**Moss Hall Schools Federation Executive Headteacher**

**ApplApplication Form**

**Moss Hall Schools Federation and the School’s Governing Bodies are dedicated to promoting equality and fairness**.

Selection is based on how you demonstrate your ability to do the job detailed in the Job Profile.

Use black ink if handwriting and if additional space is require, use an extra sheet marking the section referred to clearly. Save in a Microsoft Word format if using a PC.

## Section 1 - Personal Details

Personal details

|  |  |
| --- | --- |
| Title (Mr / Mrs etc) |  |
| First name(s) |  |
| Last name |  |
| Known as |  |

What job are you applying for?

|  |  |
| --- | --- |
| Job Title | Executive Headteacher |
| School / College | Moss Hall Schools Federation |
| Advert reference no (if applicable) |  |
| How did you find out about this job? |  |

Contact details

|  |  |
| --- | --- |
| Address  (where we can contact you) |  |
| Email address  (where we can contact you) |  |
| Telephone no:  (where we can contact you) | Home:  Mobile:  Work:  Please indicate your preferred contact number |
| How would you prefer us to contact you? | Phone / Email / Letter / No preference |

Further details

|  |  |
| --- | --- |
| Teacher Reference Number (TRN) |  |
| Date passed induction year |  |
| Have you opted out of the Teachers' Pension scheme? | Yes / No |

How can we help you apply and be treated equally?

To ensure that we can consider your application equally, please let us know if you have a disability which may affect the presentation of your application (for example affecting your handwriting or spelling), or if you would like to use an alternative method of application.

We also encourage you to let us know of any adjustments you may need at the interview stage, such as equipment, support or other accessibility needs. This way we can ensure that you can compete on equal terms to non-disabled people throughout the selection process.

|  |  |
| --- | --- |
| Please indicate any adjustments that you would require **at interview**. |  |

Instructions

Use this form to demonstrate how well you match the Person Specification for the job you are applying for. **A CV is not required** in addition to this form, although you can attach further documents to support your application when you submit this form if you choose.

**Section 2 - Qualifications & Continuous Professional Development (CPD)**

List all of your achievements relevant to this job and any others you feel could be important (for example for your career development) starting with the most recent. Proof of qualifications and membership to professional bodies will be checked if an offer is to be made.

**Higher and/or Further Education:**

|  |  |  |
| --- | --- | --- |
| Qualification | Class and Subject(s) | Name of College, University etc |
|  |  |  |

**Secondary Education Post 16:**

|  |  |  |
| --- | --- | --- |
| Qualification type and subject post 16 | Grade/Level attained | Name of School, College, University etc |
|  |  |  |

**Membership to Professional Bodies:**

|  |  |  |
| --- | --- | --- |
| Name of Professional Body | Date achieved | By exam or election? |
|  |  |  |

**Continuous Professional Development (CPD):**

|  |  |  |
| --- | --- | --- |
| CPD Undertaken | Date | Learning Outcome |
|  |  |  |

**Section 3– Experience**

Tell us about how you meet the requirements of the section titled “Experience” in the Person Specification.

#### Full Job History

Give full details of your employment starting with your current or most recent job. Use the column titled “Job title and duties” to give brief details, where relevant, to show how your experience meets the requirements in the Person Specification. **Indicate gaps in employment and tell us what you were doing during this time (e.g. full time study). Any gaps in employment may be questioned at interview.** Please continue on a separate sheet if necessary.

**Your present position (for serving teachers/headteachers)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| School Name, Address and Telephone number | Job title and duties | | Dates of employment (MM/YY) | | |
| From: | | To: |
|  |  | | | | |
| Education Authority |  | | | | |
| Type |  | Age Range  Number on Roll | |  | |
| Present salary £ |  | Point | |  | |
| If currently a class teacher, subject/age range currently taught |  | | | | |

**Other subjects / age groups you are experienced in teaching**

|  |  |  |
| --- | --- | --- |
| Subject / Area | Age Range - Key Stage 1-4, 16+ | Dates taught |
|  |  |  |
|  |  |  |
|  |  |  |

**Full Previous Teaching Experience (in chronological order please)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| School/College and Education Authority | Number on Roll | Full / Part time | Post Title and Salary grade  (if applicable) | Dates of employment  (MM/YY) | |
| From: | To: |
|  |  |  |  |  |  |

**Full Employment outside of Teaching**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer Name and Address | Post Title and Salary grade | Dates of employment  (MM/YY) | |
| From: | To: |
|  |  |  |  |

**Letter of Support**

|  |
| --- |
| ***Please write a letter in support of this application, showing how your experience, qualifications and interests are relevant to the person specification. Please also include how you would contribute to the post and give further information about yourself.***  ***This section should be submitted as separate word processed sheets. Please take note of any specific instructions from the school.*** |

**Section 4 – References**

**Two references are required for all candidates, one of whom must be your current or most recent employer (school).**

**For existing Headteachers:** The second reference should be a referee from your current or most recent Education Authority.

References may be taken up following shortlisting, and will be available to the support officer/chair of the interview panel prior to the interview. This is to enable any issues to be discussed as part of the interview. The members of the panel will have access to the references at the final stages of the interview process to inform their decision.

**First Reference Second Reference**

|  |  |
| --- | --- |
| Name: | Name: |
| Full Address and Postcode: | Full Address and Postcode: |
| Telephone No: | Telephone No: |
| Email: | Email: |
| How long has this person known you and in what capacity? | How long has this person known you and in what capacity? |

|  |
| --- |
|  |

|  |
| --- |
|  |

Please indicate if you **do not** want us to contact your referees without letting you know first: **Reference 1: Reference 2:**

**Relationships**

Failure to disclose a close personal relationship as below may disqualify you.

Are you a relative or a partner, or do you have a close personal relationship with, any employee, Governor or Councillor connected to this School, Council or Authority? If so, please state the person(s) full name, their position and place of work

|  |
| --- |
|  |

**Section 5 – What happens next?**

**If we have not contacted you by the advertised interview date please assume that you have not been successful.**

If you get the job we will require proof of your necessary qualifications/membership of professional bodies, medical clearance, a prohibited teacher status check, any overseas checks that are required, Disclosure and Barring Service check and proof of your eligibility to work in the UK prior to employment commencing.

**Section 6 – Declaration**

Moss Hall Schools Federation respects your privacy and is committed to protecting your personal data. We comply with the Data Protection Act, any subsequent replacement legislation and the General Data Protection Regulation (EU) 2016/679 (GDPR).

If you are appointed, some information contained in this form will form part of your personnel record and may be used by the Governing Body for business purposes including the prevention and detection of fraud.

**I declare that all information given as part of my application is true. I declare that I am not disqualified, prohibited or barred from working with children or subject to sanctions imposed by a regulatory body. I accept that false information may result in my application being disqualified and if appointed could lead to dismissal. I understand that a Criminal Records check will be carried out, prior to employment commencing.**

**Please sign:**

|  |
| --- |
|  |

**Or tick:**

**Section 7 – Equal opportunities**

**Moss Hall Schools Federation is dedicated to promoting equality and fairness.** Your job application will be assessed on merit and **you will receive equal treatment** regardless of your sex, age, disability, race, sexual orientation, gender reassignment, pregnancy and maternity, marriage or civil partnership, religion or belief.