

Please ensure this form is **FULLY COMPLETED** in black ink or typescript.

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| **Section 1: Personal Details** | | | | | | |
| Title |  | Name |  | Surname |  | |
| Address | | | Street Address |  | | |
| Town/City |  | | |
| County |  | | |
| Post Code |  | | |
| Country of residence | | | |
| Right to work in the UK? | | | Yes / No | NI Number: | | |
| Telephone numbers | | | Day: | E-mail address: | |  |
| Mobile: | Date of Birth: | |  |

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| **Section 2: Education History. Please provide details of ALL educational qualification from GCSE (or equivalent) onwards, including grades. Please list the highest qualifications first.** | | | |
| Institution Name | From | To | Subject / Qualification Attained |
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| **Section 3: Current Employment** | |
| Employer’s Name: | Employer’s Address: |
| Present Post: | Date appointed: |
| Main responsibilities: | |

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| **Section 4: Previous Employment** | | | | |
| Start date | End date | Employers’ name and address | Position held and responsibilities | Full or part time |
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| **Section 5: Relevant courses attended over the last 3 years.** | | | |
| Name of course and provider | Award/qualification gained | From | To |
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| **Section 6: Additional Information** | | | | |
| Basic Salary: | | Additional TLR: | | Total Salary: |
| Please indicate the total number of days absence (except training) over the last 3 academic years. | | | | |
| 2017 – 2018 | Number of Days: | | Number of Occasions: | |
| 2018 – 2019 | Number of Days: | | Number of Occasions: | |
| 2019 – 2020 | Number of Days: | | Number of Occasions: | |

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| **Section 7: References. Please provide the name of two referees, one of whom should be your current or most recent employer.** | | | |
| Name |  | Name |  |
| Job title |  | Job title |  |
| Organisation |  | Organisation |  |
| Address |  | Address |  |
| Tel |  | Tel |  |
| Mobile |  | Mobile |  |
| Email |  | Email |  |

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| **Section 8: Confidential Information** |
| Wembley Multi-Academy Trust has robust systems in place to safeguard children and will carry out all the necessary checks. As this post is classified as having substantial access to children, appointment will be subject to a police check of previous criminal convictions. You are required, before appointment, to disclose any conviction, caution or binding over including ‘spent convictions’ under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of Employment. However, disclosure of a criminal background will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and when they occurred. |
| Have you ever been convicted of a criminal offence? Yes  /No  If yes, give details. |

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| **Section 9: Assessment Questions. Please answer the following questions in no more than 200 words each.** |
| 1. Please explain why you are applying for the post of Assistant Headteacher and what expertise you will bring to the role. |
| 2. Please explain how you have helped raise attainment of students through your work as a teacher and manager over the last 3 years. |
| 3. From your experience, what are the essential behaviours and strategies that a leader must deploy to create an ethos in which teachers can flourish and students’ achievement is exceptional? |
| 4. Please describe the most effective school you have worked in or seen and explain what you think made it so successful. |
| 5. What tangible contribution will you make to Wembley High Technology College in the first two years? |

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| **Section 10: Equal opportunities. THIS INFORMATION WILL NOT BE USED FOR ASSESSMENT PURPOSES.**  **You may leave this blank if you prefer.** | | | |
| Gender: | Ethnicity: | | Sexual Orientation: |
| Do you consider that you have a disability under the terms of the Disability Discrimination Act 1995? | | Yes No Prefer not to say | |
| Are you registered disabled? | | Yes No Prefer not to say | |
| If Yes, please describe: | | | |
| If you have any disabilities, please let us know if we need to make special arrangements for you if you are invited for interview. | | | |

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| **Section 11: Declaration** | | | |
| In submitting this form to Wembley High Technology College:  I declare that the details given by me on this application form are a true record.  I understand that if I give any information which is false, or I withhold any relevant information, this will lead to my application being rejected or, if already appointed, to termination of employment. I am not barred or disqualified from working with children or vulnerable adults or subject to sanctions imposed by a regulatory body relating to this type of work. I have declared any existing convictions, cautions reprimands or final warnings which are not ‘protected’.  I agree that during the course of any employment I will inform the Headteacher immediately of any new conviction, caution, reprimand or final warning of a criminal offence (other than minor road traffic or parking offences).  I understand that information given on this form will be processed in line with our Data Protection Policy which can be found on our website. | | | |
| Please tick the box and sign below to agree to confirm that you have read, understood and agree with the above declaration: | Yes | Date: |  |
| Signature: | | | |