HEADTEACHER APPLICATION FORM

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| **Personal Details** | | | |
| **Surname:** |  | **DFE Ref no. RP:** |  |
| **Title:**  (Mr, Mrs, Ms, Dr, Other) |  | **Are you eligible to work in the UK?:** |  |
| **First names:** |  | **Email:** |  |
| **Previous names:** |  | **Home telephone no:** |  |
| **Contact address:** |  | **Work telephone no:** |  |
| **Postcode:** |  | **Mobile telephone no:** |  |

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| **Present Post** | | | |
| **Present Post (title):** |  | **Date Appointed:** |  |
| **Name & Address of School:** |  | **Type of school:** |  |
| **Age range:**  **Number on register:** |  | **Current salary/total package:** |  |

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| **Education & Training** | | | |
| **A. Training as a teacher** | | | |
| **Name of teacher  training institution:** |  | | |
| **From: (Month)/(Year)** |  | **To: (Month)/(Year)** |  |
| **Qualification obtained:** |  | | |
| **Subjects, main  and subsidiary:** |  | | |
| **Age range of pupils:** |  | | |
| **Other special interests** |  | | |

| **B. University, College, other institutions** (other than initial teacher training but include other professional qualifications e.g. NPQH).  Give dates and state whether full-time or part-time courses | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Name of institution:** | | | | **From: (Month/Year)** | **To: (Month/Year)** |
| **1.** |  | | |  |  |
| **2.** |  | | |  |  |
| **3.** |  | | |  |  |
| **Degree/Diploma/Title:** | | **P.T./F.T** | **Subjects**  (main and subsidiary) | **Hons** (with class) **or pass grade** | **Date of award** |
| **1.** |  |  |  |  |  |
| **2.** |  |  |  |  |  |
| **3.** |  |  |  |  |  |

| **C. Secondary Education** | |
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| **Name of institution** (give dates) | |
| **1.** |  |
| **2.** |  |
| **Academic qualifications** (give subjects, grades and dates) | | |
| **GCE ‘O’ Level, GCSE** (or equivalent) | | |
| **‘A’ Levels** (or equivalent) | | |

| **In-service Training & Development** | | | |
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| **Give details of relevant courses and training undertaken in the last five years** | | | |
| **Dates and duration** | **Title of course / training**  **(incl. Home Study and  Distance Learning)** | **Name of provider**  e.g. LA, College etc. | **Qualification obtained (if any)** |
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| **Career History** | | | | | | |
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| Please give details of ALL full and part-time work including particulars of ALL paid and unpaid employment or experience after the age of 18. For example, commercial experience, raising family, youth work, voluntary work, VSO, work overseas. Complete the columns working backwards from the present date. **Please leave NO gaps.** | | | | | | |
| **Dates  FROM:(M)/(Y)  TO: (M)/(Y)** | **Job title, employer, school name, address**  Type of business or activity | **Age range** | **Approx. school roll** | **Salary scale**  Include responsibility points | **P.T / F.T.**  State  proportion | **Reasons for leaving** |
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| **Breaks in Employment History** |
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| **If you have had any breaks in employment since leaving school, give details of these periods and your activities during these times e.g. unemployment, raising family, voluntary work, training, long periods of sickness etc.** |
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| **Attainment** | | |
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| **Please indicate the 2019 data for your school in the table below** | | |
| **School/Academy name** | **Progress 8** | **Attainment 8** |
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| **Professional Membership** | | |
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| **Please give details of any professional body membership which you hold** | | |
| **Start date** | **Professional Body** | **Membership Level** |
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| **References** | | |
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| **Please give the names, addresses and email of three employment referees who can be consulted regarding your professional ability for the post. One of the referees must be the Chair of Governors or Headteacher (ideally both) of your present or most recent school. If not, we reserve the right to request one. References requests will be made by email and will be taken up prior to interview. It is the candidate’s responsibility to ensure that referees are made aware that they will be contacted and of timescales for providing references** | | |
| **1.** | Name:  Title:  Relationship to applicant: | Address:  Email:  Telephone number: |
| **2.** | Name:  Title:  Relationship to applicant: | Address:  Email:  Telephone number: |
| **3.** | Name:  Title:  Relationship to applicant: | Address:  Email:  Telephone number: |

| **Applicant statement** |
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| **Using the Candidate Pack:**   * Giving examples, explain how your ability, skills, experience and knowledge match those required for the appointment. * Please feel welcome to include experience in previous employment and also other interests outside work. * Governors are particularly interested in your personal educational philosophy and how you would apply it to their school. * Please conclude your statement by answering the following question. From what you have read, what do you see as the biggest opportunity and challenge in this role? * **Please keep your statement to 2 sides of A4, minimum font size Arial 10** |
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| **Work Entitlement** |
| **If you were successful in your application, would you require a work permit prior to taking up employment?**  YES  NO |
| **Please add any further comments below** |
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| **Disclosure of Relationship** |
| **Are you related by marriage, civil partnership, blood or as a co-habitee to any member of Michael Faraday School or to any school governor or existing Southwark councillor or officer of the council?**  YES  NO |
| **If yes, please state the name, relationship and position held.** |
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**OUR COMMITMENT TO SAFEGUARDING**

Michael Faraday School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The successful candidate will be requested to undertake an Enhanced Disclosure and Barring Service check.

A Section 128 check will be carried out on individuals applying for any role that retains or has been delegated any management responsibilities under the terms of a direction made by the Secretary of State for Education.

**OUR COMMITMENT TO EQUALITY**

Michael Faraday School is committed to promoting equality for all students and employees. Every individual will be treated with courtesy and respect and their contribution to the learning process will be valued.

**Declaration**

I hereby give my consent for Michael Faraday School and its appointed agents to process and retain on ﬁle information (including health and ethnic data) contained on this form and in accompanying documents. This is required for recruitment purposes, the payment of staff and the prevention and detection of fraud. All information will be processed in accordance with data protection legislation.

The information supplied by you will be subject to verification and the school may contact people and/or organisations to confirm some of the facts contained in your application, e.g. referees, previous employers, educational establishments, examination bodies, etc. The school may also obtain from or provide information to third parties for the purposes of the detection and prevention of crime.

By signing this form, you authorise us to verify any information you have given with third parties and you authorise them to disclose your personal information to us.

Declaration

The information on this form is true and correct and will be used as part of my contract of employment. I accept that any false statement or omission may lead to the job offer being withdrawn or me being dismissed if appointed to the post.

**Signature** **Date**

**Thank you for taking the time to complete this application form. Please check that you have completed all sections then email your application to Please email this form to Ann Dowie at Michael Faraday Primary School adowie.210@lgflmail.org**