

Internal use only
Reference no: _____
Date received: _____

Please refer to our [Application Information Document](#) for details on completing and returning your application.

Employment Application Form (Headteacher): 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 note that CV's alone are not an acceptable form of application. An application form **MUST** be completed.

Please complete the form in black ink or type

Vacancy Job Title	
School Name	
Where did you first learn about this vacancy?	

Initials _____

Surname or Family name _____

1. Letter of Application

Please enclose a letter of application.

2. Current/Most Recent Employment: If Teaching

Name, address and telephone number of school	
1. Type of school	Boys <input type="checkbox"/> Girls <input type="checkbox"/> Mixed <input type="checkbox"/> Age range: Number on Roll:
2. Type of school <i>e.g. Community, Aided, Academy, Foundation, Free School, Independent, etc.</i>	
Job title <i>Please enclose a copy of the job description</i>	
Subjects/age groups taught	
Date appointed to this post	
Salary	
Date available to begin new job	

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3. Current/Most Recent Employment: If Non-Teaching

Name, address and telephone number of employer	
Job title <i>Please enclose a copy of the job description</i>	
Date appointed to this post	
Salary	
Date available to begin new job	

4. 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 position	Name and address of school, other employer, or description of activity	Number on roll and type of school, if applicable	Full Time or Part Time	Dates (DD/MM/YYYY)		Reason for leaving
				From	To	

Please enclose a continuation sheet if necessary

5. Secondary Education and Qualifications

Name of school/college	From		Qualifications gained (subject and grade)

6. 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				

7. Professional Courses Attended and / or delivered

Subject and Organising body	Trainer or Trainee	Date(s)	Duration

8. National Professional Qualification for Headship (please give details)

From the 8th February 2012 the NPQH became optional for an appointment as a Headteacher in a school. Nevertheless prospective employers are entitled to prefer candidates with NPQH

9. Other Relevant Experience, Interests and Skills

10. 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. In the case of serving Headteachers this may be the Director of Children’s Services, Chair of Governors or Trustees. 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 post code	
Telephone number	
Email address	
Job title	
Relationship to applicant	

I consent for this referee to be contacted prior to interview:

YES

NO

Second Referee

Title and name	
Address and post code	
Telephone number	
Email address	
Job title	
Relationship to applicant	

I consent for this referee to be contacted prior to interview:

YES

NO

11. 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 referee 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 Trust will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

By signing the below I consent to my named referees being contacted in accordance with the above.

Sign	
Print	
Date	

You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Protection Officer that you wish to withdraw your consent.

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. This is detailed further, and your declaration is required, in Part 2.

**PLEASE NOW COMPLETE PART 2 AND PART 3
OF THE APPLICATION FORM PRIOR TO SUBMISSION.**