Principal Application Form

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| **1. PERSONAL DETAILS** | | | |
| Title: | First Name(s): | | Surname: |
| Previous Names: | | | |
| Permanent Address: | | | |
| Email: | | | |
| Mobile No: | | National Insurance No: | |
| Do you have the right to work in the UK? | | Yes: No: | |
| Do you require a work permit or visa? | | Yes: No: | |
| Do you have any restrictions on your work permit: | | Yes: No: | |
| **2. TEACHER STATUS** | | | |
| **Do you hold QTS?** | | Yes: No:  If yes, please provide your Teacher Reference number (DfE): | |
| **In what year did you gain QTS?** | |  | |
| **Do you hold the NPQH?** | | Yes: No: | |
| **In what year did you gain your NPQH?** | |  | |

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| **3. PRESENT / MOST RECENT EMPLOYMENT** | | | |
| Name of School and Employer: | | School Address: | |
| Type and Status of Establishment: | Age Range: | | Number of pupils on roll: |
| Post Held: | Dates of Appointment: | | Scale point and present annual salary including allowances: |
| Reason for leaving: | | | |

**4. PRESENT / MOST RECENT EMPLOYMENT (continued)**

Please give a brief summary of your duties and responsibilities in your current or most recent post:

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| **4. PREVIOUS EMPLOYMENT EXPERIENCE (start with most recent - please explain any gaps in employment)** | | | | |
| **School, college, other employer** | **Type and status of**  **establishment** | **Age range**  **and roll**  **(approx.)** | **Post Held and**  **Responsibilities** | **Dates of**  **Employment** |
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| **5. EDUCATION AND ACADEMIC QUALIFICATIONS** | | | | |
| **School/college/university** | **From** | **To** | **Subjects/Qualifications/Grades/ Honours, dates awarded** | **Awarding**  **Body** |
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| **6. PROFESSIONAL MEMBERSHIP** | | | |
| **Membership of professional bodies** | **Membership grade** | **Date membership was granted** | **Renewal date** |
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| **7. IN-SERVICE TRAINING UNDERTAKEN DURING THE PAST 3 YEARS RELEVANT TO THIS APPLICATION** | | |
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| **8. OTHER WORK EXPERIENCE** | | | |
| **Employer** | **From** | **To** | **Nature of Occupation** |
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**9. DETAILS OF OTHER ACTIVITIES, SKILLS AND INTERESTS PAID OR UNPAID THAT YOU FEEL ARE RELEVANT TO THIS POST**

Please give a brief summary:

**10. EQUAL OPPORTUNITIES**

We expect all our employees to have an understanding of and commitment to Equal Opportunities Policies. Please explain what you understand this to mean and how you would relate this policy to the post for which you are applying:

**11. SUPPORTING STATEMENT**

Please use this to tell us how your experience, skills and training gained both inside and outside paid work or through study, meet the selection criteria for this post as given in the Person Specification.

It would be helpful if you could write about your experience and skills under the following headings:

 Contributing to shaping the future of the school – primary and secondary phase

 Leading learning and teaching

 Developing self and working with others

 Leading and managing the organisation

 Securing accountability/eliciting commitment of others

 Strengthening community through collaboration and partnership.

Please try to limit your statement to two sides of A4 paper.

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| **12. PROFESSIONAL REFERENCES – Please give the details of TWO professional referees, one of which must be your current employer which cover at least the last 5 years of employment** | | |
| **Name and Address** | **Email and contact number** | **Please state the context in which this person is known to yourself** |
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| **13. DECLARATIONS** | |
| I hereby declare 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. I understand that falsification of qualification or information may lead to dismissal without notice.  I certify that the information provided in this application is correct and agree that they should form part of the basis of my engagement. | |
| Signed: | Date: |
| **Falsification** | |
| 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 facts 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 without notice. | |
| **Medical History** | |
| If you are successful in your application, you will be required to complete a medical questionnaire.  New staff may be required to undergo a medical examination. | |

**NOTICE TO APPLICANTS**

Langley Hill will check the character and background of applicants for appointment to posts involving contact with children and young people.

You must therefore disclose whether you have ever been convicted of a criminal offence or cautioned and, if so, for what offence(s). Because of the nature of this work, this post is exempt from the provisions of Section

4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders 1974 (exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order

1986. Conviction/caution(s) against you will not necessarily debar you for consideration for this appointment.

Please answer the questions below: Answer ‘yes’ or ‘no’ by circling one of the two answers. If you answer is

‘yes’ to either or both questions regarding criminal convictions, you must give details. These can be enclosed in a sealed envelope marked 'confidential' to accompany this form. Any information you give will remain confidential and will be considered only in relation to the post for which you have applied.

All successful candidates for posts where there is to be contact with children and young people will be subject to an enhanced disclosure check through the Disclosure & Barring Service.

By accepting an offer of appointment, you will be regarded as consenting to an enhanced DBS check. Applicants are informed that providing false information is a disciplinary matter and may result in summary

dismissal.

Have you ever been convicted of a criminal offence or cautioned?

YES | NO

Are you the subject of pending criminal proceedings at the present time?

YES | NO

Do you hold a full current driving license?

YES | NO

Do you have access to your own means of transport? YES | NO