

Please read the notes on page 3
before completing this form.

For appointment as an Assistant Head teacher

**Runcorn All Saints Church of England Voluntary Aided
School**

at which the Governing Body is the employer.

PERSONAL DETAILS

Family name

Title

Other names in full

Preferred name

Any former name(s)
(first/surnames)

NI number

Date of Birth

Permanent address

If you have lived at this address for
less than 5 years, please list all
other addresses at which you have
lived during this period with dates.

Telephone numbers

Work

Home

Mobile

May we telephone you at work?

Email address

Work permit details and expiry date, if appropriate

How many days sickness absence have you had in the last 2 years? (Exclude
maternity related sickness absence).

Please provide any details you feel are relevant

EMPLOYMENT HISTORY

Name of current employer _____

Local Authority, if appropriate _____

Post _____

Permanent or Temporary _____

Address _____

Telephone number _____

Date appointed _____ Notice required or date left _____

Annual Salary _____

Reason for leaving _____

Main duties and responsibilities of your current or most recent post _____

Are you a member of the Local Government Pension Scheme? _____

PREVIOUS EXPERIENCE

List your previous posts starting with the most recent. Please include all full-time, part-time and voluntary work.

Employer's name, address & nature of business	Full or Part Time	Job title & brief description of duties undertaken	Dates Month / Year		Reason for leaving
			From	To	

OTHER EXPERIENCE

If there are any periods of time that have not been accounted for, for instance, periods spent raising a family or of extended travel, please give details of them here with dates. The information provided in this form must provide a complete chronology from the age of 16; please ensure there are no gaps in the history of your employment and other experience.

REFERENCES

Please nominate two referees who are able to describe your suitability for this post. One referee should be your present or most recent employer, unless you have not worked before. References will not be accepted from those writing solely in their capacity of friends or relatives. References will be taken up before interview. We reserve the right to take up references with any previous employer.

Name	_____	Name	_____
Designation	_____	Designation	_____
Address	_____	Address	_____
	_____		_____
Telephone No.	_____	Telephone No.	_____
E-mail	_____	E-mail	_____

OTHER INFORMATION

Please state where you learned of this vacancy _____

Are you (or your spouse/civil partner) related by marriage, blood or as a co-habitee to any member of the Governing Body or existing employees of the Governing Body? _____

If yes, please give their name & state relationship. Failure to disclose such a relationship may lead to disqualification or dismissal without notice _____

NOTES TO APPLICANTS

- Before signing this form please check that every section has been completed.
 - The form should be returned as instructed in the details of the post.
 - Enclose a stamped addressed envelope if you wish us to acknowledge your application.
 - Date of Birth: The Governing Body complies with the Employment Equality (Age) Regulations 2006 and does not discriminate on grounds of age. This is requested in line with best safeguarding practice including 'Safeguarding Children: Safer Recruitment and Selection in Education', DfES/1568 2005.
 - The school's duty of care to the pupils requires that chronological information is sought. However, the selection process will be free of age-bias.
 - Rehabilitation of Offenders Act 1974: You must declare all convictions that you have, including motoring offences and all convictions that have become "spent".
 - Immigration, Asylum and Nationality Act 2006: Before taking a post applicants should provide one specified document or a specified combination of two documents that prove their entitlement to work in the UK:
 - A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
 - A national passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
 - A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border and Immigration Agency to a national from a European Economic Area country or Switzerland.
 - A permanent residence card issued by the Home Office or the Border and Immigration Agency to the family member of a national from a European Economic Area country or Switzerland, who is resident in the UK.
 - A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
 - A passport or other travel document endorsed to show that the holder is exempt from immigration control, can stay indefinitely in the UK, has the right of abode in the UK or has no time limit on their stay.
 - All applicants must note that in accordance with the safeguarding vulnerable groups' regime, it is their responsibility to have made any necessary registrations relevant at the time of making this application, required for people working or volunteering with children. Accordingly, applicants are put on notice that no offer of employment will be made until the results of checks from the appropriate body have been received.
 - Candidates are invited to support their application with a letter, following the specific instructions given in the details of the post. Curriculum vitae should not be enclosed.
- ### Details of referees
- One referee should be your current or most recent employer. If you are not currently working with children but have done so in the past, a reference will be required from the employer by whom you were most recently employed in work with children.
 - The school will seek references on short-listed candidates, and may approach previous employers for information to verify particular experience or qualifications, before the interview.
 - If you are currently working with children, on a paid or voluntary basis, your current employer will be asked about disciplinary offences relating to children, including any penalty which is time expired, and whether you have been the subject of any child protection concerns, and if so, the outcome of the enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, the relevant previous employer will be asked about those issues.
 - References from relatives or friends writing solely as friends will not be accepted.

EDUCATION AND TRAINING

Please give details of any qualifications you have obtained in this country or abroad, in chronological order starting from the most recent. Please include any post-graduate or professional/vocational qualifications.

Establishment Attended Full Name & Address	Full or Part Time	Qualifications, date award made and Awarding Body	Dates Attended incl Month / Year	
			From	To

GENERAL EXPERIENCE AND FURTHER INFORMATION

Please provide a written statement, no longer than 2 sides of A4, telling us how your experience, skills, training and/or qualifications in either paid or unpaid work, or through study, meet the selection criteria for this post. Short-listing will be based on the evidence you provide of your ability to meet the selection criteria described in the job specification for this post. You may wish to list your experience under sub-headings according to the selection criteria. **Please attach your statement to this form.**

DECLARATION

I understand that in accordance with the Immigration, Asylum and Nationality Act 2006, the Governing Body will require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, on offer of and before commencing a position candidates should provide one of the specified documents listed in the Notes To Applicants (page 3).

I understand that appointment to this post is subject to a satisfactory Enhanced Criminal Records Bureau disclosure. I agree that the appropriate enquiry may be made to the Criminal Records Bureau about the existence and content of any criminal record.

I also understand that, under the terms of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, and subsequent amendments, I am required to disclose any record I may have of criminal convictions, and to attach details of such convictions. Information about criminal convictions will remain confidential and will not be used to determine your general suitability for employment. However, it will be made available to the panel should you be selected by them for appointment.

I confirm that I am not disqualified from working with children and/or included on the DCSF List 99.

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.

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.

Providing false information is an offence and could result in this application being rejected. If such a discovery is made after you have been appointed then you will be liable to be dismissed summarily. 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.

I understand that under legislation for the Protection of Children, I will be asked to agree to a check being made by the Criminal Records Bureau about the existence and content of any criminal record. I also confirm that I am legally entitled to work in the United Kingdom.

Signed

Date
