

TEACHING JOB APPLICATION FORM

CONFIDENTIAL

ASSISTANT PRINCIPAL APPLICATION FORM

Please use black ink/ print when completing this form

1. Application for appointment of Assistant Principal at:

(School/College)

Penketh High School

2. Last Name

First Names

Title

Any Previous Last Names

Address

Post Code:

Daytime
Tel No.

Evening /Mobile
Tel No.

E-mail

3. Education and qualifications (If part-time study, state and give details throughout). N.B. details of courses studied and not completed successfully must also be given.

(a) Secondary / Further Education

Name of school/college	Dates		Subject and Qualification	Grade and date awarded	
	From	To			

(b) Higher Education and Courses leading to other relevant qualifications

Such as those leading to qualified status or graduate status and to membership of professional institutions.

Higher Education: Establishments attended	Dates		Qualification obtained and date of award	Subjects	
	From	To		Main	Subsidiary

4. Present appointment

Local Authority/or
overarching organisation
e.g.a MAT

School/College/E
stablishment

Number on Roll

Post Held (specify any additional allowances)

(If part-time, please give details)

Date appointed

Subjects, age groups taught
and other responsibilities

Notice required and / or date available if appointed

Salary Scale

Salary Point

Gross Salary £

5. Previous experience if part-time appointment please state. A separate curriculum vitae should **not** be enclosed in substitution. **A continuous employment history is required from when you left full time education.**

(a) Teaching (most recent employment first)

Local Education Authority and School/College	Type of School	No. on Roll	Age Range	Status of Post, subjects taught	Reason for Leaving	Inclusive Period (month & year)	

b) Other paid employment (including Service in H.M. Forces, industry). State your responsibilities and reasons for leaving. Please indicate details of gaps in employment here.

6. Statement in support of application.

Please provide evidence of how your experience, skills and abilities are relevant to your suitability for the post advertised and how you meet the requirements of the post. Please make reference to the Job Description and Person Specification. Applicants should confine this to two sides of A4 which should be attached to this form. An additional letter is not required.

7. Confidential References (Please ensure referees know this reference is being requested)

Names, addresses and status of two people who can comment on your leadership/management skills and suitability for this post. The referees should be your most recent employer and another representative who has worked with you in a professional capacity.

References will be sought on shortlisted candidates and previous employers may be contacted to verify particular experience or qualifications before interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are "time expired" and any child protection concerns.

(1) Present or most recent Employer

Name

Address

Tel No (inc. STD code)

Fax No

Email address

Please circle: Headteacher/Chair of Governors/Other

(2) Second Referee (please state)

Name

Address

Tel No (inc. STD code)

Fax No

Email address

Please circle: Other

8. Further information

National Insurance No.

Teacher Reference Number

(7 digit number)

Qualified Teacher Status?

YES

☐

NO

☐

Date

Statutory induction year completed? (if qualified after 7 May 1999)

YES

☐

NO

☐

Date

National Professional Qualifications for Headteachers? (if applicable)

YES

☐

NO

☐

Date

Would you require sponsorship (previously a work permit) to take up this post?

YES

☐

NO

☐

Date

Where did you see the advertisement for this post?

9. Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975

Important Notes

The 1997 Police Act allows employers to obtain information about people who are being considered for appointment to positions involving work with children.

The post you are applying for is subject to an Enhanced Disclosure (with Children's Barred List) and you are required to declare any spent or unspent 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) by SI 2013 and which would, therefore, not be filtered by current guidelines.

You must also inform us if you are on List 99 (the Children's Barred List), disqualified from working with children, or have any active restriction which would prevent you taking up this post.

Criminal records will only be taken into account for recruitment purposes when the conviction is relevant. Having an "unspent" conviction will not necessarily bar you from employment. This will depend on the circumstances and background of your offence(s). Any information disclosed will be treated sensitively and in confidence and will only be used in deciding a candidate's suitability for the post applied for. This information will only be viewed by those individuals who are entitled to see it, as part of the recruitment process.

Failure to disclose any information required of you may result in your application being rejected or disciplinary action being taken if you have commenced employment with the School. The information you provide under this section will not be used for shortlisting purposes but will be discussed at interview if the School consider it is relevant to the position you are applying for.

It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS.

In the case of an applicant who undertakes teaching responsibilities, a Prohibition Check must be obtained.

Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:

<https://www.gov.uk/government/collections/dbs-filtering-guidance>

Please complete the following questions, taking into account the DBS filtering guidance.

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

☐

If Yes, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form.

Are you included in any list of people barred from working with children by the Disclosure and Barring Service (DBS) **YES**

☐

NO

☐

If Yes, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form.

10. PLEASE NOTE;

Canvassing in any form may disqualify you from employment. Please state whether, to the best of your knowledge, you are related to a TCAT Governor or Trustee, or a senior employee of the school you are applying to. **YES / NO.**

If YES, please give details:

-
- 11.** I understand that if I am appointed, personal information about me will be computerised for personnel / employee administrative purposes in accordance with the Data Protection Act 1998. This may include analysis for management purposes and statutory returns. In signing this form I give my authority for use of my personal data for these purposes.

I hereby confirm that the information I have given above is true.

I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.

Signature of Candidate

Date

Health & Disability

Do you have any specific requirements to enable you to attend an interview?

Please tick. If you answer YES, please give brief details

☐ No ☐ Yes (Details):

Medical Screening

Candidates will be expected to meet the requirements of the post and must be able to maintain regular attendance. Medical screening checks may be made for any successful candidate and confirmation of the appointment will be based upon such checks, after full consideration of any reasonable adjustments appropriate under the Equality Act 2010.



Diversity Monitoring

We are committed to equality of opportunity for everyone. To assess whether our Diversity policy is effective we need to monitor it and to do this we need the information requested below. We can then compare the success rates of different groups at both the shortlisting and appointment stages to ensure that unfair discrimination is not taking place. This will also enable us to comply with our obligations under current legislation.

The information below will be used only for monitoring purposes and not in the selection process. Please tick correct boxes:

Do you describe yourself as? Male ☐ Female ☐

Marital Status: Married ☐ Civil Partnership ☐ Single ☐

Date of Birth: Age:

Please indicate your ethnic origin

White:	Mixed:	Asian:
White British ☐	Mixed White/Black Caribbean ☐	Indian ☐
White Irish ☐	Mixed White/Black African ☐	Pakistani ☐
Any other White ☐	Mixed White/Asian ☐	Bangladeshi ☐
	Other Mixed ☐	Other Asian ☐

Black or Black British:	Other:
Black Caribbean ☐	Chinese ☐
Black African ☐	Gypsy/Traveller ☐
Other Black ☐	Other ☐

Nationality (Please State)

How would you define your sexual orientation?

Bisexual ☐ Gay ☐ Heterosexual ☐ Lesbian ☐ Prefer not to say ☐

What is your religious belief?

Buddhist ☐ Christian ☐ Hindu ☐ Jewish ☐ Muslim ☐ Sikh ☐

No religion ☐ Other (please specify) _____ Prefer not to say ☐