Application for the post of:

**Head of English**



**St Andrew the Apostle Greek Orthodox School**

Closing date: 9am 1st April 2019

**Please return to: vacancies@standrewtheapostle.org.uk**

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| **Personal Details**Description: Description: D:\Users\Colin\Websites\Russell Trust\images\RET_iD.jpgLast name |  | Title |  |
| First name(s) |  | Previous names |  |
| Address(including postcode) |  | National Insurance no |  |
| DfE number |  |
| QTS date of recognition |  |
| Home telephone |  |
| Mobile telephone |  |
| Email address: |  |
| Are you eligible to work in the UK? If NO please specify your circumstances. |
| *Yes/No* |

**Education and Academic Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| School / College / University | From: mm/yy | To: mm/yy | Subjects, Qualifications, Grades, Honours |
| Secondary (post 16) |  |  |  |
| Higher Education |  |  |  |
| Postgraduate (inc. PGCE) |  |  |  |

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| --- | --- | --- | --- |
| Name: |  | Post: |  |

**Previous Employment (please start with your current/most recent post and work backwards)**

*For educational employment please include details of type of school, LA, age range, boys/girls/mixed, key stages taught and any other relevant information. For other organisations please briefly outline the nature of its work and your role. Please copy and paste additional tables as required to detail all employment since the age of 18. Details of any gaps in employment should be recorded in the section following.*

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| --- | --- | --- | --- | --- | --- |
| Role / title |  | From: |  | To: |  |
| Organisation |  | Salary / allowance |  |
| Reason for leaving |  | Nature of school (or organisation): |
| Address |  |  |

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| Role / title |  | From: |  | To: |  |
| Organisation |  | Salary / allowance |  |
| Reason for leaving |  | Nature of school (or organisation): |
| Address |  |  |

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| Role / title |  | From: |  | To: |  |
| Organisation |  | Salary / allowance |  |
| Reason for leaving |  | Nature of school (or organisation): |
| Address |  |  |

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| Role / title |  | From: |  | To: |  |
| Organisation |  | Salary / allowance |  |
| Reason for leaving |  | Nature of school (or organisation): |
| Address |  |  |

**Periods when not working**

*Please give details of any voluntary work and other periods when you have not been employed. Please add extra rows if necessary.*

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| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason: |  |
| From: |  | To: |  | Reason: |  |
| From: |  | To: |  | Reason: |  |
| From: |  | To: |  | Reason: |  |

**Recent, relevant professional development**

*Please add extra rows if necessary.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course Title | Provider | Date(s) | Duration | Awards (if any) |
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| Name: |  | Post: |  |

**Interests**

*(Both professional and leisure)*

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| Name: |  | Post: |  |

**Statement of Application**

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| * In support of your application please attach a statement, of no more than 2 sides of A4, giving your reasons for applying for this post. If typed please use font Arial 11 point or equivalent.
* Include any information which you consider relevant to this application, addressing the key areas in the person specification.
* Please ensure your name and the post you are applying for are included on each sheet used.
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**Referees**

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| * References will only be sought for short listed candidates.
* **To comply with safer recruitment guidelines it is our policy to obtain references prior to interview. If you have concerns regarding this please contact us.**
* The first reference must be your present or most recent employer
* If any of your references relates to your employment at a school or college your referee must be the Headteacher or Principal. (If you are a serving Headteacher or Principal, or were previously employed as one, then your referee should be the Chair of the Governing Body.)
* One of your three referees for this post should be your parish priest or minister.
* If you are currently working with children your present employer will be asked about any disciplinary offences relating to children, current and/or time expired; whether you have been the subject of any child protection concerns and if so, the outcome of these investigations. If you are not currently working with children, but have done so previously these issues will be raised with your former employer.
* If you are not currently working with children but have done so previously, the second referee must be that employer.
* Please do not give relatives or people solely in the capacity as friends as a referee
* Other previous employers may also be approached for information, before interview, to verify details on your application form such as particular experience or qualifications.
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| **Referee 1** | **Referee 2** |
| Name |  | Name |  |
| Position |  | Position |  |
| Address |  | Address |  |
| Telephone |  | Telephone |  |
| Fax |  | Fax |  |
| Email |  | Email |  |
| Capacity known in |  | Capacity known in |  |
|  |
| **Referee 3 – Parish Priest or Minister**  |
| Name |  |  |  |
| Position |  |  |  |
| Address |  |  |  |
| Telephone |  |  |  |
| Fax |  |  |  |
| Email |  |  |  |
| Capacity known in |  |  |  |
| If you are known to any of your referees by any other name please give details |

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| Name: |  | Post: | Headteacher |

**Declaration**

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| **Are you related to any member of staff or Governor of this school? YES / NO****If YES, who and in what capacity?**Canvassing by or on behalf of an applicant whether directly or indirectly is forbidden. |
| **Have you ever received a conviction, caution or bind-over?** **YES / NO**This post is exempt from the Rehabilitation of Offenders Act 1974. Consequently if you are appointed you will be required to undertake an enhanced Criminal Records Bureau check. Therefore you will be required to declare ANY convictions, cautions and bind-overs you may have, regardless of how long ago they occurred, including those regarded for other purposes as ‘spent’. Having a criminal record will not necessarily prevent you from taking up appointment, it will depend on the nature of the offences and their relevance to the post you are applying for. However, should you NOT declare an offence that is subsequently revealed, e.g. through the CRB check, then this may place your appointment in jeopardy. |
| **Are you on the Children’s Barred List (previously List 99 and PoCA list), have you ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body?** **YES / NO**It is a criminal offence for barred individuals to seek or undertake work with children. If you have answered yes to either of the above questions, please provide details on a separate sheet in an envelope marked CONFIDENTIAL |
| Under the Data Protection Act 1998 your consent is required to process the information you have supplied for the purposes of recruitment and selection. The information required is necessary for selection purposes and will be used by us for the selection and verification process in connection with your application for this post. Your name and contact details will be held electronically together with recruitment process monitoring. Under the Data Protection Act 1998 you have the right of access to any information about you held electronically and/or manually. By signing this declaration, or submitting this form electronically, you give permission for your details to be used in this way. |
| **I declare that the information I have given on this form is correct and I understand that failure to complete the form fully and accurately could result in an incorrect assessment of salary, and/or exclusion from short listing, or may, in the event of employment, result in disciplinary action or dismissal** |
| **Signed** |  | **Date** |  |