| **CHURCH OF ENGLAND - DIOCESE OF SOUTHWARK**  **HEADTEACHER APPLICATION**  **CONFIDENTIAL** | | | | | | | | | | | | |
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| **NAME OF SCHOOL:** | | | | | | | | | | | | |
| Closing date for completed form:  Return form to:  to whom all queries should be addressed | | | | | | | | Please state where you  saw the advertisement  for this post: | | | | |
| **1 APPLICANT'S PERSONAL DETAILS** | | | | | | | | | | | | |
| TITLE: | | FIRST NAME: | | | | | SURNAME: | | | | | |
| PREVIOUS NAMES: | | | | | | | | | | | | |
| PERMANENT ADDRESS: | | | | | | | WORK TEL NO:  HOME TEL NO:  MOBILE PHONE NO:  MAY WE TELEPHONE YOU AT WORK: Yes ☐ No ☐  EMAIL ADDRESS: | | | | | |
| TEACHER REFERENCE NO: | | | | NATIONAL INSURANCE NO: | | | | | | | | |
| **2 TEACHER STATUS** | | | | | | | | | | | | |
| Do you have Qualified Teacher Status? Yes ☐ No ☐  Are there any restrictions on your residence or employment in the UK? Yes ☐ No ☐  If Yes, please give details  Do you have documentation to prove you are authorised to work in the UK? Yes ☐ No ☐  (Failure to produce this documentation when requested may result in the School being unable to pursue your application.) | | | | | | | | | | | | |
| **3 SUPPORTING STATEMENT**  Please continue on a separate sheet(s) if required.  ***This section is essential and failure to complete this section may render your application invalid.*** | | | | | | | | | | | | |
| **Having read the job description and person specification, please say why you feel you are suitable for this post, addressing each of the person specification criteria required and any additional information which you think would be useful to this post.** | | | | | | | | | | | | |
| **4 PRESENT OR MOST RECENT EMPLOYMENT** | | | | | | | | | | | | |
| NAME OF SCHOOL AND EMPLOYER: | | | SCHOOL ADDRESS:  LA AREA (if applicable) | | | | | | | | | |
| TYPE & STATUS OF ESTABLISHMENT: | AGE RANGE: | | | | | NUMBER ON ROLL: | | | | | | |
| POST HELD: | DATES OF APPOINTMENT:  *(including end date if applicable)* | | | | | SCALE POINT AND PRESENT ANNUAL GROSS SALARY (including allowances)  **Please specify in £ per annum** | | | | | | |
| **5** **PREVIOUS EMPLOYMENT** (start with most recent – please explain any gaps in employment and complete all columns) If part-time appointment please state. You should not provide a curriculum vitae as a substitution. A continuous employment history is required from when you left full time education. | | | | | | | | | | | | |
| School, college or other employer | Type & status of establishment | | | | Age range and roll (approx) | Title of post (include special responsibilities) | | | Dates of employment and reason(s) for leaving | | | |
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| **6 EDUCATION AND ACADEMIC QUALIFICATIONS** | | | | |
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| School/college/university | From | To | Subjects/Qualifications/Grades/Honours, dates awarded and awarding body | |
| Secondary (post 16) |  |  |  | |
| Higher Education |  |  |  | |
| Further postgraduate qualifications (including PGCE) |  |  |  | |
| **7 IN-SERVICE TRAINING UNDERTAKEN DURING THE PAST 3 YEARS RELEVANT TO THIS APPLICATION** | | | | |
| Course title | Provider | | Dates & duration of course | Award (if any) |
|  |  | |  |  |
| **8 OTHER PAID/UNPAID WORK EXPERIENCE (please explain any gaps in employment)** | | | | |
| Employer | From | To | Nature of Occupation and reasons for leaving | |
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| **9 DETAILS OF OTHER ACTIVITIES, SKILLS AND INTERESTS RELEVANT TO THIS POST** | | | | |
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| **10 RELIGIOUS AFFILIATION** |
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| Are you an Anglican communicant? (*Answering ‘No’ will not disqualify you from being selected for interview.)* Yes ☐ No ☐ |
| Are you a regular worshipper within the Anglican Church? Yes ☐ No ☐ |
| Give details of membership of any other Christian denomination: |
| Which Centre of Worship do you regularly attend?  Address:  Name of priest, minister, elder, etc:  Address:  We will apply to the above-named person for a reference in support of your application to teach in this Church of England school. Alternatively, please give below details of another person willing to provide such a reference for you:  Name: Status:  Address:  Context in which you are known to the above: |
| Please provide a short statement on why you are interested in working in a Church of England school or academy. |
| **11 PROFESSIONAL REFERENCES** - please supply the names and addresses of two persons willing to provide references. One should be from your current Headteacher/Employer. If you are not currently working with children, a reference from the employer by whom you were most recently employed to work with children will be required. References will not be accepted from relatives or people writing solely in the capacity of friends. |
| NAME:  ADDRESS:  TEL. NO: EMAIL:  POSITION HELD:  Please state the context in which this person is known to yourself: |
| NAME:  ADDRESS:  TEL. NO: EMAIL:  POSITION HELD:  Please state the context in which this person is known to yourself: |

| **12 DECLARATION BY APPLICANT**  SDBE schools are committed to safeguarding and promoting the welfare of children. Assessment and testing of applicants’ suitability to work with children is an integral part of the selection process. Any discrepancies or anomalies in information provided will be taken up at interview. Current or previous employers will be contacted as part of the verification process. | |
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| **DISCLOSURE**  In light of the General Data Protection Regulations 2016, it is not necessarily appropriate for applicants to disclose all/any cautions and/or convictions at this stage of the selection process. However, should you wish to confidentiality share such information at the earliest opportunity, then we invite you to send this via post to the **School Business Manager c/o the school and mark the correspondence ‘Strictly Confidential-Private Disclosure-Addressee Eyes Only’.** Anything sent at this stage would not be opened until after shortlisting and would be destroyed within 6 months of the selection process, unless you are successfully appointed to the role.  Shortlisted applicants will be expected to provide details of all unspent cautions and/or convictions at that stage, as part of the safeguarding requirements. Failure to disclose information at that point may result in a withdrawal of the offer or dismissal.  I understand that if my application is successful I will be required to obtain an enhanced DBS Certificate. Yes☐ No☐ | |
| **APPLICANTS FROM OUTSIDE THE UK**  Applicants from outside the UK need to provide an overseas criminal records check and/or certificate of good character from their home country.  I can provide this information. Yes ☐ No **☐** | |
| Please list any allegations that have been made against you which were subject to an investigation and the outcome to these. | |
| **13. ELIGIBILITY TO WORK IN THE UK** | |
| | Are you eligible to work in the UK/EEA? | | | | Yes | | ☐ | No | | ☐ | | | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Do you require a work permit? | | | | Yes | | ☐ | No | | ☐ | | | | National Insurance number (LLNNNNNNL, L Letter, N Number) | | | |  | | | | | | | | | Do you require sponsorship certificate? | | | | Yes | | ☐ | No | | ☐ | | | | If yes, please give following: | Sponsorship TIER: |  | No: | |  | | | Expiry date: | |  | | | |
| **14. DISCLOSURE OF RELATIONSHIP** | |
| Are you related to, or have a close personal relationship with any member of the school’s staff, school governor, the school’s local authority Councillor or Council officer, or any member of the Southwark Diocesan Board of Education?  Yes ☐ No ☐  If yes, state the name, relationship and position held | |
| **15. DATA PROTECTION STATEMENT** | |
| The School is a Data Controller and as such has a duty to explain to you what information is collected and why, and who, if anyone, it is shared with under the General Data Protection Regulation 2016.  All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, and by the referees you have noted, for recruitment purposes only. The School will treat all personal information with the utmost confidentiality and in line with current data protection legislation.  We process this information about you because the processing is necessary for us to enter into an employment or other work-related contract with you. We also need to process this information to ensure that we are complying with our legal obligations under the Employment Act and with the DfE statutory guidance document, Keeping Children Safe in Education, as well as other school specific legislation.  If you succeed in your application for employment, the information will be used in the administration of your employment with us. Further details on the processing of your data at this stage will be provided to you on offer of employment.  For unsuccessful applicants we will hold this information securely for a period of six months.  You have some legal rights in respect of the personal information we collect from you. Please see the School’s website for further details on our privacy notice and data protection policy.  You can contact the School’s Data Protection Officer if you have a concern about the way we collect or use your data.  In order for us to process this information and to comply with data protection legislation, we require your consent. You are not required to give your consent and you acknowledge that any consent given is freely given. Your job application is not dependent on your giving consent to our processing of this data.  Including your signature below will signify your consent to our processing of this information. Once you have given consent, you may withdraw it at any time by contacting the School’s Data Protection Officer. | |
| **DECLARATION** | |
| I certify that all information given by me on each section of this form and in supporting documents is correct to the best of my knowledge and belief, that all questions have been fully and accurately answered, and that I possess all qualifications which I claim to hold and will produce evidence of the same. I acknowledge that I have read and understood the accompanying notes to applicants attached to this application form.  I understand that my name will be withdrawn from the list of candidates if, prior to appointment, I am found knowingly to have omitted or concealed any relevant fact, and I acknowledge that such discovery subsequent to appointment is likely to lead to my dismissal without notice and, where appropriate, referral to the police.  I hereby give my permission for a DBS check to be carried out and consent to the processing of sensitive personal data, as defined by the current Data Protection legislation, involved in the consideration of this application.  NAME:  SIGNED: DATE:  **CONFIDENTIAL INFORMATION – This section of the form will be removed before shortlisting.** | |

| **EQUAL OPPORTUNITIES** |
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| ADDITIONAL INFORMATION (CONFIDENTIAL) - This section of the form seeks additional information pertinent to your application. It will be removed before shortlisting and will not be seen by any members of the selection panel. Access to it will be limited to staff involved in administering the appointment process who need access for equal opportunities monitoring or to take administrative action based upon the information provided e.g. Occupational Health referral.  **Position applied for:**  Title: First name: Surname:  Date of birth: |
| The Equality Act defines a person as having a disability is s/he has a long standing physical or mental impairment which has a substantial and long term adverse effect on his her ability to carry out normal day to day activities.  Do you consider yourself to have a disability? Yes ☐ No ☐ |
| Are there any reasonable adjustments you would like us to make to enable you to participate fully and fairly in the recruitment process?    Yes ☐ No ☐  If Yes, please give details: |
| **EQUAL OPPORTUNITIES MONITORING - we wish to monitor continuously (in the strictest confidence) the progress of our Equal Opportunities Policy. Please help us by giving the fullest possible answers to the questions below.** |
| **Sex:** M ☐ F ☐ **Age:** 20-29 ☐ 30-39 ☐ 40-49 ☐ 50-59 ☐ 60-65☐ **Please indicate your cultural/ethnic origins** This information is included as part of the duty of the school to promote race equality and to ensure equal opportunities for all staff.  ***White***  British  English  Scottish  Welsh  Other: please write in  Irish  Any other White background: please write in  ***Black, Black British, Black English, Black Scottish or Black Welsh***  Caribbean  African  Any other Black background: please write in  ***Asian, Asian British, Asian English, Asian Scottish or Asian***  Indian  Pakistani  Bangladeshi  Any other Asian background: please write in  ***Mixed***  White & Black Caribbean  White & Black African  White & Asian  Any other Mixed background: please write in  ***Chinese, Chinese British, Chinese English, Chinese Scottish or Chinese Welsh or other ethnic group***  Chinese  Any other background: please write in  ***Prefer not to state***  ***Put a cross here if you prefer not to state your ethnic group ☐***  **Faith/Religion**: Please specify or decline to answer  Decline to answer: ☐  **Sexual Orientation:** Please specify or decline to answer  Decline to answer: ☐ |