**Application Form Headteacher**

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| **Personal Details** | | | |
| Surname |  | Previous surname(s) |  |
| Title |  | DfE Number |  |
| First names |  | Are you eligible to work in the UK? |  |
| Contact address |  | Contact telephone number |  |
| Email address |  | | |
| **Present Post** | | | |
| Position |  | Starting date |  |
| Name and address of School |  | Type of school |  |
| Age range of pupils |  | Number of pupils |  |

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| **Education and training** | | | | | | | |
| **A. Training as a teacher** | | | | | | | |
| Name of teacher training institution: | | | | | | | |
| From (month/year): | | |  | | | To (month/year): |  |
| Qualification obtained: | | |  | | | | |
| Subjects, main and subsidiary: | | |  | | | | |
| Age range of pupils: | | |  | | | | |
| Other special interests: | | |  | | | | |
| **B. University, College, Other Institutions (other than initial teacher training)**  Please give dates and state whether full-time or part-time courses | | | | | | | |
| Name of Institution | | | | | | From (month/year): | To (month/year): |
| 1 |  | | | | |  |  |
| 2 |  | | | | |  |  |
| 3 |  | | | | |  |  |
| Course Title | | | | FT/PT | Subject | Qualification | Date of award |
| 1 |  | | |  |  |  |  |
| 2 |  | | |  |  |  |  |
| 3 |  | | |  |  |  |  |
| **C. Secondary Education** | | | | | | | |
| Name of Institution | | | | | | From (month/year): | To (month/year): |
| 1 |  | | | | |  |  |
| 2 |  | | | | |  |  |
| Qualifications obtained (Please give subjects and grades) | | | | | | | |
| GCE ‘O’ Level/GCSE or equivalent | |  | | | | | |
| GCE ‘A’ Level or equivalent | |  | | | | | |

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| **Career History** | | | | | | | | |
| Please give details of all full-time and part-time employment and experience (e.g. VSO, youth work, voluntary work, raising a family, travelling) since the age of 18, beginning with the most recent. **Please leave no gaps.** | | | | | | | | |
| Dates  From (M/Y)  To (M/Y): | | Job title, employer, school name, address | Age range of pupils | | | Salary scale (including responsibility points) | FT/PT | Reason for leaving |
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| **Continuing Professional Development and Training**  Please give details of professional qualifications (in addition to teacher training) and any other relevant courses and training undertaken in the last three years. | | | | | | | | |
| Date(s) and duration of course | | Title of course/training (including home study and distance learning) | | | | Name of Provider (e.g. school based INSET, LA, College) | | Qualification obtained (if any) |
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| **References**  Please give the details (name, position, address, telephone number and email contact details) of two people who have known in a professional context. The first reference should be from your present or most recent employer; recently qualified teachers should provide at least one reference from a school placement as well as college or training provider. | | | | | | | | |
| 1 |  | | | 2 |  | | | |
|  | How are you known to this person? | | |  | How are you known to this person? | | | |
|  | **May we take up this reference prior to interview?** | | |  | **May we take up this reference prior to interview?** | | | |

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| **Applicant Statement** |
| Using the job description and person specification:   * Tell us about those aspects of your experience or skills that are relevant to this post * Using examples, explain how your ability, skills and knowledge match those required for this post   You may wish to provide this on a separate sheet. Please keep your statement to four sides of A4 (minimum font size Arial 10). |
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| **Rehabilitation of Offenders Act 1974 – Declaration**  All applicants who are offered employment in posts involving access to children are subject to a criminal record check from the Criminal Records Bureau before an appointment is confirmed.  Applicants are therefore required to declare any convictions, cautions or reprimands, even if they would otherwise be regarded as ‘spent’ under this Act, and any prosecutions pending. Failure to disclose this information may result in disciplinary action or dismissal. | |
| Have you ever received a reprimand, formal warning, caution, or been convicted of a criminal offence? Please answer Yes or No in the box. |  |
| Answering YES does not necessarily ban you from appointment. If YES, you are required to provide further details as the post for which you are applying is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (as amended). A subsequent offer of employment will be dependent upon the completion of a satisfactory application for an enhanced Criminal Records Bureau disclosure. | |
| **Criminal convictions, cautions, reprimands or formal warnings** (please give details of the offence, date and any subsequent sentence) | |
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| **Declaration** | |
| The information supplied by you will be subject to verification and the school will contact people and/or organisations to confirm some of the facts contained in your application. By signing this form you authorise us to verify any information you have given.  I hereby give my consent for the school to process and retain on file information contained on this form and in any accompanying documents. This is required for recruitment purposes, the payment of staff and the prevention and detection of fraud. All information will be processed in accordance with data protection legislation.  The information on this form is true and correct and will be used as part of my contract of employment. I accept that any false statement or omission may lead to the job offer being withdrawn or my dismissal if appointed to the post. | |
| Name: | Date: |

The school is committed to safeguarding and promoting the welfare of children and young persons and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure from the Criminal Records Bureau (CRB).

Thank you for taking the time to complete this application form. Please post a printed copy to Brookmead School, High Street, Ivinghoe, Nr Leighton Buzzard, LU7 9EX (please label your envelope ‘Application’), or email your completed application to: [bursar@brookmead.bucks.sch.uk](mailto:bursar@brookmead.bucks.sch.uk).