

## Application Form

#### for the post of

# HEADTEACHER

#### Closing Date: 4pm on Wednesday 18 October 2017

#### Completed applications to be emailed to b.golding@gadshillschool.org

|  |  |
| --- | --- |
| Candidate name: |  |

## Completing your Application

Please complete this application form electronically, in full. It is an essential part of our selection process, and safeguarding procedures, and the information you give will help us select the most appropriate candidates for interview. The form is also designed to help you show how you best meet the requirements of the post advertised. Please note you are **not** limited by the size of any answer boxes – please expand them as much as is necessary so you can answer in full. Unless stipulated otherwise, whenever dates are requested, month and year will suffice.

Please save your completed document as a PDF file and ensure that it shows the full answers you intended in each box.

Please complete the Equal Opportunities Survey enclosed in the job pack and send this as a **separate** PDF file along with the rest of your application documents. Please note that the completed equal opportunities survey will **not** be shared with the Selection Panel. Its contents are kept secure and confidential, and are used for statistical monitoring purposes only.

Please do not submit a curriculum vitae or, at this stage, proof of qualifications etc.

Please submit with your completed application form a letter address to the Chairman of the Board of Governors, Mrs Kirsty Hillocks. This letter should be no more than two sides of A4 and should cover:

* What attracts you to the School and position;
* How you feel your experience, skills and personal qualities qualify you to take on the role;
* Any other information you would like the selection panel to know, to ensure your application is given the fullest consideration.

Please send a single email to Barry Golding, Bursar and Clerk to the Governing Body, b.golding@gadshillschool.org. For your application to be considered it is essential that the email includes:

* PDF of completed application form;
* PDF of completed equal opportunities survey; and
* PDF of letter to Chairman of The Board of Governors
* PDF of **separate** document (if required) outlining any convictions, cautions etc.

Please note that you should not consider your application as received until you receive an acknowledgement. If you have not received an acknowledgement by the closing date please contact the School as a matter of urgency.

## Personal Information

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** |  | **Surname:** |  |
| **Post-nominal letters:** |  |
| **Forename(s):** |  |
| **Any previous surnames:** |  |
| **Home address:** |  |
| **Home postcode:** |  |
| **Home telephone:** |  |
| **Work telephone:** |  |
| **Mobile telephone:** |  |
| **Email address:** |  |
| **Preferred method of contact:** | *Please state home telephone, work telephone, mobile telephone or email.* |
| **Do you have a current driving licence?** | *Please state No/Provisional/Full. If provisional or full, please state “Clean” or number of points* |
| **Are you related to, or do you maintain a close personal relationship with, an existing pupil, employee or Governor of Gad’s Hill School?** | *Please state Yes or No. If yes, please provide details.* |

## Education and Qualifications

#### Senior School(s) Attended

| **Name of School** | **Dates Attended** | **‘A’ Levels or equivalent and higher** |
| --- | --- | --- |
| **From** | **To** | **Subject** | **Grade** |
|  |  |  |  |  |

#### Universities and other Higher Education Institutions Attended

| **Name of Institution** | **Dates Attended** | **Degrees awarded with Name of Awarding Body if not Institution** |
| --- | --- | --- |
| **From** | **To** | **Degree with Subject** | **Class** |
|  |  |  |  |  |

#### Other Relevant Qualifications and Courses Attended

| **Name of Provider** | **Dates Attended** | **Award/Course Title and Qualification as Appropriate** |
| --- | --- | --- |
| **From** | **To** |
|  |  |  |  |

#### Qualified Teacher Status

|  |  |
| --- | --- |
| **Do you have qualified teacher status?** | *Please state Yes or No. If yes, please provide your Teacher Reference Number* |

#### Publications

|  |  |
| --- | --- |
| **Please provide details of any publications (journals, research, newspaper, magazine, website etc) which you have written or contributed to:** |  |

## Employment History

Please complete this section starting with your current or most recent employment first, then work backwards. Please include all employments since leaving full-time education. As a part of our Safer Recruitment procedures we need to understand any gaps in your employment history. Where any exist, please provide details in the **next** section. Please add as many further rows as are necessary to complete your employment history.

| **Name and Address of Employer** (where a School, please also indicate age range, co-ed or single sex, and whether boarding or day) | **Dates Employed** | **Job Title with Brief Outline of Main Responsibilities** |
| --- | --- | --- |
| **From** | **To** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Please complete the following section with reference to your current or most recent employment.

|  |  |
| --- | --- |
| **Basic salary:** |  |
| **Other benefits provided:** |  |
| **Notice period:** |  |
| **Job title of your line manager:** |  |
| **Reason(s) for seeking alternative employment:** |  |

## Gaps in Employment

Please provide details of any and all gaps in employment since leaving full-time education.

| **Gap** | **Reason** |
| --- | --- |
| **From** | **To** |
|  |  |  |

## Hobbies, Interests and Activities

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| --- | --- |
| **Please give us a brief understanding of your hobbies, interests and activities outside of work which may (or may not!) enhance the corporate life of Gad’s:** |  |

## Other Comments

|  |  |
| --- | --- |
| **Please use this space to add any further comments which you would like to make about yourself or your application, other than included in your letter to the Chairman of the Board of Governors:** |  |

## Referees

Please supply details of three people whom the School can approach for references. One must be your current or most recent employer. At least one of the other two must also be from an employer.

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| --- | --- |
| **REFEREE 1 – Name:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **Email address:** |  |
| **Occupation:** |  |
| **Professional relationship to you:** |  |
| **May we approach this referee prior to interview?** | *Please state Yes, Short-List Only, or No* |

|  |  |
| --- | --- |
| **REFEREE 2 – Name:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **Email address:** |  |
| **Occupation:** |  |
| **Professional relationship to you:** |  |
| **May we approach this referee prior to interview?** | *Please state Yes, Short-List Only, or No* |

|  |  |
| --- | --- |
| **REFEREE 3 – Name:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **Email address:** |  |
| **Occupation:** |  |
| **Professional relationship to you:** |  |
| **May we approach this referee prior to interview?** | *Please state Yes, Short-List Only, or No* |

## Other Information

#### Rehabilitation of Offenders Act 1974

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974, as amended. All unprotected convictions, cautions and bind-overs, including those regarded as “spent”, must therefore be declared. You must also declare anything which is currently under investigation, prosecution or pending any sort of process or decision. Please note that disclosure of any offence will not necessary prevent Gad’s Hill School from employing you, but we reserve the right to consider the significance of any offences in relation to the role applied for.

|  |  |
| --- | --- |
| **Do you have any convictions, cautions, reprimands, bind-overs or final warnings, whether spent or not, which are not “protected” within the meaning of The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (England and Wales) Order 2013?** | *Please state Yes or No. If yes, please provide FULL details in a separate document to the Bursar and Clerk to the Board of Governors. Please note that any details provided in that separate document will not be shared with the Selection Panel unless and until your application reaches the short-list interview stage.* |

## Declarations

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| --- | --- |
| **Is there any reason why you may not be suitable to work with children, including if you may be disqualified by association?** | *Please state Yes or No. If yes, please provide FULL details.* |
| **Have there ever been any Child Protection or Safeguarding concerns or investigations made about you in the past?** | *Please state Yes or No. If yes, please provide FULL details.* |
| **Have you lived abroad for a period of three months or longer within the past five years?** | *Please state Yes or No. If yes, please provide FULL details. By submitting your application you confirm that you will need to provide a Police Certificate of Good Conduct or equivalent from the relevant country or countries.* |

By submitting your application you are making the following declarations:

1. I confirm that the information provided on this form along with any other accompanying forms, letters, documents and covering emails, is true, accurate and complete to the best of my knowledge.
2. I am aware that the post for which I am applying is exempt from the provisions of the Rehabilitation of Offenders Act 1974 as amended.
3. I have not been disqualified from working with children, am not named on the Children’s Barred List, am not disqualified by association, am not subject to any investigations or sanctions imposed by a regulatory body (eg NCTL) (other than as disclosed in this application) and either I have no unprotected convictions, cautions, reprimands, final warnings and bind-overs, nor none pending, or I have indicated above that I do have, and have provided full details in a separate document as requested.
4. I understand that if successful in my application I shall be subject to enhanced clearance through the Disclosure and Barring Service (DBS), and that my details will be checked against the Children’s Barred List and such other lists and authorities as may be lawful and in accordance with the School’s Safeguarding Policy, a copy of which I have read.
5. I understand that in addition to taking up references from the people set out above, the School reserves the right to make such searches of publically-accessible information (whether on the internet or otherwise) as it may, in its absolute discretion, deem appropriate.
6. Subject to anything I have indicated above, I understand that the School will approach the referees I have nominated and may seek to confirm with them details of my employment, experience, qualities and qualifications I have set out on this form and in accompanying documentation.
7. I understand that my current or most recent employer (whether I am working there on a paid or volunteer basis) will be asked about disciplinary offences relating to children, including any where the penalty is time-expired (i.e. where a warning could no longer be taken in to account in any new disciplinary hearing etc). I understand that they will also be asked whether or not I have been the subject of any Safeguarding or Child Protection concerns or investigations, and if so, the outcome of such processes.
8. I understand that providing false information on any part of this form or accompanying documentation is an offence, and could result in my application being rejected, or in summary dismissal if I have been appointed. I also understand that in such circumstances, the matter may be referred to the Police and/or other relevant Safeguarding agencies.
9. I agree that the School may use the information, including personal information, contained on this form and in accompanying documentation, for the purpose of processing my job application, and for any other lawful and legitimate purposes of the School.
10. I understand that any offer of employment made by the School will be conditional upon receipt of satisfactory references, enhanced DBS clearance, satisfactory medical report and such other checks as the School may in its absolute discretion determine as necessary.

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| --- | --- |
| **Signed:** | *Please do NOT sign the electronic version. If invited to interview, you will be asked to sign a paper copy of your application at that time.* |
| **Print name:** |  |
| **Date (day, month, year):** |  |

#### *The Board of Governors would like to thank you for your interest in the School, and for taking the time to complete this application.*