****

**Application Form for**

Headteacher

Deputy Headteacher

Assistant Headteacher

Teaching posts

**BLACKBURN DIOCESAN BOARD OF EDUCATION**

**Voluntary Aided and Voluntary Controlled Schools**

**Serving Church of England and Methodist Schools**

**Application Form for a Post in a Church of England/Methodist School**

**(In which the** **Governing Body is the employer)**

**Please complete ALL sections of the form**

|  |  |
| --- | --- |
| Application for Appointment to the post of | Text here. |
| Name of School/Educational Setting | Text here. |

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| 1. **Personal** | | | | | | | | | |
| Surname | | Text here. | | | | | | | |
| Forename(s) | | Text here. | | | | | | | |
| Home Address | | Text here. | | | | | | | |
| Post Code | | Text here. | | | National Insurance No | | | Text here. | |
| Telephone numbers: | | Home:Text here. | | Mobile:Text here | | | | Work:Text here | |
| Email address: | | Text here | | | | | | | |
| May we contact  you at work?  (Double click checkbox to select) | Yes | If you supply an email address you are agreeing to receive all further correspondence regarding your application via email. | | | | | | | |
| No |
| Do you hold Qualified Teacher Status? | | Yes  No | | | | (if yes, please give date of award) | | | Text here. |
| Have you successfully completed a period of induction as a qualified teacher in this country where the Department for Education require this | | | | | | | Yes  No | | |
| If yes, please give date of completion | | | | | | | Text here. | | |
| Teacher Reference number (eg 12/34567) | | | | | | | Text here. | | |
| Are you subject to any conditions or prohibitions placed on you by the Teacher Regulation Agency or the General Teaching Council? | | | | | | | Yes  No | | |
| If yes, give full details | | |  | | | | | | |

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| 1. **Present position** | | | | | | |
| Present Post | Text here. | Starting date of present post | | | Date. | |
| School/Educational Setting  (name and type) | Text here. | | | | | |
| Single Sex or Mixed | Choose an item. | Number on Roll (Total) | | Text here. | | |
| Age Range | **Text here.** | | | | | |
| Salary Scale | **Text here.** | Salary | **£Text here.** | | | |
| Employer Address | **Text here.** | | | Post code | | **Text here.** |
| Telephone number | **Text here.** | | | | | |
| Email contact | **Text here.** | | | | | |

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| 1. **Education and Qualifications**   *Add additional lines as necessary* | | | | | | | |
| **Secondary Education** | | | | | | | |
| From  Date. | To  Date. | Qualifications obtained | | | | | |
|  |  |  |  |  |  | | |
| **Subject** | | | **Level** | **Grade** | **Awarding body** | | **Date of Award** |
| **Text here.** | | | **Text here.** | **Text here.** | **Text here.** | | **Text here.** |
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| **Further Education** | | | | | | | |
| From  Date. | To  Date. | Qualifications obtained | | | | | |
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| **Subject** | | | **Level** | **Grade** | **Awarding body** | | **Date of Award** |
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| **Higher and Professional Education** | | | | | | | |
| **Name of Institution** | | **Text here.** | | | | | |
| From  Date. | To  Date. |  | | | |  | |
| Qualifications obtained | | | | | | | |
| **Subject** | | | **Level** | **Class/Grade** | **Awarding body** | | **Date of Award** |
| **Text here.** | | | **Text here.** | **Text here.** | **Text here.** | | **Text here.** |
| **Text here.** | | | **Text here.** | **Text here.** | **Text here.** | | **Text here.** |
| **Name of Institution** | | **Text here.** | | | | | |
| From  Date. | To  Date. |  | | | |  | |
| Qualifications obtained | | | | | | | |
| **Subject** | | | **Level** | **Class/Grade** | **Awarding body** | | **Date of Award** |
| **Text here.** | | | **Text here.** | **Text here.** | **Text here.** | | **Text here.** |

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| 1. **Further Professional Development**   *Add additional lines as necessary* | | | | |
| **As a Participant within the last five years relevant to this post** | | | | |
| Date of course | Number and length of sessions | Details of course | Qualifications Obtained+ Date of Award | Course Provider |
| **Text here.** | **Text here.** | **Text here.** | **Text here.** | **Text here.** |
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| **As a Contributor within the last five years relevant to this post** | | | | |
| Date of course | Number and length of sessions | Details of course and Your Involvement | | Course Provider |
| **Text here.** | **Text here.** | **Text here.** | | **Text here.** |
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***List past employment starting with the most recent post. Add additional teaching experience boxes as necessary***

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| 1. **Teaching Experience** | | | | | | | | | | | |
| Name of School/Establishment including Location | | **Text here.** | | | |  | | | | | |
| Dates at School/Establishment | | StartDate |  | | | End Date | | |  | | |
| Type *Secondary/Primary etc* | | Select. | | No. on roll | **Text here.** | | Mixed or Single sex | | | Select. | |
| Age range taught | | **Text here.** | | Post Held | **Text here.** | | | | | | |
|  | | | | | | | | Dates | | | |
| Areas of Responsibility | | | | | | | | From | | | To |
| **Text here.** | | | | | | | | Date. | | | Date. |
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| Reason for Leaving | **Text here.** | | | | | | | | | | |

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| **Teaching Experience** | | | | | | | | | | | |
| Name of School/Establishment including Location | | **Text here.** | | | |  | | | | | |
| Dates at School/Establishment | | StartDate |  | | | End Date | | |  | | |
| Type *Secondary/Primary etc* | | Select. | | No. on roll | **Text here.** | | Mixed or Single sex | | | Select. | |
| Age range taught | | **Text here.** | | Post Held | **Text here.** | | | | | | |
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| Reason for Leaving | **Text here.** | | | | | | | | | | |

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| **Teaching Experience** | | | | | | | | | | | |
| Name of School/Establishment including Location | | **Text here.** | | | |  | | | | | |
| Dates at School/Establishment | | StartDate |  | | | End Date | | |  | | |
| Type *Secondary/Primary etc* | | Select. | | No. on roll | **Text here.** | | Mixed or Single sex | | | Select. | |
| Age range taught | | **Text here.** | | Post Held | **Text here.** | | | | | | |
|  | | | | | | | | Dates | | | |
| Areas of Responsibility | | | | | | | | From | | | To |
| **Text here.** | | | | | | | | Date. | | | Date. |
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| **Teaching Experience** | | | | | | | | | | | |
| Name of School/Establishment including Location | | **Text here.** | | | |  | | | | | |
| Dates at School/Establishment | | StartDate |  | | | End Date | | |  | | |
| Type *Secondary/Primary etc* | | Select. | | No. on roll | **Text here.** | | Mixed or Single sex | | | Select. | |
| Age range taught | | **Text here.** | | Post Held | **Text here.** | | | | | | |
|  | | | | | | | | Dates | | | |
| Areas of Responsibility | | | | | | | | From | | | To |
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| Reason for Leaving | **Text here.** | | | | | | | | | | |

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| 1. **Other Employment** | | | |
| Employer | Nature of Employment  (including reason for leaving) | From | To |
| **Text here.** | **Text here.** | Date. | Date. |
| **Text here.** | **Text here.** | Date. | Date. |
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| If you have any gaps in your employment record, please provide an explanation: | **Text here.** |

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| 1. **Referees - Please give the names of three people able to comment on your suitability for this post.** | | | |
| **Faith Referee - one required** | | | |
| Name | **Text here.** | | |
| Position | **Text here.** | | |
| Name of Church | **Text here.** | | |
| Denomination | **Text here.** | | |
| Home Address | **Text here.** | Post code | **Text here.** |
| Telephone number | **Text here.** | | |
| Email address: | **Text here.** | | |
| Relationship to applicant | **Text here.** | | |
| Your faith referee should have pastoral responsibility for the Church at which you **regularly worship**. If you do not use your parish priest/minister, or if you have not used a church at which you regularly worship please state your reasons :  **Text here.** | | | |

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| **Professional Referees – two required**  **For Headteacher appointments -** one referee should be your Local Authority/MAT CEO  **For Deputy Headteacher and other teacher appointments -** one referee should be your current line manager/employer etc.  **If you are not currently working with children but have done so in the past, one reference must be obtained from the employer who most recently employed you to work with children.**  **References will not be accepted from relatives or from people writing solely in the capacity of friends.** | |
| Name | **Text here.** |
| Position | **Text here.** |
| Name of school/organisation | **Text here.** |
| Telephone number | **Text here.** |
| Email address: | **Text here.** |
| Relationship to applicant | **Text here.** |
|  | |
| Name | **Text here.** |
| Position | **Text here.** |
| Name of school/organisation | **Text here.** |
| Telephone number | **Text here.** |
| Email address: | **Text here.** |
| Relationship to applicant | **Text here.** |

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| 1. **Declaration** | | | | |
| 1. **Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?**   Yes No  *(Double click box as appropriate***)**  You may be entitled to answer 'no' to this question even if you have been convicted of a criminal offence in the past, however certain types of employment which involves contact with children and/ or vulnerable adults are excluded under Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). It is therefore suggested that you take appropriate advice if you are in any doubt as to the correct answer to give.  Please note the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.  Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service web site.   1. **If you answer yes, please detail offence(s) including date(s) and sentence(s) where relevant, in a sealed envelope, marked Private and Confidential for the attention of the Chair of Governors c/o the school**/**establishment.** 2. **I can confirm that I** **am not barred from working with children or vulnerable adults or subject to sanctions imposed by a regulatory body or subject to any on-going investigation into any matter which may bring into question my suitability for the post applied for.**   **Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| **Canvassing directly or indirectly will disqualify candidates. State whether you are related to, or have a close relationship with any existing employee or employer (including governors)** | | | **Text here.** | |
| **Do you consider yourself to have a disability?** | Yes | No | | Click as appropriate |

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| 1. **Right to Work** | | | | |
| **Do you have the legal right to work in the UK?** | Yes | No | | Click as appropriate |
| **If yes, please state the basis (e.g. UK citizen, settled status, visa type)** | | | **Text here.** | |

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| 1. **Safeguarding Statement**   This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced DBS check. |

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| By submitting this application form, I certify that the information contained in this application form is accurate and true. I give my explicit consent to the processing, transfer and disclosure of all information submitted by me during the recruitment process and throughout any subsequent periods of employment for pre-employment checks, equal opportunities monitoring, payroll operations and training and absence records.  **I understand that by deliberately giving false or incomplete answers I will be disqualified from consideration for this post or, if I am appointed, may be liable to summary dismissal with possible referral to the police.** | | | |
| Signature |  | Date: | Date. |

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| Letter of Application  You are asked to submit a letter, describing how your previous experience and achievements have helped prepare you for this post in a **Church school**. You should give a clear statement of your educational philosophy, its implementation in practice and your commitment to developing the **Christian character** of the school. You should address areas raised in the job specification and person specification. Please include any other information you feel would be helpful. Your letter should be concise with organised views. |

**This form should be emailed to:** [**recruitment@st-aidans.lancs.sch.uk**](mailto:recruitment@st-aidans.lancs.sch.uk)

Recruitment Monitoring in Employment

MONITORING JOB APPLICANT’S FORM

All applicants for jobs must complete this monitoring form to enable us to fulfil responsibilities placed upon us under legislation in relation to the monitoring of applicants by racial group and to assist us in the elimination of unlawful discrimination, the promotion of equality of opportunity and good race relations between people of different racial groups.

Please return this form **with** your completed application form to the address given in the advertisement or with the job details.

|  |  |  |
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|  | This information will be treated as strictly confidential and will only be used for monitoring purposes. Details will not be available to members of the Selection Panel. |  |

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| **Details of the job you have applied for** | | | | | | |
| Name of School/Service: | |  | Job title | |  |  |
| Job Ref: |  | | Grade: |  | |  |
| (if known) | | | | | | |

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| 1. Name (in block capitals) | |  | | 5. Please check the box which best describes your ethnic/cultural/racial origin | |  | 6. Do you consider yourself to have a disability or to be a deaf person?  (Please see the definition of disability in the advice note ‘How to complete the application form’.) | | yes    no |
|  | |  | |  | |  |  | |  |
|  | |  | | (O) | White British |  |  | |  |
|  | |  | | (9) | White Irish |  |  | |  |
|  | |  | | (H) | Any other White background |  |  | |  |
|  | |  | |  | (please type in) |  |  | |  |
| 2. I am:  (Please check the appropriate box) | |  | | |  | | --- | |  | | |  | 7. How did you find out about this job?  (Please check the appropriate box) | | |
|  | |  | | (J) | Mixed White and Black Caribbean |  |  | | |
|  | |  | | (K) | Mixed White and Black African |  |  | | |
| MALE | FEMALE |  | (L) | | Mixed White and Asian |  | Internal circular | Job centre | |
|  |  |  | (M) | | Any other Mixed background |  |  |  | |
|  |  |  |  | | (please type in) |  |  |  | |
|  |  |  | |  | | --- | |  | | | |  |  |  | |
|  | |  | | (4) | Asian or Asian British Indian |  |  |  | |
| 3. I consider my marital status to be  Please note: If you are widowed or divorced and you live alone, please check ‘single’. | |  | | (5) | Asian or Asian British Pakistani |  |  |  | |
|  | |  | | (6) | Asian or Asian British Bangladeshi |  |  |  | |
|  | |  | | (8) | Any other Asian or Asian British background |  |  |  | |
|  | |  | |  |  |  |  |  | |
|  | |  | |  | (please type in) |  | Newspaper/journal  (please say which) | Internet  (please say which site)  or other source… | |
| Single | Married |  | |  | | --- | |  | | | |  |  |  | |
|  |  |  | (1) | | Black or Black British Caribbean |  |  |  | |
|  |  |  | (2) | | Black or Black British African |  |  |  | |
|  |  |  | (N) | | Any other Black or Black British background |  |  |  | |
|  | |  | |  |  |  |  |  | |
| 4. Date of Birth | |  | |  | (please type in) |  |  |  | |
|  | |  | | |  | | --- | |  | | |  |  |  | |
|  | |  | | (7) | Chinese |  |  |  | |
|  | |  | | (A) | Any other ethnic group |  | **Thank you for your assistance.**  **Your co-operation will help**  **promote equality of opportunity** | | |
|  | |  | |  | (please type in) |  |  | | |
|  | |  | | |  | | --- | |  | | |  |  | | |
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