

## **HEADTEACHER/DEPUTY/TEACHER AND SUPPLY**

### **Please read first**

Please complete in clearly written or typed black ink. Continue on separate sheet where necessary. Please refer to the guidance notes and the person specification before completing this form. If you require assistance filling in this form please contact the School. CVs will not be accepted.



## **Confidential**

**Please refer to the guidance notes and the person specification before completing this form.**

**Where did you see this job advertised? (please be specific)**

**Job applied for:**

**Based at:** School

**Closing date:**

### **Personal Details** *(To assist with identification and vetting requirements)*

**First name(s):**

**Last name:**

**Address:**

**Title:**

**Daytime tel. no. (inc. STD code):**

**Evening tel. no. (inc. STD code):**

**Email address:**

**Postcode:**

**National Insurance Number:**

**Date of Birth:**

**Teacher Reference Number:**

**Date of Qualified Teacher Status:**

*(Please complete if you are a newly qualified teacher. If you have not yet had your QTS certificate and you are appointed please send a copy of this certificate to the School.)*

### **Eligibility to work in the UK** *(Please refer to guidance notes)*

**Are you a National of a Country outside of the EEA or Switzerland?**

**Yes** ☐

**No** ☐

### **Present/most recent employment**

Dates from / to mm/yyyy to mm/yyyy	Name and address of present employer	Job title with main duties / specific areas of responsibility and current salary	Type of school	No. on roll	Age of pupils taught

**Current/Last Range on at which you were paid: (Main/Upper/Leadership)**

**Current/Last Point on at which you were paid:**

**Reason for seeking new position/leaving:**

**Period of notice/date available to start:**

**Local Government Start Date (if known):**

**Previous qualified teacher experience** (most recent first)

Dates from / to	Name of School and Local Authority (including contact details)	Job title with main duties / specific areas of responsibility	Type of school	No. on roll	Age of pupils taught	Reason for leaving
mm/yyyy to mm/yyyy						
mm/yyyy to mm/yyyy						
mm/yyyy to mm/yyyy						
mm/yyyy to mm/yyyy						

**Experience during training /or as unqualified teacher**

Dates from / to	Name of School and Local Authority	Position held with main duties	Type of school	No. on Roll	Age of pupils taught
mm/yyyy to mm/yyyy					
mm/yyyy to mm/yyyy					
mm/yyyy to mm/yyyy					

## Other relevant experience

**(Please state if full or part-time, voluntary or paid. All experience is valued and should be fully recorded)**

Dates from / to	Position Held	Employer or Organisation	Nature and brief summary of experience
mm/yyyy to mm/yyyy			
mm/yyyy to mm/yyyy			
mm/yyyy to mm/yyyy			

**Please give details and an explanation of any gaps in your employment history:**

***(N.B. We retain the right to seek references from all previous employers)***

## Education and professional qualifications (most recent first)

(Proof of qualifications will be required at interview)

7. List of qualifications (mm/dd/yyyy required at interview)		
Name of school/college/university	Dates from / to	Full details of qualifications gained, including subjects, grades, class or division.
	mm/yyyy to mm/yyyy	
	mm/yyyy to mm/yyyy	
	mm/yyyy to mm/yyyy	

## Training

(Please list relevant training undertaken [including in-service] during last 5 years)		
Course details	Duration of Course	Date mm/yyyy

In support of your application please ensure that you provide a separate statement in a covering letter explaining how your skills, experience and knowledge make you a suitable candidate for the post. **Please demonstrate clearly how you meet the requirements in the job description/person specification.** You may also include any other relevant information. Subject to any other specific requirements contained in the application pack, candidates applying for Headteacher and Deputy Headteacher positions should also include a brief statement setting out your educational philosophy.

**Do you, your partner or family have any interests (financial, professional or otherwise) that may conflict with your employment with the Clevedon Learning Trust?\***

**Dates when you are unavailable for interview (e.g. holidays):**

**Do you, your partner or family have any interests (financial, professional or otherwise) that may conflict with your employment with the Clevedon Learning Trust?\***

Yes ☐ No ☐

(If yes, please give details)

## References

Please give details of two named referees covering the last 5 years of your employment history, one of which must be your current or most recent employer for which you worked with children. These should not include a relative and personal referees must be able to comment on your skills and abilities in relation to the post. *Note: Headteachers from local authority maintained schools applying for headships should always give the Director of People and Communities as their first referee and other school leaders from local authority maintained schools applying for headships should give their school's School Improvement Adviser as their first referee.*

Additional references may also be sought from previous employers, particularly for posts working with children or vulnerable people.

References for shortlisted candidates will normally be taken up before interview. If you do not wish your referees to be approached at this stage you should request this in writing stating the reasons, the shortlisting panel will consider your request. In all cases, references will be taken up before a job offer is confirmed.

Please ensure you ask permission from your proposed referees prior to naming them.

### **(i) Current/most recent employer**

**Name:**

**Address:**

**Tel. no:**

**Fax. no :**

**Email:**

**Relationship:**

**How long have they known you?**

### **(ii) Other employer or alternative referee where not available**

**Name:**

**Address:**

**Tel. no:**

**Fax. no :**

**Email:**

**Relationship:**

**How long have they known you?**

## Equality Act 2010

Clevedon Learning Trust welcomes all legislation designed to protect the rights of people. The Equality Act defines a person as having a disability if he or she has a 'physical or mental impairment that has a substantial (that is, more than minor or trivial) and long-term adverse effect on the ability to carry out normal day-to-day activities'.

**Do you have a disability?**

**Yes** ☐

**No** ☐

Wherever possible and reasonable we will make amendments and offer alternatives to help a person with a disability through the application and selection process. If you require assistance at any stage of the process please contact the School.

## Declaration by Applicant

I confirm to the best of my knowledge and belief that the information given on this form is correct. I understand that any offer of work will be subject to two satisfactory references, medical assessment and satisfactory criminal record checks (an enhanced DBS Disclosure check, DBS Barred List check or DBS Status Check, where relevant)). Any misleading statement or deliberate omission may disqualify my application and where I am a current employee of the school may lead to dismissal.

I consent to the necessary enquiries and checks being undertaken by the Clevedon Learning Trust in order to confirm that the information included in this application form is correct, to verify the authenticity of my qualifications and to ascertain whether I have any relevant criminal record which may make me unsuitable for the post applied for, including the on-line 'Status Check' using the DBS's Update Service and an External Validation Service check of my identity if I am unable to produce the ID required under Route One of the DBS's ID checking guidelines.

I will provide proof of identification to fulfil the requirements of the Disclosure and Barring Service (DBS) Disclosure check.

I confirm I will complete a pre-employment medical assessment accurately and fully.

I understand that if I am successful in my application, any information contained in this form together with any obtained in relation to it, will be retained by the School during the course of my engagement and for a reasonable time after this ends (pursuant to the Data Protection Act 1998).

I confirm that I am registered as a qualified teacher with the relevant agency.

I acknowledge that all paid positions which involve working regularly within Schools are exempt from the Rehabilitation of Offenders Act 1974 and I am required to self-disclose details of any 'unfiltered' criminal convictions, cautions and bind-overs. *Note: relevant workers should answer the questions relating to Childcare Disqualification on the Self-Disclosure Form. If you are unsure whether this applies to you, please contact the school.*

If I am a Supply Teacher registering with the Local Authority, I confirm that I consent to my References being shared with the Headteacher of (or the appropriate manager at) any school which I approach regarding undertaking supply teaching whenever the Local Authority believes that this is appropriate.

I declare that I am not disqualified from working with children and/or vulnerable adults (*pursuant to the Protection of Children Act 1999, the Criminal Justice and Court Services Act 2000, the Care Standards Act 2000, the Safeguarding and Vulnerable Groups Act 2006 and the Childcare Act 2006*).

**All applicants, please sign** (please note that if you are completing this application electronically, you will be asked to sign the form if you are invited to interview).

**Signature:**

**Date:**

**Please return your application form to the contact / address indicated in the advertisement / application pack by the closing date stated.**

## Guidance notes for completing your application form

The following information is designed to assist you in your application for this job.

**Please read carefully.**

### The application form and short listing procedure

Applications should be typewritten or completed legibly in black ink to allow for photocopying. **Please do not send in your C.V.** In the interests of fairness, all applications must be made on the Clevedon Learning Trust's application form.

We want to try and ensure that everyone applying for a job with us has a fair chance and the application form is the first stage in the recruitment process which may lead to a possible job offer. It is therefore very important that you complete all sections of the application as clearly and fully as possible. If you have any difficulty in completing this application form or if there is something on the form that you do not understand please contact the School who will be happy to help you. We will also provide the form in alternative formats upon request.

Make sure you return your application form so that we receive it before the closing date and time. This will be stated on the advertisement.

### Job description and person specification

Every advertised post has a job description and a person specification. The job description outlines the main duties of the job. The person specification sets out the knowledge, skills, qualifications and experience required and provides the criteria against which you will be assessed.

We decide who to invite for an interview by comparing what you tell us in your application form with what we have asked for in the person specification. It is therefore vital that you clearly explain how your skills and experience match the requirements outlined in the person specification.

On the person specification we list the criteria in two ways:

**Essential** (e.g. the minimum skills, qualifications or experience which you must have in order to do the job) and

**Desirable** (these are not essential, but are additional to the minimum requirement to do the job).

In the event that all the applicants meet the **essential** criteria, the selection panel may use the **desirable** criteria to assess and decide which applicants further meet the additional requirements of the job, and should be invited for an interview (or to the next stage as indicated).

### Equality of opportunity for people with disabilities

Clevedon Learning Trust is committed to the employment of people from all areas of the community. We will make any reasonable adjustments for disabled people to enable equal access to the recruitment process and ongoing employment.

## **Rehabilitation of Offenders Act**

Under the Rehabilitation of Offenders Act 1974, an individual who has a conviction for a criminal offence is, after a specified time, allowed to treat the conviction as if it never occurred i.e. spent. However, under this Act, some occupations and employments are exempt and applicants for these posts are not protected by the Act. This would include all paid roles within school that will involve working regularly in school when children are on site. All such positions within Schools will be subject to an enhanced-level Disclosure and Barring Service (DBS) disclosure check and a DBS Barred List check. Certain spent convictions are filtered (that is, not disclosed). For further information on filtered convictions, see the GOV.UK website.

## **Employment of Ex-Offenders**

Clevedon Learning Trust is determined to make all efforts to prevent discrimination or unfair treatment against any staff or potential staff regardless of offending background that does not create a risk to children.

People with criminal records applying for positions (paid or unpaid) with the Trust should be treated according to their merits and to the nature or special criteria of the position (e.g. access to children or responsibility for budgets).

The Trust and the Trust's Registered Body (North Somerset Council) will ensure that they observe the Disclosure and Barring Service (DBS) Code of Practice on disclosure information. For those positions requiring a DBS Disclosure, all applicants will be informed at an early stage through recruitment literature issued by the school that a Disclosure will be requested in the event of the individual being provisionally offered the position. Details of a person's criminal record will always be maintained as strictly confidential and will not be passed to persons not authorised to receive it.

It is the Trust's policy to ask applicants questions about 'unfiltered' criminal records and whether they have been barred from working with children whenever they will be undertaking 'regulated activity' or working regularly in school with access to children. When invited for interview applicants will be required to provide this information through the completion of a self-disclosure of criminal record. Where a conditional offer is made the applicant will be required to complete a DBS Disclosure Application. Where the applicant is applying for a position involving 'regulated activity' they will also be required to declare whether they have been listed on any Disclosure and Barring Service list of people considered unsuitable to work with children. In addition where the applicant is applying to work with children under the age of 8 years old they may also be required to disclose whether they are subject to a Disqualification Order prohibiting them from undertaking such work (*please refer to the Trust's Self Disclosure form*).

Having an 'unfiltered' criminal record in itself will not necessarily prevent a person from being appointed unless the offence statutorily debar the person or renders the person unsuitable to work with children. If an applicant reveals an 'unfiltered' criminal record and/or other information which could render the applicant potentially unsuitable then the Headteacher will arrange to discuss the disclosure with the applicant in the first instance and before any final decision is made regarding the suitability of the applicant.

Failure to disclose relevant information could lead to the withdrawal of an offer of employment or other non-employment arrangement e.g. voluntary work or, if subsequently discovered once confirmed in position, could lead to the termination of the employment/non-employment arrangement.



## **Completing your application form**

### **Job title and reference number**

Please enter these details on the application form so that we can identify which job you are applying for. The job title and job reference number can be found on the advertisement.

### **Employment history**

All experience is valued and we recognise that many people have worked in a variety of situations even if it has not been full time paid employment. Please list any work experience you have which you think would help you in the job for which you are applying, including voluntary work, temporary jobs, part-time or vacation work.

### **Education and training**

Please use this section to provide details of any qualifications or training that you have completed or are currently undertaking. Include any special skills training, day release, or evening classes. You may be asked to provide proof of qualifications and training either at interview, or if you are offered the job.

### **Relevant experience**

This is where you tell us how you meet the selection criteria for the job. Your application will be assessed against the criteria detailed in the person specification. Do not repeat your job history, but look at the specific requirements of the job and provide evidence that you have the skills, abilities and experience to meet those requirements. Give specific examples if possible. The evidence you provide does not necessarily have to be work based - it may be experience you have gained at home raising a family, doing voluntary work or from activities that you do in your spare time.

### **References**

References will be required for all jobs within Schools. One referee must be your current or most recent employer for which you worked with children.

It is school policy to approach current employers, regardless of whether candidates give them as referees. If you request that a referee is not approached before interview, this will be considered.

Other references should include previous / most recent employers. If you have not been employed before, you should give the names of teachers or lecturers who know you sufficiently well to comment on your ability to do the job. You can also give the names of professional people who know you well, and who are not friends or relatives. It is helpful if your referees are aware that you have used their name before we contact them.

Finally, **do not forget** to sign and date your application form! If you send your application form to us electronically, you will be asked to sign it if you are invited to interview.

# IMMIGRATION, ASYLUM & NATIONALITY ACT 2006

## Preventing Illegal Working

The Act is intended to ensure that only those entitled to live and work in the United Kingdom are offered employment. It is a criminal offence for employers to employ someone whose immigration status prevents them from working in the UK.

As a potential employee you are asked to provide:-

- if you have an ongoing right to work in the UK - the **original** document(s) detailed in List A;
- **OR** if your leave to enter or remain in the UK is time-limited - the **original** document(s) detailed in List B.

We will check and copy the relevant pages of the documentation and we will retain this on your personal file. In the case of List B documents, repeat checks will be carried out when the time-limited leave to remain in the UK is due to expire. Records will be kept of the date on which a right to work check was conducted.

All potential employees will be treated in the same way and will be required to produce the relevant documentation.

## European Economic Area

Nationals from European Economic Area countries can enter and work in the UK without any restrictions, just like British citizens. The same is also the case for their immediate family members. The relevant documents will be checked as above.

The following countries are part of the EEA:

Austria*	Hungary*#	Norway
Belgium*	Iceland	Poland*#
Bulgaria*#	Ireland*	Portugal*
Cyprus*	Italy*	Romania*#
Czech Republic*#	Latvia*#	Slovakia*#
Denmark*	Liechtenstein	Slovenia*#
Estonia*#	Lithuania*#	Spain*
Finland*	Luxembourg*	Sweden*
France*	Malta*	United Kingdom*
Germany*	Netherlands*	
Greece*		

\* Those marked are also members of the European Union.

# Those marked are free to come and work in the UK but will need to register with the Home Office's Workers Registration Scheme; a copy of your registration certificate will be retained by us.

Nationals from Switzerland also have the same free movement and employment rights as existing EEA nationals.

**LIST A – Original Documents to Provide**  
**(if you have an ongoing right to work in the UK)**

1. A passport showing that the holder, or a person named in the passport as the child of the holder, is a British Citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
2. A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area or Switzerland.
3. A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office, Border and Immigration Agency or UK Border Agency to a national of a European Economic Area country or Switzerland.
4. A permanent residence card issued by the Home Office, Border and Immigration Agency or UK Border Agency to the family member of a national of a European Economic Area country or Switzerland.
5. A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.
6. An Immigration Status Document issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
7. A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
8. A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
9. A full birth certificate issued in the Channel Islands, the Isle of Man or Ireland, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
10. An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
11. A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

12. A letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder which indicates that the person name in it is allowed to stay indefinitely in the United Kingdom **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

*If you provide one of the documents above  
there is no need to provide any documents from List B.*

**LIST B – Original Documents to Provide**  
**(if your leave to enter or remain in the UK is time-limited)**

1. A passport or travel document endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.
2. A Biometric Residence Permit issued by the Home Office / UK Border Agency to the holder which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question.
3. A work permit or other approval to take employment issued by the Home Office, Border and Immigration Agency or UK Border Agency **when produced in combination with** either a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to do the work in question, or a letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder or the employer or prospective employer confirming the same.
4. A certificate of application issued by the Home Office, Border and Immigration Agency or UK Border Agency to or for a family member of a national or a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old **when produced in combination with** evidence of verification by the UK Border Agency Employer Checking Service.
5. A residence card or document issued by the Home Office, Border and Immigration Agency or UK Border Agency to a family member of a national of a European Economic Area country or Switzerland.
6. An Application Registration Card issued by the Home Office, Border and Immigration Agency or UK Border Agency stating that the holder is permitted to take employment, **when produced in combination with** evidence of verification by the UK Border Agency Employer Checking Service.
7. An Immigration Status Document issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and is allowed to do the type of work in question, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
8. A letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.