**Application Form**

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| atmhslogo-vsmall | Please return this application form to  **Thomas Mills High School**  **Saxtead Road**  **Framlingham**  **Suffolk**  **IP13 9HE** |

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| **Name of Applicant** (CAPITAL LETTERS): |

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| **Application for the Post of:** DEPUTY HEADTEACHER |

**Please return your completed application form electronically to:**

[**ggobbitt@thomasmills.suffolk.sch.uk**](mailto:ggobbitt@thomasmills.suffolk.sch.uk) **or by post to the address above.**

Thank you for your interest in this post.

The following information is necessary to ensure that full consideration can be given to all candidates. The information given will be treated as confidential.

Please ensure you complete all the relevant sections. The Declaration must be signed.

In addition, you should write a letter explaining how your skills and experiences have prepared you for the post.

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| **Personal details** | **Section 1** |
| Title: | Last name: |
| First name(s): | Previous names: |
| Preferred name: |  |
| Home telephone no: | Email address: |
| Work telephone no: | Mobile no: |
| Address: | Date of birth: |
| National Insurance No: |
| DfE Teacher Reference no: |
| **Present employment (if currently employed)** | **Section 2** |
| Employer’s name and address: | |
| Nature of business: |  |
| Job title: | Date started: |
| Grade/salary spine: | Current salary (point): |
| Notice required: | Allowance(s) received: Type(s) |
| Reason for leaving: | Value(s) £ |

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| **Previous employment Section 3**  Include all full time and part time positions.  Please list the most recent first and continue on a separate sheet if necessary.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Employer | Start date | End date | Job title | Salary/  Grade | Reason for leaving | |  |  |  |  |  |  | |

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| **Brief outline of duties in your current or most recent job Section 4** |

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| **Brief outline of previous experience which relates to the post applied for Section 5** |

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| **Breaks in employment history Section 6**  If you have had any breaks in employment since leaving school, give details of these periods and your activities during these times e.g. unemployment, raising family, voluntary work, training. |
| **Continuing Education Section 7**  University/College/Apprenticeships etc.  Please list the most recent first   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Educational establishments | From | To | Qualification/subject obtained and awarding body | Level/Grade | Dates | |  |  |  |  |  |  | |

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| **Secondary School Education Section 8**  Please list the most recent first | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Educational establishments | From | To | Qualification/subject obtained and awarding body | Level/Grade | Dates | |  |  |  |  |  |  | | |
| **Other relevant qualifications**  **Section 9**  Including details of membership of professional bodies and driving licence(s) held (if relevant to post applied for). |
| **Teaching staff only**  Do you hold Qualified Teacher Status (QTS)? YES / NO  Subjects taught: |

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| **Other relevant training and development activities Section 10**  **attended in the last five years**  Please list the most recent first   |  |  |  | | --- | --- | --- | | Brief description/Course title | Date | Organising body | |  |  |  | |

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| **Personal Interests / Hobbies Section 11**  **(If relevant to post applied for)** |
| **Declarations Section 12**  Entitlement to Work in the UK  Are you currently eligible to work in the UK? Yes No  If **Yes**, are there conditions attached (e.g. time limits)? Yes No  If **Yes**, please give details:  To comply with the Immigration, Asylum & Nationality Act 2006 and additional amendments, and UK Border Agency (UKBA) requirements, all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see and take a copy of an appropriate official document as set out in the UKBA guidelines. **Do not send anything now, further information will be sent to you should you be invited to interview.**  Thomas Mills High School operates a policy of equal opportunities. Your current immigration status will not be taken into account when assessing your application against the selection criteria for the post.  **Canvassing of School Governors or Senior Employees**  Canvassing of School Governors or Senior Employees of Thomas Mills High School by you or on your behalf is strictly forbidden and may invalidate your application. Please indicate here if you are related to any School Governor or Senior Employee of Thomas Mills High School, giving their name. Please state None if appropriate.  **Police and Criminal Record**  The job you are applying for has been identified as involving supervising, caring for or otherwise connected with children and/or young people. In view of this, you must declare all \* convictions, cautions, and/or bindovers for criminal offences, even where they are “spent” as defined by the Rehabilitation of Offenders Act 1974 and subsequent regulations. You are also required to give details of any reprimands or warnings that you may have received. An enhanced Disclosure & Barring Service (DBS) certificate with a check of the children’s barred list will also be required.  \* The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website, <https://www.gov.uk/government/publications/dbs-filtering-guidance>  Details of criminal convictions, cautions and/or bindovers, reprimands or warnings:  Please state ‘None’ if appropriate, or continue on a separate sheet if necessary, clearly marking your National Insurance number and the post you are applying for on each separate sheet.  ……………………………………………………………………………………………………………………………………………………………….  ……………………………………………………………………………………………………………………………………………………………….  **Transferable Service**  The transfer of continuous service from other schools and Local Authorities may be possible. If you think this applies to you please provide the date from which your continuous service commences and the name of the organisation.  Date………………………………………… Organisation…………………………………………………………….. | | |
| **References Section 13**    Please give the names and contact details of at least two referees who have knowledge of you in a professional capacity. One of them must be your current / most recent employer or tutor and your references **must cover all employment and/or any voluntary work in the past five-year period**. References should be provided by the Headteacher/establishment manager. Personal references should only be provided where no alternative employer or educational referee is appropriate.  Give details of additional referees on a separate sheet if necessary  **Reference 1: Reference 2:**   |  |  | | --- | --- | | Name: | Name: | | Address: | Address: | |  |  | | Postcode: | Postcode: | | Email: | Email: | | Tel no: | Tel no: |   Employer Educational Personal Employer Educational Personal  **Referees of short-listed candidates will be approached prior to interview**  Thomas Mills High School operates a policy of open references. This means that you may read any references received in relation to you, on written request. | |

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| **Reasonable Adjustments Section 14**  Do you require any reasonable adjustments to be made to the recruitment selection process? Please state None if appropriate  Please provide details of the reasonable adjustment(s) requested: |

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| **Declaration and Data Protection Statement Section 15**  I consent to the school carrying out checks and using information provided from the checks and this application form when making a decision about my suitability to work with or be in regular contact with children.  I understand that the school will share any information they obtain about me with other organisations where the law requires them to, including where information raises concerns of a child protection nature.  I understand that it is an offence to make a statement which is false or misleading in an application for registration.  I give consent for the school to carry out checks and use the information from the declaration and consent form and third party information prescribed in regulations made under the Safeguarding Vulnerable Groups Act 2006, to make a decision about my suitability.  I consent to the school carrying out on-line status checks using the DBS Update Service as and when required.  To the best of my knowledge, the information I have supplied on this form and any attachments is correct. I understand that giving false information or omitting relevant information could disqualify my application and, if I am appointed, could lead to an offer being withdrawn or my dismissal. I consent to the information I have provided being verified, which I understand will involve providing relevant documentation for checking and contacting referees / previous and/or current employers.  Signed: ……………………………………………………………… Date: …………………………………………….  Details of your application including your personal details will be stored in our archives and database for up to 12 months following completion of this recruitment process (longer for successful applicants). |

**EQUAL OPPORTUNITIES**

***These pages must be detached by the school before considering application***

***against selection criteria.***

Thomas Mills High School requires the following questions to be completed by all applicants. However, the questions regarding religion and belief and sexual orientation are to be completed on a voluntary basis.

This information is collected for statistical purposes only and will not be used as part of the selection process.

**Ethnic Origin**

Please select one description from numbers 1-18 (below) that best fits your ethnic origin. If you feel the choices do not provide a suitable option, please write how you would describe your ethnic origin in the space provided.

1. British 8. Indian 15. Chinese

2. Irish 9. Pakistani 16. Gypsy / Traveller

3. Any other White origin 10. Bangladeshi 17. Other – please specify

4. White & Black Caribbean 11. Any other Asian origin ………………………….

5. White & Black African 12. Caribbean 18. Prefer not to disclose

6. White & Asian 13. African

7. Any other mixed origin 14. Any other Black origin

Your Ethnic Origin Description 1 – 18

**Nationality**

Please tell us your nationality

e.g. British Citizen, Portuguese Citizen Prefer not to disclose

**Religion or Belief**

Please see guidance notes for more information on why we are asking for this information.

1. Baha I 5. Buddhist 9. Christian 13. Pagan

2. Hindu 6. Muslim 10. Jain 14. Prefer not to disclose

3. Jewish 7. Rastafarian 11. Sikh 15. Other (please specify)

4. Zoroastrian 8. No religion / belief 12. Humanist ………………………………...

Your Religion or Belief Description 1 – 15

**Gender**

Male Female

**Sexual Orientation**

Please see guidance notes for more information on why we are asking for this information.

1. Heterosexual 3. Gay 5. Prefer not to disclose

2. Bisexual 4. Lesbian

Your Sexual Orientation Description 1 – 5

**Disability**

The Equality Act 2010 (as previously described in the Disability Discrimination Act 1995, as amended by the Disability Discrimination Act 2005) says that a person has a disability if they have a mental or physical impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities

Do you have a disability as defined above? Yes No