



THE BLACKBURN  
DIOCESEAN BOARD  
OF EDUCATION

**Application Form for**  
Headteacher  
Deputy Headteacher  
Assistant Headteacher  
Teaching posts

**Voluntary Aided and Voluntary Controlled Schools**



**Application Form for a Post in a Church of  
England/Methodist School**  
(In which the Governing Body is the employer)

Please complete ALL sections of the form

|  |  |
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| Application for Appointment to the post of |  |
| Name of School/Educational Setting         |  |

| Personal             |       |                       |           |
|----------------------|-------|-----------------------|-----------|
| Surname              |       |                       |           |
| Christian Name(s)    |       |                       |           |
| Teacher Reference No |       | National Insurance No |           |
| Home Address         |       |                       | Post code |
| Telephone numbers:   | Home: | Mobile:               |           |
| Email address:       |       |                       |           |

| Present position                           |  |                               |           |
|--|--|-------------------------------|-----------|
| Present Post                               |  | Starting date of present post |           |
| School/Educational Setting (name and type) |  |                               |           |
| Single Sex or Mixed                        |  | Number on Roll (Total)        |           |
| Age Range                                  |  |                               |           |
| Salary Scale                               |  | Salary                        | £         |
| Employer (LA, School, MAT etc)             |  |                               |           |
| Employer Address                           |  |                               | Post code |
| Telephone number                           |  |                               |           |
| Email contact                              |  |                               |           |

| Education and Qualifications |       |                                 |               |               |  |
|------------------------------|-------|---------------------------------|---------------|---------------|--|
| <b>Secondary Education</b>   |       |                                 |               |               |  |
| Name of Institution:         |       |                                 |               |               |  |
| From                         | To    | Post 16 Qualifications obtained |               |               |  |
|                              |       |                                 |               |               |  |
| Subject                      | Level | Grade                           | Awarding body | Date of Award |  |
|                              |       |                                 |               |               |  |
|                              |       |                                 |               |               |  |
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#### Further Education

##### Name of Institution:

| From | To | Qualifications obtained |  |  |
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#### Higher and Professional Education

##### Name of Institution

| From | To | Qualifications obtained |  |  |
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| Further Professional Development   |                               |                   |  |                 |
|--|-------------------------------|-------------------|--|-----------------|
| <i>Add additional lines as necessary</i>                                 |                               |                   |  |                 |
| As a Participant within the last <u>five</u> years relevant to this post |                               |                   |  |                 |
| Date of course   | Number and length of sessions | Details of course | Qualifications Obtained+ Date of Award | Course Provider |
|  |                               |                   |  |                 |
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| <b>As a Contributor within the last <u>five</u> years relevant to this post</b> |                               |  |                 |  |
|---|-------------------------------|--|-----------------|--|
| Date of course  | Number and length of sessions | Details of course and your Involvement | Course Provider |  |
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Any Additional Information not included above

*List past employment starting with first post.  
Additional forms can be found at the end of this application.*

| TEACHING EXPERIENCE                             |  |             |  |                     |    |
|---|--|-------------|--|---------------------|----|
| Name of School/Establishment including Location |  |             |  |                     |    |
| Type <i>Secondary/Primary etc</i>               |  | No. on roll |  | Mixed or Single sex |    |
| Age range taught                                |  | Post Held   |  |                     |    |
|   |  |             |  | Dates               |    |
| Areas of Responsibility                         |  |             |  | From                | To |
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| Reason for Leaving                              |  |             |  |                     |    |

| TEACHING EXPERIENCE                             |  |             |  |                     |    |
|---|--|-------------|--|---------------------|----|
| Name of School/Establishment including Location |  |             |  |                     |    |
| Type <i>Secondary/Primary etc</i>               |  | No. on roll |  | Mixed or Single sex |    |
| Age range taught                                |  | Post Held   |  |                     |    |
|   |  |             |  | Dates               |    |
| Areas of Responsibility                         |  |             |  | From                | To |
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| Reason for Leaving                              |  |             |  |                     |    |

| TEACHING EXPERIENCE                             |  |             |  |                     |    |
|---|--|-------------|--|---------------------|----|
| Name of School/Establishment including Location |  |             |  |                     |    |
| Type <i>Secondary/Primary etc</i>               |  | No. on roll |  | Mixed or Single sex |    |
| Age range taught                                |  | Post Held   |  |                     |    |
|   |  |             |  | Dates               |    |
| Areas of Responsibility                         |  |             |  | From                | To |
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| Reason for Leaving                              |  |             |  |                     |    |

| TEACHING EXPERIENCE                             |  |             |  |                     |    |
|---|--|-------------|--|---------------------|----|
| Name of School/Establishment including Location |  |             |  |                     |    |
| Type <i>Secondary/Primary etc</i>               |  | No. on roll |  | Mixed or Single sex |    |
| Age range taught                                |  | Post Held   |  |                     |    |
|   |  |             |  | Dates               |    |
| Areas of Responsibility                         |  |             |  | From                | To |
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| Reason for Leaving                              |  |             |  |                     |    |

| Other Employment |  |      |    |
|------------------|--|------|----|
| Employer         | Nature of Employment<br>(including reason for leaving) | From | To |
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| If you have any gaps in your employment record, please provide an explanation: |  |
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**Referees - Please give the names of three people able to comment on your suitability for this post.**

|  |  |           |  |
|--|--|-----------|--|
| <b>Faith Referee - one required</b>  |  |           |  |
| Name   |  |           |  |
| Position   |  |           |  |
| Name of Church   |  |           |  |
| Home Address   |  | Post code |  |
| Telephone number   |  |           |  |
| Email address:   |  |           |  |
| Relationship to applicant  |  |           |  |
| <p>Your faith referee should have pastoral responsibility for the Church at which you <b>regularly worship</b>. If you do not use your parish priest/minister, or if you have not used a church at which you regularly worship please state your reasons :</p> |  |           |  |

|  |  |
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| <b>Professional Referees – two required</b>  |  |
| <p><b>For Headteacher appointments</b> - one referee should be your Local Authority/MAT CEO</p> <p><b>For Deputy Headteacher and other teacher appointments</b> - one referee should be your current line manager/employer etc.</p> <p>If you are not currently working with children but have done so in the past, one reference must be obtained from the employer who most recently employed you to work with children.</p> <p>References will not be accepted from relatives or from people writing solely in the capacity of friends.</p> |  |
| Name   |  |
| Position   |  |
| Name of school/organisation  |  |
| Telephone number   |  |
| Email address:   |  |
| Relationship to applicant  |  |
|  |  |
| Name   |  |
| Position   |  |
| Name of school/organisation  |  |
| Telephone number   |  |
| Email address:   |  |
| Relationship to applicant  |  |



| Disclosure of Criminal Background  |           |    |
|--|-----------|----|
| a) 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 |
| <p><i>You may be entitled to answer 'no' to this question even if you have been convicted of a criminal offence in the past, however certain types of employment which involves contact with children and / or vulnerable adults are excluded under Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). It is therefore suggested that you take appropriate advice if you are in any doubt as to the correct answer to give.</i></p> <p><i>Please note 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. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service web site.</i></p> |           |    |
| b) If you answer yes, please detail offence(s) including date(s) and sentence(s) where relevant, in a sealed envelope, marked Private and Confidential for the attention of the Chair of Governors c/o the school / establishment.   |           |    |
| c) I can confirm that I am not barred from working with children or vulnerable adults or subject to sanctions imposed by a regulatory body or subject to any on-going investigation into any matter which may bring into question my suitability for the post applied for.   | Signature |    |
|  | Date      |    |

|   |  |
|---|--|
| Canvassing directly or indirectly will disqualify candidates. State whether you are related to, or have a close relationship with any existing employee or employer (including governors) |  |
|---|--|

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| <p>By submitting this application form, I certify that the information contained in this application form is accurate and true. I give my explicit consent to the processing, transfer and disclosure of all information submitted by me during the recruitment process and throughout any subsequent periods of employment for pre-employment checks, equal opportunities monitoring, payroll operations and training and absence records.</p> <p><b>I understand that by deliberately giving false or incomplete answers I will be disqualified from consideration for this post or, if I am appointed, may be liable to summary dismissal with possible referral to the police.</b></p> |  |
| Signature  |  |
| Date:  |  |

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|---|
| <p>Letter of Application</p> <p>You are asked to submit a letter, describing how your previous experience and achievements have helped prepare you for this post in a <b>Church school</b>. You should give a clear statement of your educational philosophy, its implementation in practice and your commitment to developing the <b>Christian character</b> of the school. You should address areas raised in the job specification and person specification. Please include any other information you feel would be helpful. Your letter should be concise with organised views.</p> |
|---|

**This form should be emailed to:**

Supplementary Teaching Experience forms

| TEACHING EXPERIENCE                             |  |             |  |                     |    |
|---|--|-------------|--|---------------------|----|
| Name of School/Establishment including Location |  |             |  |                     |    |
| Type <i>Secondary/Primary etc</i>               |  | No. on roll |  | Mixed or Single sex |    |
| Age range taught                                |  | Post Held   |  |                     |    |
|   |  |             |  | Dates               |    |
| Areas of Responsibility                         |  |             |  | From                | To |
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| Reason for Leaving                              |  |             |  |                     |    |

| TEACHING EXPERIENCE                             |  |             |  |                     |    |
|---|--|-------------|--|---------------------|----|
| Name of School/Establishment including Location |  |             |  |                     |    |
| Type <i>Secondary/Primary etc</i>               |  | No. on roll |  | Mixed or Single sex |    |
| Age range taught                                |  | Post Held   |  |                     |    |
|   |  |             |  | Dates               |    |
| Areas of Responsibility                         |  |             |  | From                | To |
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| Reason for Leaving                              |  |             |  |                     |    |

| TEACHING EXPERIENCE                             |  |             |  |                     |    |
|---|--|-------------|--|---------------------|----|
| Name of School/Establishment including Location |  |             |  |                     |    |
| Type <i>Secondary/Primary etc</i>               |  | No. on roll |  | Mixed or Single sex |    |
| Age range taught                                |  | Post Held   |  |                     |    |
|   |  |             |  | Dates               |    |
| Areas of Responsibility                         |  |             |  | From                | To |
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| Reason for Leaving                              |  |             |  |                     |    |

| TEACHING EXPERIENCE                             |  |             |  |                     |    |
|---|--|-------------|--|---------------------|----|
| Name of School/Establishment including Location |  |             |  |                     |    |
| Type <i>Secondary/Primary etc</i>               |  | No. on roll |  | Mixed or Single sex |    |
| Age range taught                                |  | Post Held   |  |                     |    |
|   |  |             |  | Dates               |    |
| Areas of Responsibility                         |  |             |  | From                | To |
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| Reason for Leaving                              |  |             |  |                     |    |