



Application for Appointment as Headteacher, Deputy Headteacher or Assistant Headteacher

Please complete in **Black Ink** and in **BLOCK CAPITALS**

1 Post Information

Position applied for:	
Name of School:	

2 Personal Details

Title:		First name(s):		Last name:	
Previous surname (if applicable):					
Address:					
Post Code:		Tel no.:		Mobile no.:	
Email:					
National Insurance number:			DfE/TRN number:		

3 Current Post Details

Present post:		Salary & pay spine:	
Additional allowances (eg TLR):			
Present school:		Group size:	
Local Authority:			
Date from:		Date to:	
Full or part time:			
No. on roll:		Boys/girls/mixed:	
Subjects or Key Stage:			

4 Academic and Professional Qualifications (post school)

Name of university or college	Qualification obtained, grade or class and division	Date awarded	Subject(s)

5a Employment History - current responsibilities

Describe your key areas of responsibility and achievements in your current post:

5b Employment History - previous employment

In chronological order starting with the earliest

School name:		Dates employed from and to (mm/yyyy):	
Academy or Local Authority employer:		Key Stage or Subject:	
Post held and additional responsibilities:		Number on roll:	
Describe your key areas of responsibility and achievements in this post:			

School name:		Dates employed from and to (mm/yyyy):	
Academy or Local Authority employer:		Key Stage or Subject:	
Post held and additional responsibilities:		Number on roll:	
Describe your key areas of responsibility and achievements in this post:			

School name:		Dates employed from and to (mm/yyyy):	
Academy or Local Authority employer:		Key Stage or Subject:	
Post held and additional responsibilities:		Number on roll:	
Describe your key areas of responsibility and achievements in this post:			

School name:		Dates employed from and to (mm/yyyy):	
Academy or Local Authority employer:		Key Stage or Subject:	
Post held and additional responsibilities:		Number on roll:	
Describe your key areas of responsibility and achievements in this post:			

School name:		Dates employed from and to (mm/yyyy):	
Academy or Local Authority employer:		Key Stage or Subject:	
Post held and additional responsibilities:		Number on roll:	
Describe your key areas of responsibility and achievements in this post:			

If necessary, continue on an additional sheet, and tick this box:

6 Other Employment and Experience (non-teaching)

For example, further education, voluntary work, Youth Service, vocational

Dates		Name and address of employer or organisation	Post or status	Reason for leaving
From mm/yyyy	To mm/yyyy			
If there are any gaps in your employment or education history, please explain them here.				

7 Training Courses

Courses attended in the last 3 years other than initial training, inc short courses & seminars.

Title of Course	Duration	Dates

8 Letter of Application

Please indicate whether you have attached a letter of application (maximum no of pages 2 x A4). Please note CVs will not be passed on to the Selection Panel.

Letter is attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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9 References

Please supply the names and contact details of at least two referees who can comment on your suitability for this position. One should be your current or most recent employer.

First referee - current employer		Second referee	
Name		Name	
Position		Position	
Address		Address	
Telephone no.		Telephone no.	
Email		Email	
Name of employer		Name of employer	
In what capacity does the referee know you		In what capacity does the referee know you	

Please note that, if you are shortlisted, we will contact your referees and request references prior to interview. We will seek information about the nature of any live warnings due to disciplinary or capability proceedings and any past disciplinary issues relating to children and/or child protection concerns you may have been subject to. We will also ask your referees if they are aware of any reason why you would be unsuitable to work with children or vulnerable adults.

If you have any concerns about this, please contact:
 (Name) _____ (Phone/email) _____

Please indicate if your referees can be contacted at this stage:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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10 Advertisement

Where did you see this post advertised?	
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11 Canvassing

Canvassing members of the committee or the Governors of the respective schools, both directly or indirectly, is forbidden and will disqualify applicants.

A candidate for any appointment within the school shall, when making application, disclose whether he or she is related to any of the following:

- a member of the school
- a member of the Council
- a Senior Officer employed by the Council
- a person employed by the Local Authority
- a governor of the school

A candidate who fails to disclose any such relationship shall be disqualified from the appointment and if appointed, shall be liable to dismissal without notice.

Are you related to any of the people listed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, please specify the person and your relationship:	
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12 Application Validation

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Secretary of State. I understand that to knowingly give false information or to omit information could result in the withdrawal of any offer of appointment or my dismissal at any time in the future and possible criminal prosecution. I also agree to obtain an Enhanced Level DBS Disclosure when necessary.

Signed:		Name:		Date:	
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All candidates applying for employment via email accept this electronic copy as their signature and if successful will be required to sign and date the form.

13 Interview

If you do not hear from us within six weeks of the closing date, please assume that your application has not been successful. You will find the closing date in the advertisement.