**Executive Headteacher**

**application form**

**Important note for completion of the application form**

This application form is all the information we have about you as a candidate. It is therefore vital that you give as much relevant information as possible. In particular, please ensure you read and understand the job description and selection criteria which accompany this form. It is important that you fully complete section 11 telling us in detail how you meet each of the selection criteria in turn under appropriate criterion headings in no more than 3/4 pages..

**N.B. Curriculum vitae will not be accepted. You must fill in all sections of the application form.**

**1. Details of position**

Post applied for

|  |
| --- |
| Executive Headteacher Please complete and **return to**  [amorris@melcombe.lbhf.sch.uk](mailto:amorris@melcombe.lbhf.sch.uk). |

School name

|  |
| --- |
| Thames Federation |

Closing date for receipt of this application

|  |
| --- |
| 4th December 12 noon |

**2. Applicant's personal details**

Applicant's surname Initial(s)

|  |  |
| --- | --- |
|  |  |

Permanent home address Postcode

|  |  |
| --- | --- |
|  |  |

Email address

|  |
| --- |
|  |

Home telephone no. Work telephone no. Including extension (if applicable)

|  |  |
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|  |  |

Do you require a work permit?  YES  NO

If YES, when does your current work permit expire? (you will be required to verify this)

|  |
| --- |
|  |

National Insurance number (you will be required to verify this)

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|  |

Are you recognised by the Dept. for Education  
and Skills as a qualified teacher?  YES  NO

Date probation passed Teacher Reference Number (TRN)

|  |  |
| --- | --- |
|  |  |

Do you hold the National Professional Qualification for Headship (NPQH)

Date passed  YES  NO

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**3. Details of references**

Please give the names and addresses of two people from whom a current reference may be obtained. They should NOT related to you. They must be able to provide professional references. One must be from your current or most recent school. If you are shortlisted, references will be taken up prior to interview.

**1st REFEREE 2nd REFEREE**

Name Name

|  |  |
| --- | --- |
|  |  |

Address Address

|  |  |
| --- | --- |
|  |  |

Telephone no. Telephone no.

|  |  |
| --- | --- |
|  |  |

Email address. Email address.

|  |  |
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Connection with applicant Connection with applicant

|  |  |
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**4. Rehabilitation of Offenders Act 1974**

Do you have any criminal convictions, bindovers, formal warnings or cautions, including those considered 'spent' under the Rehabilitation of Offenders Act 1974.  
For the purposes of employment in the education section, nothing is considered spent and everything must be declared.

YES  NO

If YES please give details

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**5. Relationship to current employee/councillor**

To your knowledge are you related to any borough Councillor and/or Governor of the Thames Federation to which you are applying?

YES  NO

If YES, please give details

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**6. Current/most recent appointment**

Employer’s name

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| --- |
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Employer’s address

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Position held

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| --- |
|  |

Salary (basic)

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| --- |
|  |

Starting date Leaving date (if applicable)

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| --- | --- |
|  |  |

Please give a description of the duties involved in this post.

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**7. Previous teaching appointments**

**Please start with your most recent post and attach further sheets as necessary**

1. Dates from/to/day/month/year Name of school (type eg. Primary)

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Position held (full-time or part-time)

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2. Dates from/to/day/month/year Name of school (type eg. Primary)

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Position held (full-time or part-time)

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3. Dates from/to/day/month/year Name of school (type eg. Primary)

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Position held (full-time or part-time)

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**8. Other experience**

**Please state other paid work experience in order of date and attach further sheets as necessary**

Dates from/to Name of employer Position held Salary   
day/month/year (full-time or part-time)

|  |  |  |  |
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**9. Details of education**

**Please list higher level academic qualifications**

Name of institution Qualification gained Date

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You will be required to provide evidence of any academic qualifications stated where they are relevant to your appointment.

**10. Other professional development undertaken**

**Please give details (e.g. relevant in-service training, etc.)**

Description of course/experience Date

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**11. How you consider you meet the selection criteria**

Drawing upon your experience/skills/abilities and qualifications, in no more than three to four sides (font Calibri 11), explain how you meet each criterion and what makes you suitable for this position. Address each one in turn.

**IMPORTANT INFORMATION**

**Please read before signing this application form**

The accuracy of information provided may be checked with other organisations.

Provision of false or misleading information may amount to a criminal offence.

The council may obtain from or provide information to third parties for the purposes of the detection and prevention of crime.

The council may data match information it holds about its employees for the prevention and detection of crime.

**Declaration**

I accept that the offer of employment is conditional on the provision by me of true, accurate information with no material omissions.

I give my consent to the council making such reasonable enquiries as it sees fit in respect of my application.

As part of this application I agree to the provision of background character information being obtained from the criminal records bureau under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the checks requested are in accordance with the relevant legislation. I (the job applicant) confirm that the information provided in support of this application is accurate and true and that I have not omitted any material facts. I understand that knowingly to make a false statement for this purpose is a criminal offence and will mean that any provisional offer of employment made to me will be withdrawn, or if in post, will lead to the termination of my contract of employment without notice.

Signature Date

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| **RECRUITMENT MONITORING** | | | | | | | | | | |  | |  | | |  | | | |
| **The Thames Federation is committed to providing a working environment in which no person receives less favourable treatment because of their age, disability, ethnicity, gender, gender identity, nationality, religion/belief or sexual orientation. Information provided on this form will help us to monitor our progress towards meeting this commitment. This information will be treated confidentially and will only be used for statistical monitoring purposes.** | | | | | | | | | | | | | | | | | | | |
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| **Please select the most appropriate box in each section using a cross.** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **Full Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | |
| **Department:** Children’s Services  **School:** Thames Federation of Schools | | | | | | | | | | | | | | | | | | | |
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| **GENDER:** | |  |  | |  | | |  | **DISABILITY:** | |  | |  | | |  |  |  | |
| I am | | Female |  | |  | | |  | Do you have a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities? | | | |  | | | Yes |  |  | |
|  |  | |  | | |  |  | | |  |  |  | |
| Male |  | |  | | |  |  | | | No |  |  | |
|  | |  |  | |  | | |  |  | | |  |  |  | |
|  | |  |  | |  | | |  |  | | | Prefer not to say |  |  | |
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| **ETHNIC GROUP: I would describe myself as:** | | | | | | | | | | | | | | | | |  |  | |
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| WHITE | | British |  | |  | | |  | English | |  | |  | | | Scottish |  |  | |
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|  | | Welsh |  | |  | | |  | Northern Irish | |  | |  | | | Irish |  |  | |
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|  | | Gypsy or Irish Traveler |  | |  | | |  | Any other White background | |  | |  | | |  |  |  | |
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| ASIAN OR ASIAN BRITISH | | Indian |  | |  | | |  | Pakistani | |  | |  | | | Bangladeshi |  |  | |
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|  | | Chinese |  | |  | | |  | Any other Asian background | |  | |  | | |  |  |  | |
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| BLACK OR BLACK BRITISH | | African |  | |  | | |  | Caribbean | |  | |  | | | Any other Black background |  |  | |
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| MIXED | | White and Black Caribbean |  | |  | | |  | White and Black African | |  | |  | | | White and Asian |  |  | |
|  | |  |  | |  | | |  |  | |  | |  | | |  |  |  | |
|  | | Any other Mixed background |  | |  | | |  |  | |  | |  | | |  |  |  | |
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| OTHER ETHNIC GROUP | | Arab |  | |  | | |  | Any Other Ethnic background | |  | |  | | |  |  |  | |
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| **MARITAL STATUS: I would describe myself as:** | | | | | | | | | | | | | | | | | | | |
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|  | Married/Civil Partnership | | |  | |  |  | | | Divorced | |  | |  | Single | |  | |  |
|  |  | | |  | |  |  | | |  | |  | |  |  | |  | |  |
|  | Separated | | |  | |  |  | | | Widowed | |  | |  | Partner | |  | |  |
| **RELIGION/BELIEF: I would describe myself as:** | | | | | | | | | | | | | | | | | | | |
|  | |  |  | |  | | |  |  | |  | |  | | |  |  |  | |
|  | | No Religion |  | |  | | |  | Christian (including all Christian denominations) | |  | |  | | | Buddhist |  |  | |
|  | |  |  | |  | | |  |  | |  | |  | | |  |  |  | |
|  | | Hindu |  | |  | | |  | Jewish | |  | |  | | | Muslim |  |  | |
|  | |  |  | |  | | |  |  | |  | |  | | |  |  |  | |
|  | | Sikh |  | |  | | |  | Any other religion | |  | |  | | | Prefer not to say |  |  | |
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| **SEXUAL ORIENTATION: I would describe myself as:** | | | | | | | | | | | | | | | | |  |  | |
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|  | | Heterosexual |  | |  | | |  | Gay | |  | |  | | | Lesbian |  |  | |
|  | |  |  | |  | | |  |  | |  | |  | | |  |  |  | |
|  | | Bisexual |  | |  | | |  | Prefer not to say | |  | |  | | |  |  |  | |
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| **Thank you for taking the time to complete this form.** | | | | | | | | | | | | | | | | | | | |
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| **Confidentiality** | | | | | | | | | | | | | | | | | | | |
| **All personal data is processed in accordance with the terms and conditions of the Data Protection Act 1998.** | | | | | | | | | | | | | | | | | | | |
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