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| Centenary logo_lowres_3 | **BATTLE ABBEY SCHOOL****APPLICATION FORM FOR****HEAD OF DRAMA**Please email your application to the HR Manager, Mrs Alison Ambrose, at hr@battleabbeyschool.com together with a short covering letter. |
| **Section 1 – Personal details** |
| Title |  | Surname |  |
| Forenames (please underline name by which you like to be known) |  |
| Address |  |
| Contact details | Email address |  |
| Mobile phone no |  |
| Home phone no |  |
| Do you have Qualified Teacher status? If yes, please state your Teacher Reference Number |  |
| Date of birth |  | National insurance no |  |
| Nationality |  | Are you eligible for employment in the UK? |  |
| Please list membership of professional bodies or associations |  |
| Are you related to or do you maintain a close relationship with an existing employee, volunteer or Governor of the School, or spouse of one of these individuals, or have any other relationship with the School? If yes, please provide details. |  |
| Have you read the School’s Safeguarding and Child Protection Policy? |  |
| Have you read the School’s Recruitment, Selection and Disclosure Policy? |  |

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| **Section 2 – Education and professional qualifications**Please list qualifications attained (GCSE and above) starting with the most recent |
| **Date from** | **Date to** | **University, college or school name** | **Qualification(s) attained and subject(s)** | **Grade(s) awarded** |
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| **Section 3 – Other qualifications, skills or training**Please provide details of any other vocational qualifications or skills that you possess, or training that you have received, which you consider to be relevant to the role for which you have applied |
| **Date awarded (if applicable)** | **Details (i.e. qualification or course attended)** | **Awarding body (if appropriate)** |
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| Section 4 – Current / most recent employment |
| Name and address of employer |  |
| Date started |  | Date ended and reason (if applicable) |  |
| Position held |  |
| Main duties and responsibilities |  |
| Gross annual salary (in £) |  |
| Do you / did you receive any other employee benefits? If yes, please provide details |  |
| When could you take up employment if offered |  |

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| Section 5 – Previous employment recordPlease provide a full history in chronological order (with start and end dates) of all employment, self-employment and any periods of unemployment (eg looking after children, sabbatical year, etc) since leaving tertiary education. Please add additional rows if necessary. |
| **Start date** | **End date** | **Name and address of employer** | **Position held** | **Reason for leaving** |
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| **Section 6 – Suitability for the post** |
| **In no more than 250 words, describe how you inspire a love of Drama in your students** |
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| **In no more than 250 words, explain how you create an inclusive Drama department** |
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| **In no more than 250 words, describe your vision for Drama at Battle Abbey School** |
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| **In no more than 250 words, give details of your hobbies and interests – in particular, any which could be of benefit to the School for enriching its extra-curricular and boarding activities** |
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| **Section 7 – References**Please supply the names and contact details of 3 people who we may contact for references. One of these must be your current or most recent employer. If your current / most recent employment does / did not involve work with children, then your 2nd referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references from all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer. |
|  | **Referee 1** | **Referee 2** | **Referee 3** |
| Name |  |  |  |
| Occupation |  |  |  |
| Relationship to you |  |  |  |
| Address |  |  |  |
| Email address |  |  |  |
| Phone no |  |  |  |
| May we approach prior to interview? |  |  |  |

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| **Section 8 - Recruitment** |
| It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.Copies of the School's Safeguarding and Child Protection Policy and Recruitment, Selection and Disclosure Policy are available for download from the School's website. Please take the time to read them.If your application is successful, the School will retain the information provided in 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. |

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| **Section 9 – Criminal record** |
| An offer of employment is conditional upon the School receiving an Enhanced Disclosure from the Disclosure and Barring Service **(**DBS**)** which the School considers to be satisfactory. The School applies for an Enhanced Check for Regulated Activity from the DBS (which includes a check of the Children's Barred List) in respect of all positions at the School which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. 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. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS.The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered ‘spent’ under the Act) must be declared. You are not required to disclose a caution or conviction for an offence committed in the UK if it has been filtered in accordance with the DBS filtering rules. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment procedure set out in the School's Recruitment, Selection and Disclosure Policy.It is a condition of your application that you answer the questions below. Further information can be found at https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide and <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>  |
| Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence whether in the UK or in another country?  |  |
| Is there any relevant court action pending against you? |  |
| If you have answered ‘Yes’ to either of the questions above, please provide details separately via email to hr@battleabbeyschool.com  |

| **Section 10 – Sanctions, restrictions and prohibitions** |
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| Have you ever been referred to, or are you the subject of a sanction, restriction or prohibition issued by the National College for Teaching and Leadership (NCTL), any equivalent body in the UK or a regulator of the teaching profession in any other country? |  |
| Have you ever been referred to the Department for Education, or are you the subject of a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts you from being involved in the management of an independent school? |  |
| Have you ever been the subject of a direction under section 142 of the Education Act 2002? |  |
| If you have answered ‘Yes’ to any of the questions above, please provide details separately via email to hr@battleabbeyschool.com |

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| **Section 11 - Declaration** |
| * I confirm that the information I have given on this application form is true and correct to the best of my knowledge.
* I confirm that I am not on the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body, whether of the UK or any other country.
* 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.
* I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
* I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.
* I consent to the School making direct contact with the people specified as my referees to verify the reference.
* 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.
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| Signed |  |
| Date |  |
| Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of this declaration. |