

Internal use only

Reference no:

Date received:

# **Charters School Employment Application Form: DHT – Part 1**

**We are committed to safeguarding and promoting the welfare of children and young people**

**and expect all staff and volunteers to share this commitment.**

Please ensure that you complete **all** sections of the application documentation. This document contains Part 1, whilst Parts 2&3 are contained in a separate document. Please note that providing false information will result in the application being rejected, withdrawal of any offer of employment, summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink or type. CVs are not accepted.

Please return your Application Form (both Part 1 and Parts 2&3) by email to [head@chartersschool.org.uk](mailto:head@chartersschool.org.uk)

|  |  |
| --- | --- |
| **Vacancy job title:** | **Deputy Headteacher** |

## **PART 1: Information for Shortlisting and Interviewing**

|  |  |  |  |
| --- | --- | --- | --- |
| **Initials:** |  | **Surname or Family Name:** |  |

1. **Letter of Application:**

Please enclose a letter of application, stating why you are applying for this position and how you would contribute to the future success of Charters School. Please provide examples. The letter should be signed off with your surname and initials only, as per this part of our application form, so that a shortlist can be compiled based on the details of your application only.

1. **Current/Most Recent Employment:**

|  |  |
| --- | --- |
| Name, address and telephone number of school  (or employer details if not a school): |  |
| Type of school: | Boys: Girls: Mixed:  Age range: Number on Roll: |
| Type of school: (E.g. Community, Aided, Academy, Foundation, Free School, Independent, etc) |  |
| Subjects/age groups taught: |  |
| Job title:  Please enclose a copy of the job description |  |
| Date appointed to this post: |  |
| Date of leaving: |  |
| Reason for leaving: |  |
| Date available to begin new job: |  |

1. **Current Teaching Salary Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| Level | Spine Point | Effective from | Basic Salary |
| Unqualified |  |  | £ |
| Qualified Teacher |  |  | £ |
| Advanced Skills |  |  | £ |
| Teacher |  |  | £ |
| Upper Pay Range |  |  | £ |
| Leadership Group |  |  | £ |

**Allowances**

Management Allowances/Teacher Learning Responsibility awards (please state amount and level)

|  |
| --- |
| £ |

Do you receive any other payments (please state amount and reason)

|  |
| --- |
| £ |

1. **Full Chronological History**

Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Job title or positon | Name and address of school, other employer, or description of activity | Number on roll and type of school, if applicable | Full or part-time | Dates (DD/MM/YYYY) | | Reason for leaving |
| From | To |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Please enclose a continuation sheet if necessary.

1. **Secondary Education and Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of school/college | From | To | Examination passed (i.e. A Level, GCSE), subject and grade |
|  |  |  |  |

1. **Higher Education**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name and address of university, college and/or university education department | Dates | | Full or part-time | Courses/subjects taken and passed | Date of examination and qualifications obtained | Age groups for which trained |
| From | To |
|  |  |  |  |  |  |  |

1. **Professional Courses Attended as a Teacher**

|  |  |  |  |
| --- | --- | --- | --- |
| Subject | Organising body | Date(s) | Duration |
|  |  |  |  |

**Qualifications**

Please give details, including dates obtained. You will be asked to produce any relevant certificates.

Do you have QTS Yes  No

Are you unqualified Yes  No

Are you a NQT Yes  No

Are you an OTT (Overseas Trained Teacher) Yes  No

Do you hold an NPQH Yes  No

1. **Other Relevant Experience, Interests and Skills**

Please refer to the Person Specification and Job Accountabilities when completing this section. Describe how you consider your knowledge, skills and experience are relevant to the post for which you are applying and those factors which make you a particularly suitable candidate. Please provide examples.

|  |
| --- |
|  |

Please enclose a continuation sheet if necessary.

1. **Referees**

Please provide details of two people to whom reference may be made. The first referee should normally be your present or most recent Headteacher or equivalent person. If you are not currently working with children please provide a referee from your most recent employment involving children. Referees will be asked about all disciplinary offences which may include those where the penalty is “time expired” if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or from people writing solely in the capacity of friends.

**It is normal practice to take up references on shortlisted candidates prior to interview.** This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.

**First Referee**

|  |  |  |
| --- | --- | --- |
| Title and name: |  | |
| Address and postcode: |  | |
| Telephone number: |  | |
| Email address: |  | |
| Job title: |  | |
| Relationship to applicant: |  | |
| I consent to this reference being requested before interview: | | **YES NO** |

**Second Referee**

|  |  |  |
| --- | --- | --- |
| Title and name: |  | |
| Address and postcode: |  | |
| Telephone number: |  | |
| Email address: |  | |
| Job title: |  | |
| Relationship to applicant: |  | |
| I consent to this reference being requested before interview: | | **YES NO** |

**Reference Declaration**

In compliance with the General Data Protection Regulation (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references.

Reference requests sent to your referees will ask the referee to confirm as a minimum:

* The referee’s relationship with the candidate.
* Details of the applicant’s current post and salary.
* Performance history.
* All formal time-limited capability warnings which have not passed the expiration date.
* All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date.
* All disciplinary action where the penalty is “time expired” and relate to safeguarding concerns.
* Details of any child protection concerns, and if so, the outcome of any enquiry
* Whether the referee has any reservations as to the candidate’s suitability to work with children. If so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

1. **Consent and Declaration**

By submitting my application (whether electronically or in paper format), I consent to my named referees being contacted in accordance with the above. I understand I have the right to withdraw my consent at any time and can do so by informing your organisation’s Data Protection Officer.

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with Part 2 Section 2 of the DHT Application Form, and in particular that checks may be carried out to verify the contents of my application form.

|  |  |
| --- | --- |
| **Signature of applicant:** |  |
| **Print name:** |  |
| **Date:** |  |

You will be asked to sign this document if you attend for interview.

|  |  |
| --- | --- |
| **Please advise where you heard of this vacancy:** |  |

**PLEASE NOW COMPLETE THE SEPARATE DOCUMENT ‘PARTS 2&3’ OF OUR DHT APPLICATION FORM.**

**Return both Part 1 and Parts 2&3 by email to** [head@chartersschool.org.uk](mailto:head@chartersschool.org.uk).