

**EXECUTIVE HEAD TEACHER APPLICATION FORM**

|  |  |
| --- | --- |
| **Personal Details** | |
| Surname: | **Forename(s):** |
| Title: | Details of any previous Surnames: |
| Address:  **Postcode:** | **Contact Details:**  **Home:**  Work:  **May we contact you at work?**  Mobile:  Email: |
| **Date of Birth:** | National Insurance number: |
| **DfES/DCSF No:** | Date of Qualification as a Teacher: |
| Work Permit details, if appropriate: | |

|  |  |
| --- | --- |
| Employment History | |
| PRESENT OR MOST RECENT EMPLOYMENT | |
| Name and address of Present /most recent employer:  Nature of business: | **Job title:**  **Are you currently employed by this organisation?** |
| Date of appointment: | **Grade and details of allowance:**  **Salary scale and current salary:**  **Notice required:**  **Date available to take up new post**: |
| Reasons for leaving (if applicable): |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Teaching Experience** | | | | | | | | | | | |
| **Local**  **Authority** | **Name of School or College and position held** | **Type of School or College** | **Number on Roll** | **Status** | | **Exact Dates** | | | | | |
| **Full or Part-time** | **Salary**  **Scale** | **From** | | | **To** | | |
| **D** | **M** | **Y** | **D** | **M** | **Y** |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Employment Experience (Other than Teaching)** | | | | | | |
| **Employer (Name & Address)** | **Position** | **Responsibilities** | **From** | **To** | **Salary/**  **Grade** | **Reason for Leaving** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| **Qualifications and Training** | | | |
| **EDUCATIONAL AND ACADEMIC QUALIFICATIONS (Secondary, Further/Higher/Work based)**  Please give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies, relevant to the application. (Please continue on a separate sheet if necessary). Evidence of qualifications may be requested. | | | |
| **Educational Institution** | **From** | **To** | **Qualifications gained** |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| CONTINUING PROFESSIONAL DEVELOPMENT Please list recent courses and professional development in which you have been involved in the past 3 years and that you consider relevant to this post. Please continue on a separate sheet if necessary. | | | |
| **Subject** | **Provider** | **Duration** | **Dates** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| |  | | --- | |  | | **Supporting Statement (please continue on separate sheet if needed)** | | Please provide a statement to support your application: | | | | |
| **Referees** | | | |
| *References will not be accepted from relatives or friends. Please give the names of two referees, one of whom must be your current employer.*  *We intend contacting referees prior to inviting you to formal interview. We reserve the right to take up references with any previous employer.* | | | |
| If you were known to any of your referees by another name please give details: | | | |
| **1st referee**  **Please confirm that we can contact before interview.**  Y/N   |  |  | | --- | --- | | Name: |  | | Position: |  | | Address: |  | | Tel: |  | | Email: |  | | | | |
| How do the above know you? | | | |
| **2nd referee**  **Please confirm that we can contact before interview.**  Y/N   |  |  | | --- | --- | | Name: |  | | Position: |  | | Address: |  | | Tel: |  | | Email: |  | | | | |
| How do the above know you? | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Medical History** | | | |
| How many days sickness have you had in the last 2 years? (Exclude maternity related sickness): |  | |  |
| Please provide any details you feel are relevant: | | |  |
| Do you need any special aids/adaptations to assist you at work, whether or not you have a disability? | |  |  |
| Are you aware of any disability, on-going medical condition or treatment that we should be aware of? | |  |  |
| Have you ever had any health problems that may have been caused or made worse by work? | |  |  |

|  |  |  |
| --- | --- | --- |
| **Disclosure of Criminal and Child Protection Matters** | | |
| We are obliged by law to operate a checking procedure for employees who have substantial access to children and young people. | | |
| **REHABILITATION OF OFFENDERS ACT 1974**  If you have no convictions, simply enter “NIL”. If you have been convicted of a criminal offence, the details must be listed below, together with any pending criminal convictions. Please also list any pending criminal actions or court hearings against you. Please see the **Notes for Applicants** for guidance. | | |
| **Date of Conviction Hearing** | **Offence** | **Sentence** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **CRIMINAL RECORDS BUREAU**  In the event of a successful application an Enhanced Disclosure will be sought from the Criminal Records Bureau in relation to criminal and child protections matters. A conviction will not necessarily be a bar to obtaining employment.  Please sign here if you agree that the appropriate enquiry might be made.  Signature: …………………………………………………………………………… Date: ………………………… | | |
| **DATA PROTECTION ACT 1998**  I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.  Signature: …………………………………………………………………………… Date: ……………………… | | |

|  |
| --- |
| **DECLARATION**  If you know that any of the information you have given on this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment then your name will be withdrawn from the list of candidates.  If such a discovery is made after you have been appointed then you will be liable to be dismissed.  I hereby certify that all the information given by me on this form is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold.  Signature ………………………………………………………………………………………… Date ……………............ |
| **ASYLUM AND IMMIGRATION ACT 1996**  In accordance with the Asylum and Immigration Act 1996, the Academy Trust will require new members of staff to provide documentary evidence that they are legally entitled to live and work in the United Kingdom. Upon taking a post candidates should provide one of the official documents listed in the **Notes for Applicants** |
| **NOTES TO APPLICANTS**   1. Before signing this form, please ensure that every section has been completed. 2. The application form together with a supporting statement should be completed and submitted by the closing date.  For applicants who apply by email they should ensure that they use the message options on their computer to request a “received” receipt. 3. **Rehabilitation of Offenders Act 1974:** You must declare *all* convictions that you have, including motoring offences and all convictions that have become “spent”. 4. **Asylum and Immigration Act 1996: Upon taking a post applicants should provide one of the following from the list of official documents:** 5. A document from a previous employer, the Inland Revenue, the Benefits Agency, the Contributions Agency or the Employment Service (or their Northern Ireland equivalents), showing your name and National Insurance number. This could be a P45, a pay slip, a National Insurance card or a letter issued by one of the Government bodies concerned. 6. A passport describing you as a British citizen or as having the right of abode in or an entitlement to readmission to the United Kingdom. 7. A passport containing a Certificate of Entitlement issued by or on behalf of the Government of the United Kingdom certifying that you have the right of abode in the United Kingdom. 8. A certificate of registration of naturalisation as a British citizen. 9. A birth certificate issued in the United Kingdom or in the Republic of Ireland. 10. A passport or national identity card issued by a State which is a party to the European Economic Area Agreement and which describes you as a national of that State. 11. A passport or other travel document endorsed to show that you are exempt from immigration control, have indefinite leave to enter, or remain in, the United Kingdom or have no time limit on your stay; or a letter issued by the Home Office confirming that you have such status. 12. A passport or other travel document endorsed to show that you have current leave to enter or remain in the United Kingdom and are not precluded from taking the employment in question; or a letter issued by the Home Office confirming that this is the case. 13. A United Kingdom permit issued to you as a national of a State which is a party to the European Economic Area Agreement. 14. A passport or other travel document endorsed to show that you have a current right of residence in the United Kingdom as a family member or a named national of a State which is a party to the European Economic Area Agreement and who is resident in the United Kingdom. 15. A letter issued by the Immigration and Nationality Directorate of the Home Office indicating that you are a British citizen or have permission to take employment,. 16. A work permit or other approval to take employment issued by Work Permits (UK) or in Northern Ireland, by the Training and Employment Agency. 17. A passport describing you as a British Dependent Territories citizen and which indicates that the status derives from a connection with Gibraltar. |

**Recruitment Monitoring Information**

Last name(s): …………………………………………………………………………………………..

First names(s): …………………………………………………………………….………………….

Date of Birth: …………………………………..……………………………………………………….

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Completion of this section will help us fulfil our general duty under the Race Relations (Amendment) Act 2000 to eliminate unlawful discrimination, to promote equality of opportunity and promote good relations between people of different racial groups, and our specific duty under the Act to monitor, by reference to racial group, applicants for employment and staff in post. The information provided will be used for monitoring and statistical purposes only and this section will be detached from your application form prior to short listing.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The categories below are in line with the 2001 census**

1. **Ethnic origin**

*I would describe my ethnic group as:*

1. **White**

British

English

Scottish

Welsh

Any other White background

Please specify:

**2. Black or Black British**

African

Caribbean

Any other Black background

Please specify:

1. **Mixed**

White & Asian

White & Black Caribbean

Any other Mixed background

Please specify:

**4. Asian or Asian British**

Bangladeshi

Indian

Pakistani

Any other Asian background

Please specify

1. **Chinese**

Chinese

1. **Other ethnic group**

Other ethnic group

Please specify:

1. **Gender**

Female

Male

**The information contained on this form will be held on a computer file**

**Data Protection Act**

I hereby give my consent for the Recruitment Monitoring information provided on this form to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

**Signed:** ………………………………………………………………………………………

**Date:** …………………………………………………………………………………………………

**Please send your application form and supporting details to:**

**Mrs Laura Donohoe**

**EBN2 Academy**

**10 High Street**

**Castle Vale**

**Birmingham**

**B35 7PR**

**Telephone: 0121 272 7032**

**By email to** [**ldonohoe@ebnfs2.org**](mailto:ldonohoe@ebnfs2.org)