- |
| **Personal Details We will contact you with appropriate discretion** |
| Title:  | Surname: | Forenames: | Previous Name(s): |
| Address: Postcode:   |
| Previous Address(es): (if less than five years at your current address)Postcode: |
| **Telephone Numbers** Daytime: Evening: Mobile:  | **Confidential e-mail address we can use:** |
| Date of birth:  |
| Nationality:  |
| Do you have the right to work in the UK and, if necessary, a Work Permit?  | Yes | No  |
| DfE reference no. | NI number:  |
| Do you hold QTS Status? | Yes | No  | Do you hold a full current UK driving licence? | Yes | No  |
| Are you related to any governor or employee of St Hugh’s School?  | Yes | No |
| If **Yes**, please give name of person: |

**Education and Qualifications**

|  |
| --- |
|  |
| Senior School / College  | Qualifications, grades, date awards made and awarding body | Dates (mm/yyyy) |
| From | To |
|  |  |  |  |
| Other achievements / interests at school  |
| University or Higher Education  | Qualifications, grades, date awards made and awarding body; include main subjects studied if not obvious | Dates (mm/yyyy) |
| From | To |
|  |  |  |  |
| Other achievements / interests at university  |
|  |
| Other professional or vocational qualifications, and relevant courses / CPD attended |
| Institution or provider | Qualifications obtained and grade/level, or course / training details | Date |
|  |  |  |

**Employment History**

Please supply a full history of all employment, self-employment and any periods of unemployment since leaving secondary education. Please include details of any voluntary work.

|  |
| --- |
| **Current / last employment** |
| School: |
| Position(s) held:  |
| Address:  | Employed from: Employed to:  |
| Salary and allowances:  | Any benefits, eg accommodation: |
| Please give a brief description of current duties, responsibilities and your achievements.  |
| Notice period |
| **Previous employment** |
| School:  |
| Position(s) held:  |
| Address: | Employed from: Employed to: |
| Salary and allowances:  | Any benefits, eg accommodation: |
| Please give a brief description of your duties, responsibilities and your achievements |
| Reason for leaving  |
| **Earlier employment** |
| From / to(mm/yyyy) | Name/address/phone number of employer | Job title and brief description of duties | Salary per annum | Reason for leaving |
|  |  |  |  |  |
| **Please give dates and details if there are any periods in your education or employment history that are unaccounted for, whether for work, personal or family reasons**  |
|  |

**Personal Statement**

|  |
| --- |
| Why would you like to become the next Head of St Hugh’s? Using the job description and person specification, please demonstrate your suitability, with evidence.  |
|  |

**What have you most enjoyed about your career to date?**

|  |
| --- |
|  |
|  |

**How would you define “an outstanding prep school education in 2022”?**

|  |
| --- |
|  |
|  |

**Your life outside work**

|  |
| --- |
|  |
| Please use this space to tell us about any leisure interests, sports and hobbies, other pastimes etc |

**Additional comments**

|  |
| --- |
|  |
| This space can be used for any further comments or for any additional information that you feel may be helpful to us. If you have a partner and they may be interested in a role of their own at St Hugh’s, please explain this here.  |

**Health and disability details**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself to be disabled under the terms of the Disability Discrimination Act? | **Yes** | **No** |
| If **Yes**, please give brief details of your disability and the adjustments we would be required to make. |
| Have you had any operations or serious illness in the last 5 years? | **Yes** | **No** |
| If **Yes,** please provide details |
| Are you fit to teach and for the role of Head? | **Yes** | **No** |
| If **No** please provide details |

**Professional References**

* Please provide three **professional** referees. One of them must be your current or most recent employer. Among other things, referees will be asked about disciplinary offences relating to children and/or child protection concerns you may have been subject to.
* References cannot be accepted from relatives, or from referees writing solely in the capacity of friends.
* We will **only** contact your referees if you are short-listed for this post.
* We reserve the right to take up additional references with any previous employer.

|  |
| --- |
| **Referee 1** |
| Name: Position:Name of organisation:Address: Telephone: Email: In what capacity do you know the referee? |
| **Referee 2** |
| Name: Position:Name of organisation:Address: Telephone: Email: In what capacity do you know the referee? |
| **Referee 3** |
| Name: Position:Name of organisation:Address: Telephone: Email: In what capacity do you know the referee? |
| **Criminal Records / Disclosure** This post involves working with children and young people and is covered by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. You are required to disclose all spent and unspent convictions and cautions, which may include any driving offences. The only exception is if you have a “protected” conviction/caution which is not subject to disclosure, as defined under the amendments made to the Order in 2013. *Guidance on the filtering of “protected” convictions and cautions can be accessed on the Disclosure and Barring Service website.* A conviction will not necessarily be a bar to obtaining employment and we will discuss each applicant’s position with them.***It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School.*** *Any offer of employment will be conditional upon receipt of satisfactory DBS checks in relation to criminal and child protection matters. In the case of applicants who have lived overseas, we may also obtain criminal background checks from these countries.***It is a condition of your application that you answer the questions below.**  |
| Have you been the subject of any child protection concern either in your work or personal life, or been the subject of, or involved in, any disciplinary action in relation thereto, including any which is time-expired?  | **Yes** | **No** |
| Have you been disqualified from working with children and/or named on the Children’s Barred List or similar? Have you had a Teacher Prohibition Order and/or have you been the subject of a Section 128 direction? Have you been / are you subject to any sanctions imposed by a regulatory body (e.g. the GTC)?  | **Yes** | **No** |
| *If YES to either of the above two questions, please give details* |
| Have you ever been convicted and/or cautioned/bound over in respect of any offence?  | **Yes** | **No** |
| Is any court action pending against you? | **Yes** | **No** |
| *If YES to either of the above two questions, please give full details (dates, offence, sentence, details of Court or Police involved)* |
| You are required to submit to an Enhanced Check with Children’s Barred List Check from the Disclosure and Barring Service (DBS). Do you authorise us to obtain any necessary information from the DBS?  | **Yes** | **No** |

|  |
| --- |
| **Declaration** *please read carefully* |
| I declare that all the information I have given on this form is true and correct to the best of my knowledge and belief, that all the questions relating to me have been accurately and fully answered, and that I possess all the qualifications that I claim to hold.I consent to St Hugh’s School and their consultants and advisers processing, storing, using and sharing the information on this form, including any “sensitive” personal information, as may be necessary during the recruitment and selection process and, if I am appointed, for employment and school administration purposes.I consent to the school making direct contact with my referees to verify references.I confirm that I am not on the Children’s Barred List, disqualified from working with children, nor subject to any sanctions or conditions on my employment imposed by a regulatory body.I confirm that I am not subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts me from teaching or being involved in the management of an independent school. I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight.I understand that providing false information is an offence and this or the omission of any relevant information could result in my application being rejected, the withdrawal of any offer of appointment, or my summary dismissal at any time in the future, as well as possible criminal prosecution. Name: Date:**As we are asking for e-mail applications, inserting your name in the line above will be regarded as a signature and confirmation of the declaration above. Those invited to interview will be asked to physically sign a copy in the space below.** Signature: |

**Thank you.** *Please save the completed form and e-mail it to* *info@simonshneerson.com**. There is no need to add a lengthy cover letter.*

*If your application is successful, we will retain this form, together with any attachments, on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.*

*St Hugh’s School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

© 2019 01.2019