



THE BLACKBURN  
DIOCESAN BOARD  
OF EDUCATION

Application Form for  
Headteacher  
Deputy Headteacher  
Assistant Headteacher  
Teaching posts

Voluntary Aided and Voluntary Controlled Schools

# BLACKBURN DIOCESAN BOARD OF EDUCATION

Serving Church of England and Methodist Schools



## THE BLACKBURN DIOCESAN BOARD OF EDUCATION

### 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

Application for Appointment to the post of	Text here.
Name of School/Educational Setting	Text here

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

Present position			
Present Post	Text here.	Starting date of present post	Date.
School/Educational Setting (name and type)	Text here.		
Single Sex or Mixed	Choose an item.	Number on Roll (Total)	Text here.
Age Range	Text here.		
Salary Scale	Text here.	Salary	£Text here.
Employer Address	Text here.		Post code Text here.
Telephone number	Text here.		
Email contact	Text here.		

**PRIVATE AND CONFIDENTIAL**

July 2024





List past employment starting with the most recent post. Add additional teaching experience boxes as necessary

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

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

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

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

**OTHER EMPLOYMENT**

Employer	Nature of Employment (including reason for leaving)	From	To
Text here.	Text here.	Date.	Date.
Text here.	Text here.	Date.	Date.
Text here.	Text here.	Date.	Date.
Text here.	Text here.	Date.	Date.
Text here.	Text here.	Date.	Date.
Text here.	Text here.	Date.	Date.
Text here.	Text here.	Date.	Date.
Text here.	Text here.	Date.	Date.
Text here.	Text here.	Date.	Date.
Text here.	Text here.	Date.	Date.

If you have any gaps in your employment record, please provide an explanation:	Text here.
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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	Text here.		
Position	Text here.		
Name of Church	Text here.		
Denomination	Text here.		
Home Address	Text here.	Post code	Text here.
Telephone number	Text here.		
Email address:	Text here.		
Relationship to applicant	Text here.		
<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> <p><b>Text here.</b></p>			

<b>Professional Referees – two required</b>	
<p><b>For Headteacher appointments</b> - one referee should be your Local Authority/MAT CEO  <b>For Deputy Headteacher and other teacher appointments</b> - 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	Text here.
Position	Text here.
Name of school/organisation	Text here.
Telephone number	Text here.
Email address:	Text here.
Relationship to applicant	Text here.
Name	Text here.
Position	Text here.
Name of school/organisation	Text here.
Telephone number	Text here.
Email address:	Text here.
Relationship to applicant	Text here.

**Declaration**

You are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.

**This information should only be requested from applicants who have been shortlisted. Therefore, should you be shortlisted for an interview, then you will be asked to provide this information on a self-disclosure form which will be sent to you. This must be completed and returned to the relevant Governing Board prior to the date of interview, otherwise you may not be able to attend and the offer of an interview withdrawn.**

If you are unsure whether you need to disclose criminal information, you should seek legal advice, or you may wish to contact Nacro or Unlock for impartial advice.

Nacro - <https://www.nacro.org.uk/criminal-record-support-service/> or email [helpline@nacro.org.uk](mailto:helpline@nacro.org.uk) or phone 0300 123 1999

Unlock – <http://hub.unlock.org.uk/contact/> phone 01634 247350 text 07824 113848

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)

Text here.

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.  
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.

Signature

Date:

Date.

**Letter of Application**

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 job specification and person specification. Please include any other information you feel would be helpful. Your letter should be concise with organised views.

This form should be emailed to: [bursar@st-barts.lancs.sch.uk](mailto:bursar@st-barts.lancs.sch.uk)