

APPLICATION FORM - TEACHING STAFF

Post Applied for: **Assistant Head of School**

PERSONAL DETAILS:

Surname:	First Name(s):
Date of Birth:	Address:
N I Number:	
Home Tel:	
Work Tel:	
Email:	Post Code:

Do you consider yourself to have a disability?	Yes / No
Please tell us about any reasonable adjustment you need to help you with your employment application, and;	
Please tell us about any reasonable adjustment you need to help you do the job you are applying for.	

PRESENT APPOINTMENT

Employer:		
Job Title:		
School/Establishment:		
Type:	Age Range:	Number on roll:
Date Appointed:	Salary range/Scale:	Allowances:
Current Spine Point:	Current Salary:	
Reason for leaving		

PREVIOUS EMPLOYMENT (TEACHING)					
Employer	School Name / Type / Ages / Roll	Position	Salary Scale / Point / Allowances	From / To	Reason for leaving

PREVIOUS EMPLOYMENT (NON TEACHING)				
Employer	Position	Salary	From / To	Reason for leaving

EDUCATION & TRAINING (Further/Higher Education)		
Establishment	From / To	Qualifications / Subjects / Grades:

EDUCATION & TRAINING (Secondary)		
Establishment	From / To	Qualifications / Subjects / Grades:

EDUCATION & TRAINING (Other, including In Service within last 2 years)		
Establishment / Provider	From / To	Qualifications / Subjects / Grades:

REFERENCES	
<p>Give the names, addresses and telephone numbers of two referees. One must be your current employer or, if you are currently out of work, your last employer. If you are not currently working with children and young people, you must include a referee from the last employment you had working with children (if any). Please note that requests not to contact the referee prior to interview may affect whether you will be shortlisted for a job working with children as statutory guidance is that references should be taken up before interview. References from friends or purely social acquaintances are unacceptable.:</p>	
Name:	Name:
Position:	Position:
Address:	Address:
Tel:	Tel:
Email:	Email:
<p>If you are related to any member of the governing body or SLT of any of the schools in the Trust please declare this. CANVASSING OR NON DECLARATION WILL DISQUALIFY APPLICANTS.</p>	

CRIMINAL RECORDS

Having a criminal conviction will not necessarily bar you from employment. This will depend upon the circumstances and background to your offence(s). Criminal records will only be taken into account when the conviction is relevant. The job information pack sent to you with this application form will contain more information including a Criminal Records Disclosure Form for you to return with this application form. The successful candidate will be required to produce a Disclosure and Barring Service (DBS) criminal records certificate and any offer of appointment will be conditional upon this being judged satisfactory by the Appointing Officer.

Please check and sign the statement below (noting that it is a criminal offence for anyone on the Children’s Barred List to apply for a job that involves “regulated activity”):

I confirm that I am not on the Children’s Barred List as being barred from working with children, I am not subject to sanctions imposed by a regulatory body and I have completed and returned the Criminal Records Declaration Form.

SIGNED..... **DATE**.....

NOTIFICATION

In the interests of economy, unsuccessful applicants will not receive further notification. If you do not receive word within 6 weeks of the closing date for this vacancy it should be assumed that your application has been unsuccessful.

DECLARATION

I declare that the information given above is correct to the best of my knowledge. I understand that deliberately giving false or incomplete answers would disqualify me from consideration, or, in the event of my appointment, make me liable to dismissal. I authorise the County Council to retain and use the personal information I have provided in connection with legislative requirements and the Council’s employment policies, procedures and practices.

SIGNED:

DATED:

FOR OFFICE USE ONLY

Date received	Ref. requested	Shortlisted	Interviewed	Selected

GUIDANCE NOTES FOR APPLICATION FORMS

Please read the following guidance notes to help you complete the application form.

PLEASE NOTE: sending a CV is not an acceptable substitute for completing the application form. Large print and audio formats are available upon request. Please contact the academy for more information.

1. EXAMINE THE INFORMATION PACK

It should contain a job description, a person specification, an application form, Equality in Employment Policy, a Criminal Records Declaration Form and these guidance notes. Hopefully, this pack will help you decide whether or not to apply, and how to make your application as effective as possible.

2. LOOK AT THE PERSON SPECIFICATION

This states the skills, qualifications, knowledge and experience that are required to do the job. When shortlisting takes place, your application form will be compared against the person specification.

3. ANALYSE YOUR EXPERIENCE

What evidence can you offer to demonstrate that you possess the skills, qualifications, knowledge and experience necessary to do the job for which you are applying? Describe this experience on the application form. It may be appropriate to include relevant skills and experience outside of work e.g. domestic responsibilities, trade union, or social activities.

4. FILL IN YOUR APPLICATION FORM

If you are applying on line, you may save your application at any stage and come back to it later. If you are downloading an application form, you may first wish to do a rough draft then check for mistakes. If you have insufficient space, continue on a separate sheet. Ensure that you have provided sufficient evidence that you can do the job for which you are applying. Remember to sign and date your application form before returning it by the specified closing date.

5. REFERENCES

Give the names and addresses of two people who are prepared to give a reference on your behalf. One of these **MUST** be your current or, if you are out of work, your last employer. If you are not currently working with children and young people, you must include a referee from the last employment you had working with children (if any). References from friends or purely social acquaintances are unacceptable. You must ensure that referees are available to give references, so bear in mind school, college, bank or annual holidays. Please note that requests not to contact a referee prior to interview may affect whether you will be shortlisted for the vacancy as statutory guidance states that references should be taken up before interview.

6. JOB SHARE

Job sharing is a form of working whereby two or more people share the hours of one full-time post and receive a wage or other benefits pro-rata to the hours worked. The purpose of job sharing is to open up employment opportunities at every level. If you wish to be considered for a post on a job-share basis you should indicate this on the application form.

7. CRIMINAL RECORDS

The job information pack sent to you with this application form will contain more information. You are asked to complete a Criminal Records Declaration Form prior to interview if shortlisted. This information will be discussed with you at interview. The successful candidate will be required to produce an enhanced criminal records certificate from the Disclosure and Barring Service (DBS) which the Appointing Officer considers to be satisfactory.

8. RESPONSE TO YOUR APPLICATION

If you are not contacted within six weeks of the closing date for applications, you may assume that you have not been selected for interview on this occasion. If however, you wish to have formal acknowledgement that your application form has been received would you please enclose a stamped addressed envelope when returning your application form.

If you have any queries about this guidance, please contact the academy for more information.