# HEADTEACHER APPLICATION FORM

Name of School:  **LOXFORD SCHOOL** Candidate ref. ………..…

*(office use only)*

Post:

Age groups for which trained:  Month/Year QTS Awarded or Expected

**1. Personal Details**

Teacher Reference Number: DBS Certificate Number:

National Insurance No:  Do you require permission to work in the UK?

|  |  |  |
| --- | --- | --- |
| Title: | Last Name: | First Name(s): |
| Previous Name(s) *if applicable*: | |

|  |  |
| --- | --- |
| Permanent Address | Temporary Address (if applicable) |
|  |  |
|  |  |
|  |  |
| Post Code: | Post Code: |
| Telephone: | |
| Mobile: | |
| Work: | |
| Email: | |

**2. Education, Training and Qualifications**

Secondary Education

|  |  |  |
| --- | --- | --- |
| Name, location and type of schools | Dates  **(mm/yyyy)** | Secondary Examinations passed  **List all subjects with grades** |
|
|  | From       To |  |
|  | From       To |  |

**Higher Education**

|  |  |  |
| --- | --- | --- |
| University/College/Organisation/Course | Dates  **(mm/yyyy)** | Qualifications passed  **List all subjects with grades** |
|  |  |  |
|  | From       To |  |
|  | From       To |  |

**Initial Teacher Training**

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| --- | --- | --- |
| College/Organisation/Course | Dates  **(mm/yyyy)** | Qualifications (to be)/passed |
|
|  | From       To |  |
|  | From       To |  |

**3. Present Post**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of School | | School Address | | | Phase |
|  | |  | | |  |
| Salary £ | Special Allowance | Point on Scale | Ages Taught | Date of Appointment (dd/mm/yyyy) | When could you begin this post? |
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| --- | --- |
| Details of present post held including title, subjects taught and areas of responsibility. |  |

**4. Previous Teaching Experience**

| 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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**Please account for any gaps in your employment history**

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**5. Declarations**

Are you related to a councillor, officer, headteacher or school governor of the London Borough of Redbridge?

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| If yes, please state their name and the relationship |  |

Note: *Canvassing or failure to disclose a relationship to a Member, Trustee or other Governor of the Loxford School Trust, and or a Senior Employee of the Trust could disqualify the candidate.*

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| **Rehabilitation of Offenders Act**  Before completing this part of the form, please read the following notes carefully.  All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974.  The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account.  Please take a look at the filtering rules using the following link:  [Filtering rules for criminal record check certificates](http://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates)  The list of offences that will never be filtered are available through the following link:  [Never filtered from a criminal records check](http://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check)  **If you have ever been convicted of a criminal offence, which is not ‘protected,’ you may ‘disclose’ this separately.**  **Please ensure that you provide this information as a separate document, which should include your name and the post for which you have applied. The document should be marked ‘CONFIDENTIAL ‑ Last Name’.**  All information given will be treated in the strictest confidence and will be used for this job application only.  **I declare that I have read Section 7 Rehabilitation of Offenders Act as detailed above**  **I certify that, to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it will automatically disqualify me from appointment or may after appointment lead to disciplinary action, which could lead to my dismissal without notice.**  Name:       Date: |

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| **Keeping children safe in education – online recruitment checks**  In accordance with Safer Recruitment Guidelines and Data Protection Guidelines, we reserve the right to use social media as part of our recruitment processes.  Further details available from the [LGA guidance note](https://www.local.gov.uk/our-support/workforce-and-hr-support/education-and-young-people/keeping-children-safe-education).  If you would like to discuss this further, please contact the recruiting School. |

**6. Other courses attended in the last 5 years -** (Including Denominational Qualifications)

Please include organising body, title of course, dates and duration (use a continuation sheet if necessary).

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| **Course Title and Organising Body** |
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**7. Special Interests and Relevant Experience**

Please give details of your recreational and cultural interests, voluntary work and any other special skills you have developed which may be relevant to the post and to your work with children.

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**8. Letter of Application or Supporting Statement**

Please include more detailed particulars of your experience, skills and further information in support of your application.

You are advised to limit your Statement to the equivalent of 2 sheets of printed A4.

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**9. Please detail any conditions or prohibitions placed upon you by the DfE or other disciplinary**

**bodies**

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**10. References**

**Safer recruitment guidelines recommend that references are taken up prior to interview.**

Please give the names of two professional referees. One of these should be your present or

most recent employer. **References will be requested by email**.

**Referee 1**

|  |  |
| --- | --- |
| **Title** (Mr/Ms/Mrs/  Miss/Dr etc) |  |
| **Full Name** |  |
| **Status** | Other |
| **School/College** |  |
| **Address** |  |
| **Post Code** |  |
| **Professional Email:** | |
| **Telephone:** | |

**Referee 2**

|  |  |
| --- | --- |
| **Title** (Mr/Ms/Mrs/  Miss/Dr etc) |  |
| **Full Name** |  |
| **Status** | Other |
| **School/College** |  |
| **Address** |  |
| **Post Code** |  |
| **Professional Email:** | |
| **Telephone:** | |

You are asked to give details of any disability you may have for which a reasonable adjustment may be necessary. While this information will not be used for short-listing purposes, it will greatly assist in making any interview arrangements etc.

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Successful applicants must produce **original** certificates of qualifications upon request.

**Declaration**

|  |  |  |  |
| --- | --- | --- | --- |
| You cannot sign this form on screen. By submitting an e-mail application, you undertake that the information you have provided is true and accurate to the best of your knowledge. You may be required to sign your application at a later stage of the selection process.  **I certify that, to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it will automatically disqualify me from appointment or may after appointment lead to disciplinary action, which could lead to my dismissal without notice.** | | | |
| Name |  | Date |  |

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| --- |
| **Where to send your completed application form**  Thank you for taking the time to complete this application form. Please take the time to check that you have completed all sections. Please also complete the recruitment monitoring form at the end and save as a separate document and return.  Please email your application form and recruitment monitoring form to: [michael.watson@candidateiskey.co.uk](mailto:michael.watson@candidateiskey.co.uk) |

**Thank you for your application**

Your email will be acknowledged

**Protection of your Data/Information**

The information you supply on this application form is subject to the current Data Protection Regulations and specifically the General Data Protection Regulation (GDPR) 2018.

**Privacy Notice:** Redbridge Schools use this standard application form for the recruitment and employment of teaching staff in schools. The information will be confidentially shared with administrative and management personnel involved directly in the recruitment process within individual schools and with associated Human Resource and Payroll services outside of the school in the context of your employment application. Anonymous data may be extracted for the purpose of statistical recording.

Please note that we will be sharing your application with people contracted to LBR to carry out initial interviews.

Once the recruitment process has been completed the application form and associated documents for successful candidates will be retained to form the basis of an employment record and stored safely and securely. Unsuccessful candidates’ details will be securely disposed of in accordance with the guidelines and erased or destroyed - unless there is specific permission for the information to be retained for future recruitment purposes.

You may update the information should you become aware of any inaccuracies in your submitted application by contacting the email address used to submit the application originally. You can also withdraw your application through the same contact.

For further general information please contact: Information Commissioners Office - The UK’s independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals - [ico.org.uk](https://ico.org.uk/)



## Recruitment Monitoring

## Applicant Ref No

In line with the Codes of Practice of the Equality and Human Rights Commission (formerly Equal Opportunities Commission and the Commission for Racial Equality) and as required by the Audit Commission, Redbridge Council collects and maintains information on gender, ethnic origin and disabilities of its employees. As of April 2009 Redbridge Council will also collect and maintain information on sexual orientation, age and religion or belief of its employees. The information you have supplied will be kept confidential within Human Resources. Departments will only see statistical information and it will only be used to provide an overall profile analysis of Redbridge Council.

Please complete this section of the application form, which will be separated from the rest of the form before shortlist selection takes place.

You can be assured that this information will be treated in confidence and will not be available to short listing officers or interviewers or to future potential managers.

**1. Where did you see this post advertised?**

**2. What is your Date of Birth?**

**3. What is your Ethnic group?**

Please choose one selection from A to E and then tick the appropriate box within your chosen section to indicate your cultural background. If you are ticking one of the ‘Any other’ boxes please state in the space provided

### A. White

British  Irish

Any Other White Background

Please State

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### B. Mixed

White and Black Caribbean  White and Black African

White and Black Asian  Any other Mixed Background

Please State

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### C. Asian or Asian British

Indian  Pakistani

Bangladeshi  Any other Asian Background

Please State

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### D. Black or Black British

Caribbean  African

Any other Black British

Please State

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### E. Chinese or other Ethnic Group

Chinese  Any other Background

Please State

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**4. Gender**

FemaleMaleprefer not to say

**5. Do you have a disability?**

The Equalities Act 2010 (EA) protects people with disabilities. The EA defines a person as disabled if they have a physical or mental impairment, which is substantial and long term (i.e. has lasted or is expected to last at least 12 months) and has an adverse effect on the person’s ability to carry out normal day-to-day activities.

**5a. Do you consider yourself to have a disability according to the terms given in the EA?**

Yes No

The Council wishes to ensure that people with disabilities are able to access job opportunities as well as people without disabilities do.

If we know you have a disability we will make adjustments to the working arrangements and/or the working environment provided it is reasonable in the circumstances to do so. We will also make appropriate arrangements for your interview.

**5b. If you have answered yes to having a disability, please let us know how we can support you at the interview stage**

**5c. Please tick if any of the following types of disability apply to you. People may experience more than one type of disability, in which case tick all the types that apply. If your disability does not fit any of these types, please mark ‘Other’ and state your disability**

Long-standing illness, such as cancer, HIV, diabetes, disease or epilepsy

Sensory impairment, such as being blind, having a serious visual impairment or being deaf, having a serious hearing impairment

Physical impairment, such as difficulty using your arms or mobility issues, which means using a wheelchair or crutches

Learning disability, (such as Down’s Syndrome or Dyslexia) or cognitive impairment (such as autism or head-injury)

Mental health condition, such as depression

Other (please state)

**6. What is your religion or belief?**

Agnostic  Buddhist  Jain  Sikh

Atheist  Christian  Jewish  No Religion

Bahá’í  Hindu  Muslim  Any other religion or belief

Prefer not to say Please state

7. What is your sexual orientation?

Bisexual  Gay Man

Woman/Lesbian  Heterosexual

Prefer not to say