



Kendrick School Headteacher Application

Notes

1. Please do not enclose a CV
2. If at any point there is insufficient space on this form for an answer, please use a separate sheet and reference (by number) your continuation
3. Pages 1-5 will not be seen by those who decide on the list of applicants to be invited for interview
4. The information provided by you in this application form will be used for the purposes of administering and monitoring the recruitment and selection process only. If appointed, the information will form the basis of the employment record. No information will be passed to third parties
5. If you are filling in the Microsoft Word version of this application form, depending on your version and/or settings, you may need to enable macros and/or ActiveX content for this document

Safeguarding Vulnerable Groups

Kendrick School is committed to protecting the welfare of vulnerable groups through safe recruitment and selection practices.

The information you provide in this application, and that which you may be invited to discuss at interview, will assist in assessing your suitability to work with children.

Your references and any information that may need to be obtained via pre-employment checks will also be taken into account.

Where did you see the post advertised? (Please tick and then identify the source)		
Newspaper/Magazine <input type="checkbox"/>	Website <input type="checkbox"/>	Other <input type="checkbox"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Personal Details	
Title (e.g. Mr, Mrs, Ms): <input style="width: 95%;" type="text"/>	First Name(s): <input style="width: 95%;" type="text"/>
Surname/Family Name: <input style="width: 95%;" type="text"/>	Previous Surname: <input style="width: 95%;" type="text"/>
Date of Birth: <input style="width: 95%;" type="text"/>	National Ins. No.: <input style="width: 95%;" type="text"/>
Address: <input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/>	Telephone: <input style="width: 95%;" type="text"/> Mobile Tel: <input style="width: 95%;" type="text"/>
Postcode: <input style="width: 95%;" type="text"/>	Email: <input style="width: 95%;" type="text"/>

References	
Please provide details of <u>two</u> referees to whom confidential enquiries may be made. One MUST be from your current employer where you work with children or the most recent employer where you have worked with children. Referees must not be members of your family, your spouse/partner, or friends.	
Reference 1 Name: <input style="width: 95%;" type="text"/> Email: <input style="width: 95%;" type="text"/> Address: <input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/> Tel: <input style="width: 95%;" type="text"/> Email: <input style="width: 95%;" type="text"/> Relationship: <input style="width: 95%;" type="text"/> If shortlisted, may we approach this person prior to interview? YES <input type="radio"/> NO <input type="radio"/>	Reference 2 Name: <input style="width: 95%;" type="text"/> Email: <input style="width: 95%;" type="text"/> Address: <input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/> Tel: <input style="width: 95%;" type="text"/> Email: <input style="width: 95%;" type="text"/> Relationship: <input style="width: 95%;" type="text"/> If shortlisted, may we approach this person prior to interview? YES <input type="radio"/> NO <input type="radio"/>

DECLARATION OF CONVICTIONS (REHABILITATION OF OFFENDERS ACT 1974) – EXEMPTED POSTS

The position for which you are applying involves substantial access to children. It is therefore exempt from Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Exceptions Order, and you are required to declare any convictions, cautions or bindovers you may have even if they would otherwise be regarded as “spent” under this Act. **The information you give will be treated in confidence and will only be taken into account in relation to this application.**

In answering the following questions you must disclose details of all convictions and cautions, including “spent” convictions, and bindovers.

Have you ever been cautioned or convicted of a criminal offence? YES NO

If YES, please give below brief details of all convictions and cautions, including “spent” convictions and cautions.

Do you have any bindovers? YES NO

If YES, please provide details.

If you have declared any convictions, cautions or bindovers above, please provide full details in a sealed envelope and return it with this form.

Have you been disqualified from working with children or does your name appear on List 99 or the Protection of Children Act list? YES NO

If YES, please provide brief details below.

Are you subject to any sanctions imposed by a regulatory body for example the General Teaching Council? YES NO

If YES, please provide brief details below.

Under Government regulations the School is able (with your consent) to access records of criminal convictions. In the event of an offer of employment your written permission will be sought for this check to be undertaken with the Criminal Records Bureau and you will be required to complete an Enhanced Disclosure Application Form. **If you do not give your permission for this check to be undertaken, it will not be possible to consider your application further.** As part of its checking procedure the Bureau will also check registers of persons found to be unsuitable to work with vulnerable people which are maintained by the Department of Health and Department of Education and Skills.

Please note that by signing this declaration you are stating that the information provided on this page is complete and accurate. Knowingly omitting or falsifying information could lead to your removal from the recruitment process or, if already in post, could result in your dismissal. In some cases, if there are concerns around child protection, the matter may be referred to the police.

Declaration

I declare that the information I have provided on this page and in the remainder of this application is true and accurate in all respects.

Signed

Date

Equal Opportunities Monitoring

Kendrick School operates a policy of equal opportunity and fair treatment for employment and development. To assist us in monitoring this policy, and for this reason only, applicants are asked to give details of their gender, ethnic origin, and any disability. Your answers to these questions will help the school to maintain fair selection for all. This page of the application form will not be seen by those who decide on the list of applicants to be invited for interview.

Gender (Sex Discrimination Act 1975)

Male Female

Ethnic Origin (Race Relations Act 1976)

Please tick one box that best describes you:

Asian or Asian British	Indian <input type="radio"/>	Pakistani <input type="radio"/>	Bangladeshi <input type="radio"/>	Other Asian <input type="radio"/> Please Specify <input type="text"/>
Black or Black British		Caribbean <input type="radio"/>	African <input type="radio"/>	Other Black <input type="radio"/> Please Specify <input type="text"/>
Mixed	White & Black Caribbean <input type="radio"/>	White & Black African <input type="radio"/>	White & Black Asian <input type="radio"/>	Other Mixed <input type="radio"/> Please Specify <input type="text"/>
Other Ethnic Groups			Chinese <input type="radio"/>	Other <input type="radio"/> Please Specify <input type="text"/>
White		British <input type="radio"/>	Irish <input type="radio"/>	Other White <input type="radio"/> Please Specify <input type="text"/>

Do Not Wish To Declare

Asylum and Immigration Act 1996

Do you have European Union (EU) Nationality?

YES NO

If your answer is NO and your application is successful, you will be required to provide evidence of your entitlement to live and work in the UK.

Disability Discrimination Act	
<p>We welcome applications from people with disabilities and guarantee to assess your application no differently from that of any other candidate. The Disability Discrimination Act defines disability as “any physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities”.</p>	
<p>Do you consider yourself to have a disability which falls within this definition</p> <p>YES <input type="radio"/> NO <input type="radio"/></p>	<p>If yes, please give details:</p> <div style="border: 1px solid black; height: 60px;"></div>
<p>Is there anything about your disability which is relevant to this job?</p> <p>YES <input type="radio"/> NO <input type="radio"/></p>	<p>If yes, please give details:</p> <div style="border: 1px solid black; height: 60px;"></div>
<p>Would the provision of any aids or adaptations assist you in carrying out this job?</p> <p>YES <input type="radio"/> NO <input type="radio"/></p>	<p>If yes, please give details:</p> <div style="border: 1px solid black; height: 60px;"></div>
<p>Is there anything we need to know about your disability in order to provide you any help you may need for the interview, e.g. a sign language interpreter, or an easily accessible interview room)?</p> <p>YES <input type="radio"/> NO <input type="radio"/></p>	<p>If yes, please give details:</p> <div style="border: 1px solid black; height: 60px;"></div>

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Office use only

Education / Qualifications / Training

Please list all education, qualifications and training you have undertaken, giving the most recent first, and provide dates. Please include accredited professional development and your teacher training course.

Dates		School / College / University	Qualifications with grades / courses attended	Date of award
From	To			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Qualified Teacher Status (QTS) and General Teaching Council (GTC) Details

Do you have QTS?	YES <input type="radio"/> NO <input type="radio"/>	DfES No.: <input type="text"/>
Are you registered with the GTC?	YES <input type="radio"/> NO <input type="radio"/>	GTC No.: <input type="text"/>

You are required to be a member of the GTC. If you have not joined, or do not join the GTC, this could lead to dismissal from your employment.

Current or Most Recent School / Position with Access to Children	
<p>School: <input style="width: 95%;" type="text"/></p> <p>Headteacher: <input style="width: 95%;" type="text"/></p> <p>Address: <input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/></p> <p>Tel: <input style="width: 95%;" type="text"/></p> <p>Dates at this school From: <input style="width: 40%;" type="text"/> To: <input style="width: 40%;" type="text"/></p> <p>Reason for leaving: <input style="width: 95%;" type="text"/></p>	<p>Type of school: <input style="width: 95%;" type="text"/></p> <p>Boys <input type="radio"/> Girls <input type="radio"/> Mixed <input type="radio"/></p> <p>No. on roll: <input style="width: 95%;" type="text"/></p> <p>Group size: <input style="width: 95%;" type="text"/></p> <p>Age groups taught: <input style="width: 95%;" type="text"/></p> <p>Salary: <input style="width: 95%;" type="text"/></p> <p>TLRs: <input style="width: 95%;" type="text"/></p>
<p>Position held and main responsibilities:</p> <div style="border: 1px solid black; height: 120px; width: 100%;"></div>	

Previous Employment / Activity
<p>Please list all previous employment/activities, excluding education and training. Start with your most recent employment if different from that stated in the previous section), and list chronologically backwards. Please include all employment, unpaid work, voluntary work, and periods away from work such as raising a family. Reasons must be given for any gaps between these activities. Please ensure all dates are provided and no periods of time are left unaccounted for. Please use a continuation sheet if there are more than 8 previous employers/activities</p>

1	<p>From: <input style="width: 40%;" type="text"/> To: <input style="width: 40%;" type="text"/></p>	<p>Employer/Activity Name: <input style="width: 95%;" type="text"/></p> <p>Grade/Position: <input style="width: 95%;" type="text"/></p> <p>Salary: <input style="width: 40%;" type="text"/></p>
<p>Address:</p> <div style="border: 1px solid black; height: 80px; width: 95%;"></div>		<p>Position held and main responsibilities:</p> <div style="border: 1px solid black; height: 80px; width: 95%;"></div>
<p>Reason for leaving: <input style="width: 95%;" type="text"/></p>		

2	From: <input type="text"/>	To: <input type="text"/>	Employer/Activity Name: <input type="text"/>
			Grade/Position: <input type="text"/>
			Salary: <input type="text"/>
Address: <input type="text"/>		Position held and main responsibilities: <input type="text"/>	
Reason for leaving: <input type="text"/>			

3	From: <input type="text"/>	To: <input type="text"/>	Employer/Activity Name: <input type="text"/>
			Grade/Position: <input type="text"/>
			Salary: <input type="text"/>
Address: <input type="text"/>		Position held and main responsibilities: <input type="text"/>	
Reason for leaving: <input type="text"/>			

4	From: <input type="text"/>	To: <input type="text"/>	Employer/Activity Name: <input type="text"/>
			Grade/Position: <input type="text"/>
			Salary: <input type="text"/>
Address: <input type="text"/>		Position held and main responsibilities: <input type="text"/>	
Reason for leaving: <input type="text"/>			

5	From: <input type="text"/> To: <input type="text"/>	Employer/Activity Name: <input type="text"/> Grade/Position: <input type="text"/> Salary: <input type="text"/>
	Address: <input type="text"/>	Position held and main responsibilities: <input type="text"/>
	Reason for leaving: <input type="text"/>	

6	From: <input type="text"/> To: <input type="text"/>	Employer/Activity Name: <input type="text"/> Grade/Position: <input type="text"/> Salary: <input type="text"/>
	Address: <input type="text"/>	Position held and main responsibilities: <input type="text"/>
	Reason for leaving: <input type="text"/>	

7	From: <input type="text"/> To: <input type="text"/>	Employer/Activity Name: <input type="text"/> Grade/Position: <input type="text"/> Salary: <input type="text"/>
	Address: <input type="text"/>	Position held and main responsibilities: <input type="text"/>
	Reason for leaving: <input type="text"/>	

8	From: <input type="text"/> To: <input type="text"/>	Employer/Activity Name: <input type="text"/> Grade/Position: <input type="text"/> Salary: <input type="text"/>
	Address: <input type="text"/>	Position held and main responsibilities: <input type="text"/>
Reason for leaving: <input type="text"/>		

Have all gaps in employment/activity been accounted for? YES NO

If NO, please provide further details:

By signing this application form on page 3, you are confirming that the details above are correct. If later background checks reveal that information in this section has been falsified or omitted it will lead to disqualification or, if appointed, could render you liable for dismissal or, in some cases, to the matter being referred to the police.

The following sections are designed to ensure that you offer evidence against each area of the supplied person specification. Please provide a response in each area of not more than 200 words.

Shaping the Future

Give an example of where you have created a shared vision which inspired staff, governors, students and parents

Leading Learning & Teaching

Give examples where you have achieved excellence in teaching and learning, working in a creative and innovative way.

Developing Self & Working with Others

Provide an example where you have set high goals to ensure effective leadership in your organisation.

Managing the Organisation

Give evidence of where you have deployed resources effectively and efficiently to meet the aims of a school development plan and outline the impact this achieved.

Securing Accountability

Please provide an example of where you have been responsible to various groups for the delivery of an effective learning organisation

Strengthening the Community

Give an example of how you have collaborated at a strategic level with external individuals or organisations for mutual benefit

The following section provides an opportunity for you to include other relevant information relating to your application. There is no specific word limit for this section.

Describe how you consider your skills, abilities, knowledge and experience to be relevant to this position and the factors that make you a suitable candidate. You may include voluntary work and experience gained outside of work. Ensure you link this part of your application to the criteria listed in the job description.

[Empty box for candidate response]

Please continue on a separate sheet if necessary.