



HEADTEACHER APPLICATION FORM

1. PERSONAL DETAILS

Application for the position of

AtVA School

Where the Governing Body is the employer of staff

In Local Authority

In the Archdiocese/Diocese of

Title of present post

At School / College

Address

Local Authority Notice required.....

Reason for leaving

Surname Title

Christian/First Names

Any former name(s) (first/surnames)

Religious Denomination / Faith¹ Date of Birth²

Address

.....

If you have lived at this address for less than 5 years, please list all other addresses at which you have lived during this period.

¹ The Governing Body may take religious denomination or faith into account for this post in accordance with the School Standards and Framework Act 1998.

² The Governing Body does not discriminate on grounds of age. Date of birth and dates are requested in line with the recommendations of *Safeguarding Children: Safer Recruitment and Selection in Education Settings, DfES-1568-2005, July 2005.*

Telephone Numbers: HomeMobile Work

Email Address:

How would you prefer to be contacted? DfES Reference Number

National Insurance Number Do you have Qualified Teacher Status?

Date of Qualification as a Teacher QTS Certificate No. (if known).....

Work permit details, if appropriate.....

General Teaching Council for England (or other) Membership Number, if applicable

Are you subject to any conditions or prohibitions placed on you by the GTCE (or other) in the UK?

YES NO

If yes, please give details here

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Signature.....

2. POST-11 EDUCATION AND TRAINING

Please give information about education received in this country or abroad, academic and vocational qualifications obtained including degrees, with class and division, and Teacher's Certificates, in chronological order starting from the most recent. Please include all postgraduate and professional qualifications. Please note that you will be required to provide evidence of qualifications attained.

Establishment Attended Name/address	Full or Part time	Qualifications, Date Award Made and Awarding Body	Dates attended including Month/Year	
			From	To

National Professional Qualification for Headteachers (NPQH) is compulsory for all first time headships.

Will this be your first Headship? YES NO

Have you completed or are you currently undertaking the NPQH YES NO

If so, please state:

Candidate Number

Date commenced

Date completed/to be completed

State subjects in which you are qualified to teach, other subjects for which you may have relevant experience to teach and any other specialisms you have which may be relevant to your application:

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Type of teacher training: Primary (Infant, Nursery or Junior) Middle Secondary
(PLEASE TICK APPROPRIATE BOX(ES))

Do you have the Catholic Certificate in Religious Studies or equivalent? YES NO

If applicable, where and when did you obtain the Catholic Certificate in Religious Studies (formerly known as the Catholic Teachers' Certificate and Certificate in Religious Education)?

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CCRS Registration Number (if known).....

Please provide details of any other specialist Catholic postgraduate qualification (e.g. Certificate in Subject Leadership in Catholic Schools, MA in Catholic School Leadership)?

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Please list recent courses and professional development in which you have been involved in the past 3 years and which you consider relevant to this post (stating length of courses). Please continue on a separate sheet if necessary.

3. DETAILS OF PRESENT SALARY AND SCALE:

Please supply all information requested as appropriate.

Salary Scale (eg Main / Upper / Leadership)

Group of School/Number on Roll..... Spine Point.....

Additional Allowances.....Gross Salary.....

4. SUPERANNUATION SCHEME

Are you a member of the Teachers' Pension Scheme? YES NO

If you contribute to another scheme, please give details

Have you elected to pay superannuation contributions for part-time teaching ie signed a part-time election?

YES NO

5. PROFESSIONAL EXPERIENCE

Please give further details of experience in chronological order, starting with the most recent.

Education Authority or Employer	Name & type of school or institution (Nursery, Primary, Secondary, Comprehensive, Selective etc)	Age range taught/single sex/mixed	Approx. number of roll/school group	Post held and responsibilities	Dates From/To, including Month & Year		Reason for Leaving

DETAILS of all other employment and unpaid experience after the age of 16, in chronological order, most recent first (for example family duties, voluntary work etc.) which you wish to be taken into consideration:

Employment/ Experience	Employer/ Location	Responsibilities	Dates From/To Month & Year	Reason for Leaving

If there are any periods of time that are not accounted for by this form, eg extended periods of travel or time spent raising a family, please give details of them here, with dates.

The information provided on this form must provide a complete chronology since the age of 16; please ensure there are no gaps in the history of your employment and other experience.

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6. SUPPORTING STATEMENT

Please provide a supporting statement of not more than 2 A4 pages in length detailing why you believe your personal qualities and experience are relevant to your suitability for the post advertised and how you meet the person specification.

7. PROFESSIONAL BODIES

Please give details of any professional bodies of which you are a member.....

8. DRIVING LICENCE DETAILS

Do you hold a full current UK licence? YES NO

If yes, what type of licence: private/light goods? HGV Class

Do you hold a PSV licence which would allow you to drive a school minibus? YES NO

9. ADVERTISEMENT

Please state where you learned of this vacancy.....

10. MEDICAL HISTORY

How many days sickness have you had in the last 2 years? (Exclude maternity related sickness).....

Please provide any details you feel are relevant.....

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11. DISABILITY MONITORING

Definition of disability 'a physical or mental impairment which has a substantial and long term effect on a person's ability to carry out normal day to day activities'.

Do you have a disability, long-term illness (mental or physical), on-going medical condition or treatment that we should be aware of? YES NO

Please give brief details of your disability and any reasonable adjustments you anticipate we would need to make to your workplace or equipment to undertake the duties outlined in the job description or that you consider necessary to attend interview.

If you are registered disabled, please state your number

This does not form part of the selection process.

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12. REFERENCES

Please nominate up to three referees. In the case of a Catholic applicant, one referee should be your Parish Priest/or Priest of the Parish where you regularly worship. One referee should be your present or most recent employer. One referee should be your current or most recent LA. If you are not currently working with children, one referee should be your most recent school/college employer. References will not be accepted from those writing solely in the capacity of friends or from relatives. References will be taken up before interview.

Name..... Designation.....

Address.....

..... Telephone.....

Name..... Designation.....

Address.....

..... Telephone.....

Name..... Designation.....

Address.....

..... Telephone.....

(i) If any of your referees knew you by another name, please write that name(s) in space below

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(ii) We reserve the right to take up references with any previous employer

Are you related to or have any other close relationship with any member of the Governing Body or existing employees of the Governing Body?

YES NO

If so, please give their name & state relationship. Failure to disclose such a relationship may lead to disqualification or dismissal without notice:

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13. DISCLOSURE OF CRIMINAL AND CHILD PROTECTION MATTERS

The Governors are obliged by law to operate a checking procedure for employees who have substantial access to children and young people.

I confirm that I am not disqualified from working with children and/or included in DfES List 99.

Signature

REHABILITATION OF OFFENDERS ACT 1974

If you have no convictions, simply enter "NIL". If you have been convicted of a criminal offence, the details must be on a separate sheet of paper in the format below, together with any cautions or bind-overs, pending criminal convictions, any pending criminal actions or court hearings against you and enclosed with this form in a sealed envelope marked confidential. Please see the **Notes for Applicants** for guidance.

Date of conviction / pending hearing	Offence	Sentence

CRIMINAL RECORDS BUREAU

In the event of a successful application a Disclosure will be sought from the Criminal Records Bureau in relation to criminal and child protection matters. A conviction will not necessarily be a bar to obtaining employment.

Please sign here if you agree that the appropriate enquiry might be made.

Signature.....

14. DATA PROTECTION ACT 1998

I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

Signature.....

15. DECLARATION

If you know that any of the information you have given on this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment then your name will be withdrawn from the list of candidates.

Providing false information is an offence and could result in this application being rejected. If such a discovery is made after you have been appointed then you will be liable to be dismissed summarily. You may also be referred to the Teachers Misconduct Team or the Police, if appropriate.³

I hereby certify that all the information given by me on this form is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold.

Signature.....Date.....

(The post will be subject to the terms and conditions of the appropriate Catholic Education Service model contract).

ASYLUM AND IMMIGRATION ACT 1996

In accordance with the Asylum and Immigration Act 1996, the Governing Body will require new members of staff to provide documentary evidence that they are legally entitled to live and work in the United Kingdom. Upon taking a post candidates should provide one of the official documents listed in the **Notes for Applicants**.

PLEASE RETURN THIS FORM TO THE SCHOOL/COLLEGE TO WHICH YOU ARE APPLYING

³ The Governing Body has a statutory duty to do so in prescribed circumstances: Education Act 2002

NOTES TO APPLICANTS

1. Date of Birth: The Governing Body complies with the Employment Equality (Age) Regulations 2006 and does not discriminate on grounds of age. This is requested in line with best safeguarding practice including '*Safeguarding Children: Safer Recruitment and Selection in Education*', DfES/1568 2005
2. Before signing this form, please ensure that every section has been completed
3. The form should be returned as instructed in the details of the post.
4. Applicants should attach a separate statement in support, using the enclosed selection criteria.
5. Applicants will only be acknowledged if a stamped addressed envelope is enclosed.
6. Applicants are reminded that this is an application for a post in a Catholic Voluntary Aided School where the Governors are the employers and that the post will be subject to the terms and conditions of the appropriate Catholic Education Service model employment contract. A copy of this contract will be provided to you if you are shortlisted.
7. **Rehabilitation of Offenders Act 1974:** You must declare *all* convictions that you have, including motoring offences and all convictions that have become "spent".
8. **Asylum and Immigration Act 1996: Upon taking a post applicants should provide one of the following from the list of official documents:**
 - a. A document from a previous employer, the Inland Revenue, the Benefits Agency, the Contributions Agency or the Employment Service (or their Northern Ireland equivalents), showing your name and National Insurance number. This could be a P45, a pay slip, a P60, a National Insurance card or a letter issued by one of the Government bodies concerned.
 - b. A passport describing you as a British citizen or as having the right of abode in or an entitlement to readmission to the United Kingdom.
 - c. A passport containing a Certificate of Entitlement issued by or on behalf of the Government of the United Kingdom certifying that you have the right of abode in the United Kingdom.
 - d. A certificate of registration or naturalisation as a British citizen.
 - e. A birth certificate issued in the United Kingdom or in the Republic of Ireland.
 - f. A passport or national identity card issued by a State which is a party to the European Economic Area Agreement and which describes you as a national of that State.
 - g. A passport or other travel document endorsed to show that you are exempt from immigration control, have indefinite leave to enter, or remain in, the United Kingdom or have no time limit on your stay; or a letter issued by the Home Office confirming that you have such status.
 - h. A passport or other travel document endorsed to show that you have current leave to enter or remain in the United Kingdom and are not precluded from taking the employment in question; or a letter issued by the Home Office confirming that this is the case.
 - i. A United Kingdom residence permit issued to you as a national of a State which is a party to the European Economic Area Agreement.
 - j. A passport or other travel document endorsed to show that you have a current right of residence in the United Kingdom as the family member or a named national of a State which is a party to the European Economic Area Agreement and who is resident in the United Kingdom.
 - k. A letter issued by the Immigration and Nationality Directorate of the Home Office indicating that you are a British citizen or have permission to take employment.
 - l. A work permit or other approval to take employment issued by Work Permits (UK) or in Northern Ireland, by the Training and Employment Agency.
 - m. A passport describing you as a British Dependent Territories citizen and which indicates that the status derives from a connection with Gibraltar.

RECRUITMENT MONITORING INFORMATION

Post title School.....

Last name(s)Christian/First name(s)

Date of birth⁴

Completion of this section will help us fulfil our general duty under the Race Relations (Amendment) Act 2000 to eliminate unlawful discrimination, to promote equality of opportunity and promote good relations between people of different racial groups, and our specific duty under the Act to monitor, by reference to racial group, applicants for employment and staff in post.

THE INFORMATION PROVIDED WILL BE USED FOR MONITORING AND STATISTICAL PURPOSES ONLY AND THIS SECTION WILL BE DETACHED FROM YOUR APPLICATION FORM PRIOR TO SHORTLISTING.

The categories below are in line with the Commission for Racial Equality guidance

1. Ethnic origin

I would describe my ethnic group as:

1. White

- British
- English
- Scottish
- Welsh
- Irish
- Any other White background
- Please specify

4. Asian, Asian British, Asian English, Asian Scottish or Asian Welsh

- Bangladeshi
- Indian
- Pakistani
- Any other Asian background
- Please specify

2. Black, Black British, Black English, Black Scottish or Black Welsh

- African
- Caribbean
- Any other Black background
- Please specify

5. Chinese, Chinese British, Chinese English, Chinese Scottish or Chinese Welsh

- Chinese
- Please specify.....

3. Mixed

- White & Asian
- White & Black African
- White & Black Caribbean
- Any other Mixed background
- Please specify

6. Other ethnic group

- Other ethnic group
- Please specify

2. Gender

- Female
- Male

THE INFORMATION CONTAINED ON THIS FORM WILL BE HELD ON A COMPUTER FILE

⁴ The Governing Body does not discriminate on grounds of age

Data Protection Act

I hereby give my consent for the Recruitment Monitoring Information provided on this form to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

Signed

Date



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