



## Bowhill Primary School Headteacher



### **Important Notice**

This application form takes account of guidance on safeguarding children and safer recruitment and must be used when applying for this post.

**Please do not submit an older version or any other style of application form as these will not be accepted.**

**When completing the application form please remember that:**

- You are required to provide a full chronological history of employment/training/unemployment, with dates, covering the whole period from leaving secondary education to the current day within one section of the form
- You must provide references that cover at least the last five years
- You are required to confirm whether you have been the subject of any allegations concerning behaviour towards children – a Disclosure Declaration form, needs to be completed and returned if there have been any allegations (substantiated or not).

**CONFIDENTIAL**

# Application for Headteacher Appointment

Equal opportunities will be afforded to all job applications at all stages in the recruitment process. Appointment will be based solely on merit and without regard to issues of gender, race, religion or belief, disability, age or sexual orientation.

**Thank you for your application.**

Post applied for:
School Name:

PERSONAL DETAILS					
Last name:			First name(s):		
(Block capital. Please underline the name you would like to be known by.)					
Title (Dr, Mr, Mrs, Ms, etc.):		Previous or other name(s):			
Address:					Postcode:
Tel. No.(inc Area Code):		Home:		Work:	
Email address:					
Do you require a work permit?		Yes	No	If yes, do you possess a valid work permit?	
				Yes No	
Are you recognised by the DCSF as a Qualified Teacher?			Yes	No	DCSF Ref. No.
Age range for which trained:			When available for employment:		
Date of Birth:			National Insurance Number:		

PRESENT OR MOST RECENT POST			
Date commenced: (Month/Year)		To: (Month/Year)	
Post Title or Position:		Full or Part Time:	
Name of School/College, other employer or description of activity:			
Address:			Age range:
Postcode:		Email address:	
Key Responsibilities:			
Reason for leaving:			
Local Authority:		Type of school: (Community/Aided/Foundation/Academy/Trust/Independent)	
Number on Roll:			
Subjects or areas taught:			
Age range taught:			
Present ISR/Scale Scale:		Spine Point:	Salary: £
Other payments: i.e. safeguarded sum, TLR, allowance (SEN or R&R)			Amount
Subjects or areas taught:			
Other subjects you can teach:			

**FULL HISTORY Please provide a full history in chronological order (most recent appointment first) back to leaving secondary education.** This must include all periods of post-secondary education/training and part-time and voluntary work as well as full time employment, with start and end dates, reasons for leaving employment and explanations for periods not in employment or education/training.

EMPLOYMENT HISTORY			
1	Dates:	From: (Month/Year)	To: (Month/Year)
	Job Title or Position:	Full or Part Time:	
	Name of School/College, other employer or description of activity:		
	Reason for leaving:		
	Local Authority:	Type of school: (Community/Aided/Foundation/Academy/Trust/Independent)	
	Number on Roll:		
	Subjects or areas taught:		
	Post responsibility and allowance:		
2	Dates:	From: (Month/Year)	To: (Month/Year)
	Job Title or Position:	Full or Part Time:	
	Name of School/College, other employer or description of activity:		
	Reason for leaving:		
	If applicable:		
	Local Authority:		
	Number on Roll:		
	Subjects or areas taught:		
	Post responsibility and allowance:		
3	Dates:	From: (Month/Year)	To: (Month/Year)
	Job Title or Position:	Full or Part Time:	
	Name of School/College, other employer or description of activity:		
	Reason for leaving:		
	Local Authority:	Type of school (Community/Aided/Foundation/Academy/Trust/Independent):	
	Number on Roll:		
	Subjects or areas taught:		
	Post responsibility and allowance:		
4	Date:	From: (Month/Year)	To: (Month/Year)
	Job Title or Position:	Full or Part Time:	
	Name of School/College, other employer or description of activity:		
	Reason for leaving:		
	Local Authority:	Type of school (Community/Aided/Foundation/Academy/Trust/Independent):	
	Number on Roll:		
	Subjects or areas taught:		
	Post responsibility and allowance:		

5	Dates: From: (Month/Year)	To: (Month/Year)
.	Job Title or Position:	Full or Part Time:
	Name of School/College, other employer or description of activity:	
	Reason for leaving:	
	Local Authority:	Type of school (Community/Aided/Foundation/Academy/Trust/Independent):
	Number on Roll:	
	Subjects or areas taught:	
	Post responsibility and allowance:	

6	Dates: From: (Month/Year)	To: (Month/Year)
.	Job Title or Position:	Full or Part Time:
	Name of School/College, other employer or description of activity:	
	Reason for leaving:	
	Local Authority:	Type of school (Community/Aided/Foundation/Academy/Trust/Independent):
	Number on Roll:	
	Subjects or areas taught:	
	Post responsibility and allowance:	

7	Dates: From: (Month/Year)	To: (Month/Year)
.	Job Title or Position:	Full or Part Time:
	Name of School/College, other employer or description of activity:	
	Reason for leaving:	
	Local Authority:	Type of school (Community/Aided/Foundation/Academy/Trust/Independent)
	Number on Roll:	
	Subjects or areas taught:	
	Post responsibility and allowance:	

8	Dates: From: (Month/Year)	To: (Month/Year)
.	Job Title or Position:	Full or Part Time:
	Name of School/College, other employer or description of activity:	
	Reason for leaving:	
	Local Authority:	Type of school (Community/Aided/Foundation/Academy/Trust/Independent)
	Number on Roll:	
	Subjects or areas taught:	
	Post responsibility and allowance:	

Continue on a separate sheet if necessary.

## EDUCATION, TRAINING AND DEVELOPMENT

School/College attended:

From / To:

Qualifications (type, subjects and grades):

## DEGREES OR PROFESSIONAL QUALIFICATIONS

1 Qualification (e.g. BA, BEd):

Class of Degree:

University/College:

Date awarded:

Subjects:

Attended from / to:

2 Post-graduate qualification (e.g. MEd, PGCE, QTS):

University/College:

Date awarded:

Subjects:

Attended from / to:

3 Other Qualifications (e.g. Diplomas, etc)::

University/College:

Date awarded:

Subjects:

Attended from / to:

4 Other Qualifications (e.g. Diplomas, etc)::

Date awarded:

University/College:

Subjects:

Attended from / to:

5 NPQH:

Date awarded:

6 Recent relevant professional development (non-award bearing):

7 Membership of professional bodies:

**NB. We will require sight of original certificates relating to academic qualifications.  
We reserve the right to contact employers or educational establishments to verify details given.**

## STATEMENT IN SUPPORT OF YOUR APPLICATION

Name in Full:

Please use this page, or separate letter of application, to demonstrate your suitability for this post. You should focus on demonstrating how your skills, experience and knowledge match the requirements of the person specification or selection criteria for this post.

***Please insert continuation sheets as required. Your application may be typewritten, word processed or handwritten in black ink.***

## REFERENCES

Please give names and addresses and post codes of at least two referees, preferably three who are willing to be contacted in respect of this application, one of these should be from your current or most recent employer wherever possible. **As this post is subject to a DBS Disclosure, references must cover the previous five years of employment.** Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the post.

**References may be taken up before an interview or offer of employment, unless you request otherwise.**

**1. Name:**

Address:

Tel no:

Email:

Occupation/Relationship:

How long have they known you?

I agree to this reference being taken up before an interview or offer of employment being made: Yes ☐ No ☐

**2. Name:**

Address:

Tel no:

Email:

Occupation/Relationship:

How long have they known you?

I agree to this reference being taken up before an interview or offer of employment being made: Yes ☐ No ☐

**3. Name:**

Address:

Tel no:

Email:

Occupation/Relationship:

How long have they known you?

I agree to this reference being taken up before an interview or offer of employment being made: Yes ☐ No ☐

**NB – Where applicable, a local authority referee should be given for maintained headteachers**

## ADDITIONAL INFORMATION

Exeter Learning Academy Trust are committed to interviewing people with a disability who meet the essential criteria of the person specification. The Disability Discrimination Act defines a person as having a disability if he or she has, "a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities".

Do you have a disability?

Yes ☐

No ☐

Are you eligible to work in the UK?

Yes ☐

No ☐

Do you require a work permit?

Yes ☐

No ☐

Wherever possible and reasonable we will make adjustments and offer alternatives to help a person through the application and selection process.

If you require assistance at any stage of the process please contact the appointing Officer or provide details below:


## EMPLOYMENT CHECKS FOR THE SAFEGUARDING OF CHILDREN

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks, including references, and will be required to provide a Disclosure from the DBS.

### Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all unspent convictions, cautions, reprimands, bind-overs and warnings must be declared.

Have you ever been convicted of a criminal offence?

Yes ☐

No ☐

If 'YES' Please give details of any unspent convictions, cautions, reprimands, bind-overs and warnings on a the final sheet at the end of this application. Place this sheet in a sealed envelope or email marked 'Confidential Disclosure'.

If you are offered an appointment you will be required on a separate form to disclose all information about any convictions in a Court of Law or any cautions, no matter when they occurred, so that a check can be carried out. If you are subsequently employed by the Academy and it is found that you failed to disclose any previous convictions or cautions, this could result in dismissal, or disciplinary action by the Academy. All information will be treated in confidence and will only be considered in relation to and application for posts to which the exemption order applies.



## DBS Children's Barred List

Are your details included on DBS Children's Barred List? Yes ☐ No ☐

### Other Sanctions

Please provide details below if you are subject to sanctions imposed by a regulatory body, e.g. the General Teaching Council (GTC). If there are none, please write 'none':

I understand that this appointment is subject to an enhanced DBS disclosure; health check and satisfactory references. ☐ (please tick)

## AFFILIATIONS

A candidate for any appointment with Exeter Learning Academy Trust who knows they are related to any member of the staff is required to disclose the relationship when submitting an application. In educational establishments the designation "senior officer" includes Headteacher, Principal/Director, Vice-Principal and Head of department. For other employees the designation includes anyone paid on management Grade 1 or above. A candidate who fails to disclose such a relationship shall be disqualified for the appointment and if appointed shall be liable to dismissal without notice.

If applicable, please give details:


## DECLARATION

Please note that you will be required to produce original documentation to verify information provided within this application and to satisfy the requirement of the Immigration and Asylum Act. You will be expected to provide original certificates relating to academic qualifications as well as two of the following: Birth Certificate or Extract, Passport, evidence of National Insurance Number, Driving Licence. If applicable you will also be required to produce your work permit.

I declare that the information given in this application is, to the best of my knowledge, complete and correct. I confirm that I have disclosed all relevant information that may affect my suitability to work with children. I understand that if, after appointment, any information is found to be inaccurate, false or deliberately misleading this may lead to dismissal without notice. I understand that the information on this form may be used for purposes registered by the Multi Academy Trust under the Data Protection Act. I understand that providing false information is an offence and could result in the application being rejected or if I have been appointed to the post I may be dismissed without notice. I understand that the situation may also be referred to the police.

Signed

Date:

**Please note – if you have signed this form electronically, you will be asked to sign a copy at interview.**

*Your data will be processed to support the recruitment process for vacancies with Exeter Learning Academy Trust. This will be in accordance with the Data Protection Act 2018 and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner. Individuals have the right of access to personal data held about them by the Trust. This information will be disclosed only to those persons authorised to see it, will be used for the selection process and, for successful candidates will be retained on their personnel file, used for payroll and administrative purposes and may be disclosed to government departments where there is a legal obligation to do so. Information held about unsuccessful candidates will be destroyed after 6 months.*

**IF YOU NEED TO COMPLETE THIS SECTION, PLEASE PLACE THIS SHEET IN A SEPARATE ENVELOPE MARKED “CONFIDENTIAL DISCLOSURE”**

## CONFIDENTIAL – Disclosure Declaration Form

Exeter Learning Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment

### Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

The provisions of the Rehabilitation of Offenders Act regarding non-disclosure of spent convictions do not apply to this post because of the kind of work it entails. You must disclose on this form details of any convictions, cautions and formal warnings, no matter when they occurred or what the nature of the offence was.

### Safer Recruitment and Selection in Education Settings

You should also complete this form if you have been the subject of any allegations concerning the safety and welfare of children or young people or behaviour towards children or young people, giving details of any incidents, whether the allegations or concerns were investigated, the conclusions reached and how the matters were resolved.

If this application leads to your employment the failure to disclose previous convictions, cautions, bindovers, outstanding cases, formal warnings, disqualification from working with children or inclusion on the DCSF List 99, could result in dismissal. Please use the space below to give details.

Convictions, cautions and formal warnings	
Allegations	
Name (BLOCK CAPITALS)	
Signed	Date