

CHALFONT ST PETER CHURCH OF ENGLAND ACADEMY HEADTEACHER APPLICATION FORM



PLEASE COMPLETE USING BLACK INK OR TYPE.

SURNAME: Mr/Mrs/Miss/Ms/Dr (delete as appropriate)	FORENAME(S): Please give details of any previous surnames:										
ADDRESS FOR CORRESPONDENCE: POSTCODE:	TELEPHONE NUMBERS HOME: WORK: MAY WE CONTACT YOU AT WORK? Yes/No										
E-MAIL ADDRESS:	MOBILE: NATIONAL INSURANCE NUMBER: <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>										

Employment History

PRESENT OR MOST RECENT EMPLOYMENT	
Name & address of employer: Nature of business: Date of appointment: Reasons for leaving (if applicable):	Job title and summary of main duties: Are you still currently employed by this organisation: Yes/No Grade and details of allowances: Current Salary: Notice required:

PREVIOUS NON-TEACHING EMPLOYMENT				
Please summarise your employment history since leaving full-time education, paid or unpaid, or working in a voluntary organisation or agency, full or part-time. Start with the most recent. Please continue on a separate sheet if necessary.				
Employer's name and address	From Month / Year	To Month / Year	Job title and summary of main duties	Reasons for Leaving
Please describe the reason and duration of any period(s) longer than 1 month when you have not been in employment since leaving full-time education.				

Teaching Experience

Do you hold Qualified Teacher Status? Yes/No

If yes, please give date of award _____

L.E.A	Name of School or College	Type of School or College	Number on Roll	Status			Exact Dates of Service							
				Full or Part time	Qual or Unqual	Salary Scale	From:			To:				
							D	M	Y	D	M	Y		

DFES Reference Number: Mandatory field/please complete if appropriate		Date Issued: Mandatory field/please complete if appropriate	
Date of Satisfactory Completion of Induction:		Name of Confirming Authority of Induction Period:	

Are you subject to any conditions or prohibitions placed on you by the General Teaching Council? Yes/No

If Yes, please give full details

Support of Application

Please attach a letter of application giving any further details of experience that may be relevant to this post.

Qualifications and Training

EDUCATIONAL AND ACADEMIC QUALIFICATIONS (Secondary, Further/Higher or work based)

Please give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies, relevant to the application. (Please continue on a separate sheet if necessary) Evidence of qualifications may be requested.

Examination, Course (with dates)	From	To	Result/Qualifications gained

INSERVICE TRAINING Give details of the most recent, relevant courses attended and indicate any awards earned.

Course Title	Provider	Durations	Dates

References

Give details of two people who have knowledge of you in a working / educational environment, paid or unpaid. The first reference should be your present or most recent employer. References must cover a 5 year consecutive period. **It is the normal practice for references to be obtained before any formal interview.**

If you were known to either of your referees by another name please give details:

Can references be taken up prior to interview with:

Your first referee: Yes/No

Your second referee: Yes/No

<p>1.</p> <p>Name: _____</p> <p>Position: _____</p> <p>Address: _____</p> <p>_____</p> <p>Tel: _____</p> <p>Email: _____</p> <p>In what capacity does the above know you?</p>	<p>2.</p> <p>Name: _____</p> <p>Position: _____</p> <p>Address: _____</p> <p>_____</p> <p>Tel: _____</p> <p>Email: _____</p> <p>In what capacity does the above know you?</p>
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Additional Information

1. To comply with the Asylum and Immigration legislation during the selection process you will be required to give evidence of your ability to work in the UK. Do you need a work permit to work in the UK? Yes No
2. Under the Working Time Directive, you should not work more than 48 hours a week. Do you plan to undertake work for other employers, which would cause a breach of these regulations? If so, please give details: _____ Yes No
3. Do you hold a full current driving licence? Yes No
4. Are you able to travel to different locations across the County? Yes No
5. Are you a relative or partner of any Academy Governor, or employee of this Academy? If Yes, please state name of person and relationship: _____ Yes No
6. If you have a disability please let us know of any special arrangements you may need to make if you are short listed for interview: _____
7. Where did you see the advertisement for this post? _____
8. How many working days have you lost due to sickness absence over the past twelve months? _____
9. Have you ever been subject to any disciplinary action by your employer or professional body? If yes, please give details: _____ Yes No

Criminal Convictions – Rehabilitation of Offenders Act 1974

Chalfont St Peter Church of England Academy aims to promote equality for all with the right mix of talent, skills and potential. Having a criminal record will not necessarily bar you from employment; this will depend on the relevance, the circumstances and the background of your offence(s). Chalfont St Peter Church of England Academy has a Policy on the Recruitment of Ex Offenders which meets the DBS Code of Practice and complies with the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974.

If you are offered this post you will be required to undergo an enhanced DBS criminal record check before taking up your role. This check will include details of convictions, cautions, reprimands and warnings which you may have, even if they are regarded as 'spent' under the Rehabilitation of Offenders Act 1974. You must also (where appropriate) let us know of any prosecutions pending against you.

Do you have a criminal record as above? Failure to disclose this information could result in your dismissal or disciplinary action by the Academy.

Yes No

Declaration for applicants into Regulated Activity with Children and Young People:

I confirm that I have not been barred from working with children by the DBS or any other organisation. **Yes No**

I am not subject of the Prohibition Order **Yes No**

I have not been disqualified under the terms of the Childcare (Disqualification) Regulations 2009 (relevant only for caring for children under age 8). **Yes No**

Declaration for applicants into Regulated Activity with Adults (for posts within Special Schools only):

I confirm that I have not been barred from working with adults by the DBS or any other organisation. **Yes No**

Signed:

Date:

Declaration

I agree that any offer of employment with Chalfont St Peter Church of England Academy is subject to satisfactory evidence of the right to work in the UK, and satisfactory references. In accordance with the 1998 Data Protection Act, it is agreed that Chalfont St Peter Church of England Academy may hold and use personal information about me for personnel reasons and to enable the Academy to keep in touch with me. This information can be stored in both manual or computer form, including the data in Section 2 of the Data Protection Act 1998.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action by the Academy.

Signed:

Date:

Completed applications should be sent via e-mail to: chairofgovernors@csp-academy.org.uk or via post to the school address: Chalfont St Peter Church of England Academy Penn Road Chalfont St. Peter Bucks SL9 9SS

Please mark all correspondence as 'Confidential' FAO Sheila King, Chair of Governors. Receipt of all applications will be acknowledged.

Closing Date: Friday 7th July 2017 at 5.00pm

Please complete the Recruitment Monitoring form.

RECRUITMENT MONITORING



Chalfont St Peter Church of England Academy operates a Diversity Policy and is committed to appointing the best candidate, on the basis of their ability to do the job.

The Codes of Practice published by the Equal Opportunities Commission and the Commission for Racial Equality advise employers to monitor the outcome of selection decisions to ensure that discrimination does not occur within our recruitment and selection process.

The information you give is confidential and is used for monitoring purposes only.

Application for the post of Headteacher

Full Name:

Gender: Male Female

Date of Birth:

Do you consider yourself to have a disability? Yes/No
If yes, what is the nature of your disability?

Are you currently employed by the Academy? Yes/No

Religion

These categories were used in 2001 census. We recognise however, that the specified categories may not be appropriate for everyone; if this is the case, please use the last box.

Buddhist	<input type="checkbox"/>
Christian	<input type="checkbox"/>
Hindu	<input type="checkbox"/>
Muslim	<input type="checkbox"/>
Sikh	<input type="checkbox"/>
No religion	<input type="checkbox"/>
Other	<input type="checkbox"/>
Not stated	<input type="checkbox"/>

How would you describe yourself?

These categories of ethnic origin are recommended by the UK Equal Opportunities Commission as the most appropriate for the UK. We recognise however, that the specified categories may not be appropriate for everyone. If this is the case, please use the last box.

Please tick the appropriate box to indicate your cultural background:

White British	<input type="checkbox"/>
White Irish	<input type="checkbox"/>
White Other	<input type="checkbox"/>
White and Black Caribbean	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>
Mixed Other	<input type="checkbox"/>
Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>
Asian Other	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>
Black African	<input type="checkbox"/>
Black Other	<input type="checkbox"/>
Chinese	<input type="checkbox"/>
Chinese Other	<input type="checkbox"/>
Other Ethnic Group	<input type="checkbox"/>
Not Stated	<input type="checkbox"/>