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**Deputy Head**

**Application form**

* All applications will be treated in strict confidence.
* Please complete this form as fully as possible. The boxes expand so you can type as much or as little as you like into each section. Do not worry about tidy page breaks in the finished document.
* The completed form should be returned by e-mail to [enquiries@aberdourschool.co.uk](mailto:enquiries@aberdourschool.co.uk) and the closing date for receipt of applications is 11 am on Monday 17th February.
* Our Headmaster, Simon Collins, is very happy to answer questions. Please contact him by e-mail at the above address.

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| --- | --- | --- | --- | --- | --- | --- |
| **Personal Details We will contact you with appropriate discretion** | | | | | | |
| Title: | Surname: | Forenames: | | Previous Name(s): | | |
| Address:  Postcode: | | | | | | |
| Previous Address: (if less than five years at your current address)  Postcode: | | | | | | |
| **Telephone Numbers**  Home:  Daytime:  Mobile: | | | Confidential e-mail address: | | | |
| Do you have the right to work in the UK and, if necessary, a Work Permit? | | Yes | No |
| UK DfE number: | | | Do you have QTS status? | | Yes | No |
| Do you have a full, clean driving licence? | | | | | Yes | No |
| If you know, or are related to, any Governor, employee or pupil, please give details: | | | | | | |

**Education and Qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | |  | | |
| Dates (mm/yyyy) | | Senior School / College | Qualifications, grades, and dates | |
| From | To |
|  | |  |  | |
| Other achievements / interests at school | | | | |
| Dates (mm/yyyy) | | University or Higher Education | Qualifications, grades, date awards made and awarding body; include main subjects studied if not obvious | |
| From | To |
|  | |  |  | |
| Other achievements / interests at university | | | | |
|  | |  | | |
| Other professional or vocational qualifications, and relevant courses / CPD attended | | | | |
| Institution or provider | | | Qualifications obtained and grade/level, or course / training details | Date |
|  | | |  |  |

**Employment History**

Please supply a full history (with start and end dates) of all employment, self-employment and any periods of unemployment since leaving secondary education. Please give your employment history in reverse date order and include details of any voluntary work.

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| --- | --- | --- | --- | --- | --- |
| **Current / last employment** | | | | | |
| School: | | | | | |
| Position(s) held: | | | | | |
| Address: | | | Employed from:  Employed to: | | |
| Salary and allowances: | | | Any benefits, eg accommodation: | | |
| Please give a brief description of current duties, responsibilities and your achievements. | | | | | |
| Notice period | | | | | |
| **Previous employment** | | | | | |
| School: | | | | | |
| Position(s) held: | | | | | |
| Address: | | | Employed from:  Employed to: | | |
| Salary and allowances: | | | Any benefits, eg accommodation: | | |
| Please give a brief description of your duties, responsibilities and your achievements | | | | | |
| Reason for leaving | | | | | |
| **Earlier employment** | | | | | |
| From / to  (mm/yyyy) | Name/address/phone number of employer | Job title and  brief description of duties | | Salary per annum | Reason for leaving |
|  |  |  | |  |  |
| **Please give dates and details if there are any periods in your education or employment history that are unaccounted for, whether for work, personal or family reasons** | | | | | |
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**Personal Statement**

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| Why would you like to become Deputy Head at Aberdour? Using the job description and person specification, please demonstrate your suitability, with evidence. |
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**What have you most enjoyed about your career to date?**

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**Prep schools in the next 5-10 years**

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| Life skills, thinking skills and broad understanding are gradually replacing fact-based knowledge. What is your view about this? |

**Your life outside work**

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| Please tell us about your leisure interests, sports and hobbies, other pastimes etc |

**Additional comments**

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| This space can be used for any further comments or for any additional information that you feel may be helpful to us. |

**Health and disability details**

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| --- | --- | --- |
| Are you fit to teach and for the role of Deputy Head? | **Yes** | **No** |
| If **No** please provide details | | |

**Professional References**

* Please provide three **professional** referees. One of them must be your current or most recent employer. Among other things, referees will be asked about disciplinary offences relating to children and/or child protection concerns you may have been subject to.
* References cannot be accepted from relatives, or from referees writing solely in the capacity of friends.
* We will **only** contact your referees if you are short-listed for this post.
* We reserve the right to take up additional references with any previous employer.

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| **Referee 1** | | |
| Name:  Position:  Name of organisation:  Address:  Telephone: Email:  In what capacity do you know the referee? | | |
| **Referee 2** | | |
| Name:  Position:  Name of organisation:  Address:  Telephone: Email:  In what capacity do you know the referee? | | |
| **Referee 3** | | |
| Name:  Position:  Name of organisation:  Address:  Telephone: Email:  In what capacity do you know the referee? | | |
| **Criminal Records / Disclosure**  The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment procedure set out in the School's recruitment, selection and disclosure policy and procedure.  It is a condition of your application that you answer the questions below.  ***It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School.***  *Any offer of employment will be conditional upon receipt of satisfactory DBS checks in relation to criminal and child protection matters. In the case of applicants who have lived overseas, we may also obtain criminal background checks from these countries.* | | |
| Have you been the subject of any child protection concern either in your work or personal life, or been the subject of, or involved in, any disciplinary action in relation thereto, including any which is time-expired? | **Yes** | **No** |
| Have you ever been referred to, or are you the subject of a sanction, restriction or prohibition issued by, the National College for Teaching and Leadership (NCTL)**,** any equivalent body in the UK or a regulator of the teaching profession in any other country? | **Yes** | **No** |
| Have you ever been referred to the Department for Education, have you ever been the subject of a direction under section 142 of the Education Act 2002 or are you the subject of a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts you from being involved in the management of an independent school? | **Yes** | **No** |
| *If YES to any of the above questions, please give details* | | |
| Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence whether in the United Kingdom or in another country? You are not required to disclose a caution or conviction for an offence committed in the United Kingdom which is subject to the DBS filtering rules (see Appendix 1 of this form). | **Yes** | **No** |
| Is any court action pending against you? | **Yes** | **No** |
| *If YES to either of the above two questions, please give full details (dates, offence, sentence, details of Court or Police involved)* | | |
| You are required to submit to an Enhanced Check with Children’s Barred List Check from the Disclosure and Barring Service (DBS). Do you authorise us to obtain any necessary information from the DBS? | **Yes** | **No** |

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| **Declaration *please read carefully*** |
| * I confirm that the information I have given on this application form is true, complete and accurate. * I have read and understand the School’s recruitment and child safeguarding policies. * I am not barred or disqualified from working with children, nor subject to any sanctions or conditions on my employment imposed by a regulatory body. * I consent to Aberdour School and their consultants and advisers processing the information on this form, including any “sensitive” information, using it to administer the recruitment process and for employment administration, and contacting my referees in due course. * I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight. * I understand that to give false information or to omit any relevant information could result in the withdrawal of any offer of appointment or my summary dismissal at any time in the future, as well as possible criminal prosecution.   Name: Date:  **As we are asking for e-mail applications, inserting your name in the line above will be regarded as a signature and confirmation of the declaration above. Those invited to interview will be asked to physically sign a copy in the space below.**  Signature: |

**Thank you.**

*Please save the completed form and e-mail it to* [*enquiries@aberdourschool.co.uk*](mailto:enquiries@aberdourschool.co.uk)*. There is no need to add a lengthy cover letter.*

*If your application is successful, Aberdour School will retain this form, together with any attachments, on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.*

*Aberdour School is an equal opportunity employer and welcomes anyone who is suitable for a particular post. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.*

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