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**Application Form for**

Headteacher

Deputy Headteacher

Assistant Headteacher

Teaching posts

**BLACKBURN DIOCESAN BOARD OF EDUCATION**

**Voluntary Aided and Voluntary Controlled Schools**

**Serving Church of England and Methodist Schools**

**Application Form for a Post in a Church of England/Methodist School**

**(In which the** **Governing Body is the employer)**

**Please complete ALL sections of the form**

|  |  |
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| Application for Appointment to the post of | Text here. |
| Name of School/Educational Setting | Text here |

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| **Personal** | | | | |
| Surname | Text here. | | | |
| Christian Name(s) | Text here. | | | |
| Teacher Reference No | Text here | National Insurance No | Text here. | |
| Home Address | Text here. | | Post code | Text here |
| Telephone numbers: | Home:Text here. | Mobile:Text here | | |
| Email address: | Text here | | | |

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| **Present position** | | | | | | |
| Present Post | Text here. | Starting date of present post | | | Date. | |
| School/Educational Setting  (name and type) | Text here. | | | | | |
| Single Sex or Mixed | Choose an item. | Number on Roll (Total) | | Text here. | | |
| Age Range | **Text here.** | | | | | |
| Salary Scale | **Text here.** | Salary | **£Text here.** | | | |
| Employer Address | **Text here.** | | | Post code | | **Text here.** |
| Telephone number | **Text here.** | | | | | |
| Email contact | **Text here.** | | | | | |

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| **Education and Qualifications**  *Add additional lines as necessary* | | | | | | | |
| **Secondary Education** | | | | | | | |
| From  Date. | To  Date. | Qualifications obtained | | | | | |
|  |  |  |  |  |  | | |
| **Subject** | | | **Level** | **Grade** | **Awarding body** | | **Date of Award** |
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| **Further Education** | | | | | | | |
| From  Date. | To  Date. | Qualifications obtained | | | | | |
|  |  |  |  |  |  | | |
| **Subject** | | | **Level** | **Grade** | **Awarding body** | | **Date of Award** |
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| **Higher and Professional Education** | | | | | | | |
| **Name of Institution** | | **Text here.** | | | | | |
| From  Date. | To  Date. |  | | | |  | |
| Qualifications obtained | | | | | | | |
| **Subject** | | | **Level** | **Class/Grade** | **Awarding body** | | **Date of Award** |
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| **Name of Institution** | | **Text here.** | | | | | |
| From  Date. | To  Date. |  | | | |  | |
| Qualifications obtained | | | | | | | |
| **Subject** | | | **Level** | **Class/Grade** | **Awarding body** | | **Date of Award** |
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| **Further Professional Development**  *Add additional lines as necessary* | | | | |
| **As a Participant within the last five years relevant to this post** | | | | |
| Date of course | Number and length of sessions | Details of course | Qualifications Obtained+ Date of Award | Course Provider |
| **Text here.** | **Text here.** | **Text here.** | **Text here.** | **Text here.** |
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| **As a Contributor within the last five years relevant to this post** | | | | |
| Date of course | Number and length of sessions | Details of course and Your Involvement | | Course Provider |
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***List past employment starting with the most recent post. Add additional teaching experience boxes as necessary***

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| **TEACHING EXPERIENCE** | | | | | | | | |
| Name of School/Establishment including Location | | **Text here.** | | | | | | |
| Type *Secondary/Primary etc* | | Select. | No. on roll | **Text here.** | Mixed or Single sex | | Select. | |
| Age range taught | | **Text here.** | Post Held | **Text here.** | | | | |
|  | | | | | | Dates | | |
| Areas of Responsibility | | | | | | From | | To |
| **Text here.** | | | | | | Date. | | Date. |
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| Reason for Leaving | **Text here.** | | | | | | | |

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| **TEACHING EXPERIENCE** | | | | | | | | |
| Name of School/Establishment including Location | | **Text here.** | | | | | | |
| Type *Secondary/Primary etc* | | Select. | No. on roll | **Text here.** | Mixed or Single sex | | Select. | |
| Age range taught | | **Text here.** | Post Held | **Text here.** | | | | |
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| Areas of Responsibility | | | | | | From | | To |
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| **TEACHING EXPERIENCE** | | | | | | | | |
| Name of School/Establishment including Location | | **Text here.** | | | | | | |
| Type *Secondary/Primary etc* | | Select. | No. on roll | **Text here.** | Mixed or Single sex | | Select. | |
| Age range taught | | **Text here.** | Post Held | **Text here.** | | | | |
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| Areas of Responsibility | | | | | | From | | To |
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| Reason for Leaving | **Text here.** | | | | | | | |

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| **TEACHING EXPERIENCE** | | | | | | | | |
| Name of School/Establishment including Location | | **Text here.** | | | | | | |
| Type *Secondary/Primary etc* | | Select. | No. on roll | **Text here.** | Mixed or Single sex | | Select. | |
| Age range taught | | **Text here.** | Post Held | **Text here.** | | | | |
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| **TEACHING EXPERIENCE** | | | | | | | | |
| Name of School/Establishment including Location | | **Text here.** | | | | | | |
| Type *Secondary/Primary etc* | | Select. | No. on roll | **Text here.** | Mixed or Single sex | | Select. | |
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| Reason for Leaving | **Text here.** | | | | | | | |

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| **OTHER EMPLOYMENT** | | | |
| Employer | Nature of Employment  (including reason for leaving) | From | To |
| **Text here.** | **Text here.** | Date. | Date. |
| **Text here.** | **Text here.** | Date. | Date. |
| **Text here.** | **Text here.** | Date. | Date. |
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| If you have any gaps in your employment record, please provide an explanation: | **Text here.** |

**Referees - Please give the names of three people able to comment on your suitability for this post.**

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| **Faith Referee - one required** | | | |
| Name | **Text here.** | | |
| Position | **Text here.** | | |
| Name of Church | **Text here.** | | |
| Denomination | **Text here.** | | |
| Home Address | **Text here.** | Post code | **Text here.** |
| Telephone number | **Text here.** | | |
| Email address: | **Text here.** | | |
| Relationship to applicant | **Text here.** | | |
| Your faith referee should have pastoral responsibility for the Church at which you **regularly worship**. If you do not use your parish priest/minister, or if you have not used a church at which you regularly worship please state your reasons :  **Text here.** | | | |

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| **Professional Referees – two required**  **For Headteacher appointments -** one referee should be your Local Authority/MAT CEO  **For Deputy Headteacher and other teacher appointments -** one referee should be your current line manager/employer etc.  **If you are not currently working with children but have done so in the past, one reference must be obtained from the employer who most recently employed you to work with children.**  **References will not be accepted from relatives or from people writing solely in the capacity of friends.** | |
| Name | **Text here.** |
| Position | **Text here.** |
| Name of school/organisation | **Text here.** |
| Telephone number | **Text here.** |
| Email address: | **Text here.** |
| Relationship to applicant | **Text here.** |
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| Name | **Text here.** |
| Position | **Text here.** |
| Name of school/organisation | **Text here.** |
| Telephone number | **Text here.** |
| Email address: | **Text here.** |
| Relationship to applicant | **Text here.** |

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| **Disclosure of Criminal Background** | | | |
| **a)** **Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?** | **YES** | | **NO** |
| *You may be entitled to answer 'no' to this question even if you have been convicted of a criminal offence in the past, however certain types of employment which involves contact with children and / or vulnerable adults are excluded under Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). It is therefore suggested that you take appropriate advice if you are in any doubt as to the correct answer to give.*  *Please note the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers , and cannot be taken into account.*  *Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service web site.* | | | |
| **b) If you answer yes, please detail offence(s) including date(s) and sentence(s) where relevant, in a sealed envelope, marked Private and Confidential for the attention of the Chair of Governors c/o the school / establishment.** | | | |
| **c) I can confirm that I am not barred from working with children or vulnerable adults or subject to sanctions imposed by a regulatory body or subject to any on-going investigation into any matter which may bring into question my suitability for the post applied for.** | Signature |  | |
| Date | Date. | |
|  |  | | |
| **Canvassing directly or indirectly will disqualify candidates. State whether you are related to, or have a close relationship with any existing employee or employer (including governors)** | **Text here.** | | |

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| By submitting this application form, I certify that the information contained in this application form is accurate and true. I give my explicit consent to the processing, transfer and disclosure of all information submitted by me during the recruitment process and throughout any subsequent periods of employment for pre-employment checks, equal opportunities monitoring, payroll operations and training and absence records.  **I understand that by deliberately giving false or incomplete answers I will be disqualified from consideration for this post or, if I am appointed, may be liable to summary dismissal with possible referral to the police.** | |
| Signature |  |
| Date: | Date. |

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| Letter of Application  You are asked to submit a letter, describing how your previous experience and achievements have helped prepare you for this post in a **Church school**. You should give a clear statement of your educational philosophy, its implementation in practice and your commitment to developing the **Christian character** of the school. You should address areas raised in the job specification and person specification. Please include any other information you feel would be helpful. Your letter should be concise with organised views. |

**This form should be emailed to:** bursar@leyland-st-james.lancs.sch.uk