***HEADTEACHER APPLICATION FORM***

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| **Section 1: Personal Details** |
| Title |  | Name |  | Surname |  |
| Address | Street Address |  |
| Town/City |  |
| County |  |
| Post Code |  |
| Country of residence |  |
| Right to work in the UK? | Yes [ ]  / No [ ]  | NI Number:  |  |
| Telephone numbers | Day: | E-mail address: |  |
| Mobile: | Date of Birth: |  |
| Do you hold QTS? | Yes [ ]  / No [ ]  | If yes, please provide your Teacher Number: |  |

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| **Section 2: Education History** **Please provide details of ALL educational qualification from GCSE (or equivalent) onwards, including grades. Please list the highest qualifications first.** |
| Institution Name | From | To | Subject / Qualification Attained |
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| **Section 3: Current Employment** |
| Employer’s Name: | Employer’s Address: |
| Present Post: | Date appointed: |
| Main responsibilities: |

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| **Section 4: Previous Employment** |
| Start date | End date | Employer’s name and address | Position held and responsibilities | Full or part time |
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| **Section 5: Relevant courses attended over the last 3 years** |
| Name of course and provider | Award/qualification gained | From | To |
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| **Section 6: Additional Information** |
| Basic Salary:  | Additional TLR: | Total Salary: |
| Please indicate the total number of days absence (except training) over the last 3 academic years. |
| 2016 – 2017 | Number of Days: | Number of Occasions: |
| 2017 – 2018  | Number of Days: | Number of Occasions: |
| 2018 – 2019  | Number of Days: | Number of Occasions: |

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| **Section 7: References** **Please provide the name of two referees, one of whom should be your current or most recent employer.**  |
| Name |  | Name |  |
| Job title |  | Job title |  |
| Organisation |  | Organisation |  |
| Address |  | Address |  |
| Tel |  | Tel |  |
| Mobile |  | Mobile |  |
| Email |  | Email |  |

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| **Section 8: Confidential Information** |
| Wembley Multi Academy Trust has robust systems in place to safeguard children and will carry out all the necessary checks. As this post is classified as having substantial access to children, appointment will be subject to a police check of previous criminal convictions. You are required, before appointment, to disclose any conviction, caution or binding over including ‘spent convictions’ under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of Employment. However, disclosure of a criminal background will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and when they occurred. |
| Have you ever been convicted of a criminal offence? Yes [ ]  /No [ ] If Yes, give details. |

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| **Section 9: Please use this section to tell us why you are applying for this post.**  **Candidates are reminded to address the points covered in the person specification and the areas below. *(Maximum 1,500 words)*** |
| 1. Why do think you are suited for Headship in a new and highly performing school like East Lane Primary School?2. What is the best school you have worked in? What do you think made it the best?3. What pupil outcomes can you attribute directly to your own actions? Please give details.4. What are your strengths in the curriculum?5. What kind of culture would you promote at the school? |

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| **Section 10: Equal opportunities** **THIS INFORMATION WILL NOT BE USED FOR ASSESSMENT PURPOSES.** |
| Gender: | Ethnicity:  | Sexual Orientation:  |
| Do you consider that you have a disability under the terms of the Disability Discrimination Act 1995? | Yes [ ]  No [ ]  Prefer not to say [ ]  |
| Are you registered disabled? | Yes [ ]  No [ ]  Prefer not to say [ ]  |
| If Yes, please describe: |
| If you have any disabilities, please let us know if we need to make special arrangements for you if you are invited for interview. |

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| **Section 11: Declaration** |
| In submitting this form to Wembley Multi-Academy TrustI declare that the details given by me on this application form are a true record.I understand that if I give any information which is false, or I withhold any relevant information, this will lead to my application being rejected or, if already appointed, to termination of employment. I am not barred or disqualified from working with children or vulnerable adults or subject to sanctions imposed by a regulatory body relating to this type of work. I have declared any existing convictions, cautions reprimands or final warnings which are not ‘protected’.I agree that during the course of any employment I will inform the CEO immediately of any new conviction, caution, reprimand or final warning of a criminal offence (other than minor road traffic or parking offences).I understand that information given on this form will be processed in line with our Data Protection Policy which can be found on our website. |
| Please tick the box and sign below to agree to confirm that you have read, understood and agree with the above declaration: | [ ]  |
| Signature: Date:  |