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| **Mark Bryant** | **St Mary’s School & College** |
| **Head Teacher** | **Wrestwood Road** |
| **Telephone: 01424 730740** | **Bexhill-on-Sea** |
| **Fax: 01424 733575** | **TN40 2LU** |
| **Email:** [**hr@stmarysbexhill.org**](mailto:hr@stmarysbexhill.org) |  |
| **Website:** [**www.stmarysbexhill.org**](http://www.stmarysbexhill.org) | **Registered Charity No. 307021/A** |

**APPLICATION FOR THE POST OF PRINCIPAL**

**APPLICATION LETTER**

Please attach a letter **of no more than 3 pages**, explaining why you are interested in the role of Principal at St Mary’s, and why you consider yourself a potential candidate.

Please look at the Job Description and Person Specification and use the following titles to structure your letter:

1) Experience and Qualifications 2) Teaching and Learning 3) Leadership and Management

4) Personal Qualities 5) Additional details

**THIS FORM MUST BE COMPLETED IN FULL AND MUST NOT BE SUBSTITUTED BY A C.V.**

ST MARY'S IS COMMITTED TO EQUAL OPPORTUNITIES

AND IS POSITIVE ABOUT DISABLED PEOPLE

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| Any disabled candidate requiring assistance (with completing this form, or an informal visit or interview e.g. requesting a signer or Personal Assistant) should, in the first instance, contact Paula Fitzgerald (HR Manager) at St Mary’s. All disabled applicants who meet the shortlisting criteria will be invited to interview. |

**PERSONAL DETAILS**

SURNAME: FIRST NAMES:

PREVIOUS SURNAMES:

ADDRESS:

TELEPHONE NO: MOBILE/CONTACT NO:

EMAIL ADDRESS:

Do you hold a clean driving licence? YES NO

National Insurance No:

Data Protection

Candidate’s rights under the Data Protection Act will be safeguarded. All rejected job applicant’s documentation will normally be destroyed. We may wish to keep an unsuccessful candidate’s information on file, against the possibility of a suitable alternative vacancy arising within six months; if you agree to this please tick the following box:

**TEACHING APPLICATIONS ONLY**

QUALIFIED TEACHER STATUS: YES NO

TEACHERS REFERENCE NO:

DATE/PLACE OF QUALIFICATION:

SUBJECTS TAKEN:

**DETAILS OF ALL EDUCATIONAL ESTABLISHMENTS ATTENDED**

|  |  |  |
| --- | --- | --- |
| Secondary school attended | Dates  (Month and Year) | Examination Passes |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Colleges and Universities attended | Dates  (Month and Year) | Qualifications Gained (Class and Divisions) |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Please address any gaps in education  history | Dates  (Month and Year) | Reason for gap in education |
|  |  |  |

**DETAILS OF OTHER RELEVANT TRAINING**

**DETAILS OF ALL PREVIOUS EMPLOYMENT / WORK EXPERIENCE**

Commencing with the existing / last employer.

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Address | Dates of Employment  (Month and Year) | Post Title | Last Salary |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Please address any gaps in employment / work experience history | Dates  (Month and Year) | Reason for any gaps in employment / work experience history |
|  |  |  |

**HEALTH**

If a formal offer of employment is made you will be asked to complete a confidential pre-employment questionnaire.

If necessary, with your consent, you may be asked to undergo a medical examination in order that we can obtain a medical report.

Would you be prepared to undergo a medical examination? YES NO

In the event of absence, as a result of sickness, for a continuous period/or periods amounting to four weeks, in any period of six months, the Trust reserves the right to your co-operation in enabling a Doctor to assess your medical condition.

YES NO

**REHABILITATION OF OFFENDERS ACT 1974** (exemption) Order 1975

St Mary’s School & College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Before any person is appointed to a post which involves substantial access to children St Mary’s School & College has a duty to ensure that the appointee does not have any criminal convictions which would make it undesirable for the person to work with children. Because of the nature of this post, you are not entitled to withhold information about convictions which, for other purposes, are 'spent' under the provisions of the Rehabilitation of Offenders Act 1974, (exemption) Order 1975. This is because of the terms of the Amendment Order 1986. **You will be required to provide a Disclosure from the Criminal Records Bureau; details can be obtained from the Human Resources department.** Having a Criminal Record will not necessarily be a bar to being appointed. (See Policy Statement on the Recruitment of Ex-offenders)

Have you ever been subject to any criminal conviction, bind over, caution, warning or reprimand?

YES NO

If the answer is YES, please give full details below:

**GENERAL INFORMATION**

Are you related to, or do you have connections with, anyone involved with St Mary’s School & College (details)?

YES NO

**Referee 1 Referee 2**

**must be your present/most recent employer/tutor** **should be a colleague reference**

NAME: NAME:

ADDRESS: ADDRESS:

EMAIL: EMAIL:

CONTACT NO: CONTACT NO:

WORKING WORKING

RELATIONSHIP: RELATIONSHIP:

**What notice are you required to give your present employer?**

**Your present employer will normally be asked for a reference prior to interview, unless we are specifically requested not to do so below.**

I confirm that the information provided in this application to be true and accurate. I am aware of and understand that

In the event any information is subsequently found to be untrue or misleading that this may lead to disciplinary action including dismissal.

SIGNATURE …………………………………………………………… DATE:

Please send this form complete with your Letter of Application to:

Paula Fitzgerald (HR Manager) at St Mary’s: [pfitzgerald@stmarysbexhill.org](mailto:pfitzgerald@stmarysbexhill.org) 01424 739010

St Mary’s Special School and College, Wrestwood Road, Bexhill-on-Sea, TN40 2LU by the 4th July 2018.