



**STRICTLY CONFIDENTIAL**  
**APPLICATION FOR HEAD OF SEND**

Closing Date 2<sup>nd</sup> March 2020  
Interviews week commencing 9<sup>th</sup> March 2020

<b>PERSONAL DETAILS</b>			
<b>Surname:</b>		<b>Forename(s):</b>	
<b>Address:</b>		<b>Title:</b>	<b>Date of Birth:</b>
		<b>Place of Birth:</b>	
		<b>Contact Telephone Details:</b>	
		<b>Home:</b>	
<b>Nationality:</b>		<b>Work:</b>	
<b>Religious Denomination:</b>		<b>Mobile:</b>	
<b>Do you have a valid and clean driving licence?</b>		<b>Can you be contacted at work? YES / NO</b>	
<b>Marital Status:</b>		<b>Email:</b>	
<b>Name of Spouse:</b>		<b>Occupation of Spouse:</b>	
<b>Children (Christian names and ages):</b>			
<b>National Insurance No:</b>		<b>DfES Reference Number:</b>	
<b>Are you in good health?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If NO please give brief details of illness or sick leave of more than two consecutive weeks taken in last five years.			
<b>How did this position come to your notice?</b>			
<b>EMPLOYMENT DETAILS</b>			
<b>Current Post:</b>			
<b>Name and Type of School:</b>			
<b>Boarding / Day</b>	<b>Single Sex / Co-ed</b>	<b>Age Range:</b>	<b>No. of Pupils:</b>
<b>Current Salary:</b>			

**Other Benefits(if applicable):**

### **Secondary Education History**

<b>Establishment</b>	<b>From / to</b>	<b>Qualifications Awarded (Subject and Level)</b>

### **Further / Higher Education History**

<b>Establishment</b>	<b>From / to</b>	<b>Qualifications Awarded (Subject and Level)</b>

### **Professional Qualifications / Memberships of Professional Bodies**

(please note that if called to interview you will be asked to bring copies of your qualifications)

<b>Professional Body / Organisation</b>	<b>From / to</b>	<b>Programme / Qualification</b>

### **Continuing Professional Development** – please indicate courses attended during the last five years which are relevant to your application, giving details of the course, dates and by whom provided.

<b>Establishment</b>	<b>From / to</b>	<b>Qualifications Awarded (Subject and Level)</b>

**WORK EXPERIENCE** (From Present to first in that order – continue of separate sheet if necessary)

Name and Address of Employer	From / To	Position Held (show full / part time)	Area(s) of responsibility / Subject(s) and Ages taught	Type of School / Age Range / No. on Roll	Reason for Leaving and Leaving Salary

**Which part of your current job do you enjoy the most?**

**If appointed, how would you see your priorities in the first year?**

**Leisure Interests? – please indicate your interests and key areas of achievement**

**Personal Statement – your strengths and qualities and why you seek this appointment**

**References – Please give the names, full addresses, email addresses and telephone numbers of two persons whom we may approach for a reference. Not more than one reference should be from your existing employer. Please indicate any professional relationships, e.g., 'Head', 'Head of Department', 'former employer', etc.**

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## Disability

**Beeston Hall welcomes applications from suitably qualified people with disabilities. All information is treated as confidential and is requested to comply with our duties under the Disability Discrimination Act (1995). If you consider yourself to have a disability as defined in the DDA (1995) please provide details below:**

**Is there anything we need to know about your disability in order to offer you a fair selection interview?**

**Would the provision of aids or modifications assist you in carrying out the duties of the post?**

## Declaration

I agree that any offer of employment with Beeston Hall School is subject to satisfactory evidence of the right to work in the UK, satisfactory references and medical clearance. In accordance with the 1998 Data Protection Act, it is agreed that Beeston Hall School may hold and use personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information can be stored in both manual or computer form, including the data in Section 2 of the Data Protection Act 1998. Beeston Hall School is committed to the prevention, detection and elimination of fraud and corruption. By signing this form, you acknowledge that your personal information will be data matched for these purposes in accordance with provisions made within the Data Protection Act 1998.

Because of the nature of the work of this post and the provision of Section 4 (2) of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 you are required to give details of all criminal offences for which you have been convicted, including 'spent' convictions.

Have you ever been found guilty of a criminal offence?

**YES / NO**

If yes, please provide details on a separate sheet and enclose it with your application in an envelope marked 'Confidential'. Previous convictions will not automatically bar candidates and convictions will only be considered in relation to the post for which you have applied.

I understand that as a condition of employment at Beeston Hall School I will be required to undergo a satisfactory DBS Check and I declare that there is no reason why I should not work with children.

I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action by Beeston Hall School.

**Signed:**

**Date:**

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

**Fred de Falbe, Headmaster,  
Beeston Hall School, West Runton, Norfolk NR27 9NQ**

**or email to: [headmasterpa@beestonhall.co.uk](mailto:headmasterpa@beestonhall.co.uk)**