



**THE BLACKBURN
DIOCESE BOARD
OF EDUCATION**

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

**Voluntary Aided and Voluntary Controlled Schools and
Academies**



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

Please complete ALL sections of the form

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					
Secondary Education					
Name of Institution:					
From	To	Post 16 Qualifications obtained			
Subject	Level	Grade	Awarding body	Date of Award	

Further Education

Name of Institution:

From	To	Qualifications obtained

Subject	Level	Grade	Awarding body	Date of Award

Higher and Professional Education

Name of Institution:

From	To	Qualifications obtained

Subject	Level	Class/Grade	Awarding body	Date of Award

Further Professional Development

Add additional lines as necessary

As a Participant within the last five years relevant to this post

Date of course	Number and length of sessions	Details of course	Qualifications Obtained+ Date of Award	Course Provider

As a Contributor within the last five years relevant to this post			
Date of course	Number and length of sessions	Details of course and your Involvement	Course Provider

Any Additional Information not included above

*List past employment starting with most recent.
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
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
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
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
Reason for Leaving						

Other Employment			
Employer	Nature of Employment (including reason for leaving)	From	To

If you have any gaps in your employment record, please provide an explanation for each gap:	
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Referees - Please give the names of three people able to comment on your suitability for this post.

Faith Referee - one required			
Name			
Position			
Church & Denomination			
Contact Address		Post code	
Telephone number			
Email address:			
Relationship to applicant			
<p>Your faith referee should have pastoral responsibility for the Church at which you regularly worship. 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>			

Professional Referees – two required	
<p>For Headteacher appointments - one referee should be your Local Authority/MAT CEO For Deputy Headteacher and other teacher appointments - one referee should be your current line manager/employer etc. 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. 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 <u>explicit consent</u> 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>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.</p>	
Signature	
Date:	

<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 Church school. You should give a clear statement of your educational philosophy, its implementation in practice and your commitment to developing the Christian character of the school. You should address areas raised in the <u>job description</u> and <u>person specification</u>. 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:

NB Typed signature is acceptable - candidate will be required to sign at interview

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
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
Reason for Leaving						

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Areas of Responsibility				From	To
Reason for Leaving					

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				Dates	
Areas of Responsibility				From	To
Reason for Leaving					