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**Application Form for**

Headteacher

Deputy Headteacher

Assistant Headteacher

Teaching posts

**BLACKBURN DIOCESAN BOARD OF EDUCATION**

**Voluntary Aided and Voluntary Controlled Schools**

**Serving Church of England and Methodist Schools**

**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**

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

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| --- | --- | --- | --- | --- |
| **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 | | | |

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| **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.** | | | | | |

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| **Education and Qualifications**  *Add additional lines as necessary* | | | | | | | |
| **Secondary Education** | | | | | | | |
| From  Date. | To  Date. | Qualifications obtained | | | | | |
|  |  |  |  |  |  | | |
| **Subject** | | | **Level** | **Grade** | **Awarding body** | | **Date of Award** |
| **Text here.** | | | **Text here.** | **Text here.** | **Text here.** | | **Text here.** |
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| **Further Education** | | | | | | | |
| From  Date. | To  Date. | Qualifications obtained | | | | | |
|  |  |  |  |  |  | | |
| **Subject** | | | **Level** | **Grade** | **Awarding body** | | **Date of Award** |
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| **Higher and Professional Education** | | | | | | | |
| **Name of Institution** | | **Text here.** | | | | | |
| From  Date. | To  Date. |  | | | |  | |
| Qualifications obtained | | | | | | | |
| **Subject** | | | **Level** | **Class/Grade** | **Awarding body** | | **Date of Award** |
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| **Name of Institution** | | **Text here.** | | | | | |
| From  Date. | To  Date. |  | | | |  | |
| Qualifications obtained | | | | | | | |
| **Subject** | | | **Level** | **Class/Grade** | **Awarding body** | | **Date of Award** |
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| **Further Professional Development**  *Add additional lines as necessary* | | | | |
| **As a Participant within the last five years relevant to this post** | | | | |
| Date of course | Number and length of sessions | Details of course | Qualifications Obtained+ Date of Award | Course Provider |
| **Text here.** | **Text here.** | **Text here.** | **Text here.** | **Text here.** |
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| **As a Contributor within the last five years relevant to this post** | | | | |
| Date of course | Number and length of sessions | Details of course and Your Involvement | | Course Provider |
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***List past employment starting with the most recent post. Add additional teaching experience boxes as necessary***

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| **TEACHING EXPERIENCE** | | | | | | | | | | | |
| Name of School/Establishment including Location | | **Text here.** | | | |  | | | | | |
| Dates at School/Establishment | | StartDate |  | | | End Date | | |  | | |
| Type *Secondary/Primary etc* | | 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. |
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| Reason for Leaving | **Text here.** | | | | | | | | | | |

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

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

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| **TEACHING EXPERIENCE** | | | | | | | | | | | |
| Name of School/Establishment including Location | | **Text here.** | | | |  | | | | | |
| Dates at School/Establishment | | StartDate |  | | | End Date | | |  | | |
| Type *Secondary/Primary etc* | | Select. | | No. on roll | **Text here.** | | Mixed or Single sex | | | Select. | |
| Age range taught | | **Text here.** | | Post Held | **Text here.** | | | | | | |
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| Reason for Leaving | **Text here.** | | | | | | | | | | |

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| **OTHER EMPLOYMENT** | | | |
| Employer | Nature of Employment  (including reason for leaving) | From | To |
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| **Text here.** | **Text here.** | Date. | Date. |
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| If you have any gaps in your employment record, please provide an explanation: | **Text here.** |

**Referees - Please give the names of three people able to comment on your suitability for this post.**

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| **Faith Referee - one required** | | | |
| 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.** | | |
| Your faith referee should have pastoral responsibility for the Church at which you **regularly worship**. 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 :  **Text here.** | | | |

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| **Professional Referees – two required**  **For Headteacher appointments -** one referee should be your Local Authority/MAT CEO  **For Deputy Headteacher and other teacher appointments -** 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.** | |
| 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.** |

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| **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/*](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/*](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.** |

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| 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. |

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| 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: k.wohlman@huttongrammar.org**