

# CONFIDENTIAL



## Diocese of Salford

### LEADERSHIP APPLICATION FORM

*(Before completing this form please read Notes to Applicants on page 14)*

TO BE USED FOR THE FOLLOWING HEADTEACHER POSITIONS ONLY:-

Headteacher

Headteacher (Fixed Term)

Joint Headteacher

Deputy Headteacher

Assistant Headteacher

This application form came into use in November 2008 and replaces any other existing CES application for employment.

Applicants completing this form electronically should press F11 to jump to the next answer area. Extra rows can be added to tables by clicking in the last row of a table and pressing Tab until the row is created. Please note that new rows do not have designated answer areas, so pressing F11 will not take you to the next area in a new row.

Applicants completing a printed version of this form who find they need extra space should use a separate sheet of paper to complete their answer, clearly stating the section number of the question.

PLEASE DO NOT RETURN ANY APPLICATIONS AND/OR REQUESTED DOCUMENTS TO THE CATHOLIC EDUCATION SERVICE. PLEASE RETURN ALL APPLICATIONS AND/OR REQUESTED DOCUMENTS TO THE SCHOOL/COLLEGE WHERE THE POSITION APPLIED FOR IS BASED, OR AS INSTRUCTED IN THE DETAILS OF THE POST.

**Effective date: NOVEMBER 2008**

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**1. PERSONAL DETAILS**

Application for the position of	
Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/> Job Share <input type="checkbox"/>
At	VA School
Where the Governing Body is the employer of staff	
In the Local Authority of	
In the Archdiocese/Diocese of	

Details of present post:	
At	School/College
Address	
Tel No	
Permanent <input type="checkbox"/>	Temporary <input type="checkbox"/>
Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/> Job Share <input type="checkbox"/>
Local Authority	
Notice required	

Surname:

Title:

First Names:

Known as:

Any former name(s) (first/surnames):

Date of Birth<sup>1</sup>:

Religious Denomination / Faith<sup>2</sup>:

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:-

Home:

Mobile:

Work:

Email Address:

How do you prefer to be contacted?

DfES Teacher Reference Number:

National Insurance Number:

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<sup>1</sup> The Governing Body does not discriminate on grounds of age. Date of birth and dates are requested in line with the recommendations of Safeguarding Children: Safer Recruitment and Selection in Education Settings, DfES 1568-2005, July 2005.

<sup>2</sup> The Governing Body may take religious denomination or faith into account for this post in accordance with the School Standards and Framework Act 1998 and the Employment Equality (Religion or Belief Discrimination) Regulations 2003

Do you have Qualified Teacher Status (QTS)? Yes  No

QTS Certificate No. (if available):

Date of Qualification as a Teacher:

Work permit details and expiry date, if appropriate:

GTCE (or other) Membership Number, if applicable:

Are you subject to any conditions or prohibitions placed on you by the GTCE (or other) in the UK? Yes  No

If yes, please give details:

## **2. POST-11 EDUCATION AND TRAINING**

Please give information about education received in this country or abroad, academic and vocational qualifications obtained including degrees, with class and division, and Teacher Certificates, in chronological order starting with the most recent. Please include postgraduate and professional qualifications. Please note that you will be required to produce evidence of qualifications attained.

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





**4. SUPERANNUATION SCHEME**

Are you a member of the Teachers' Pension Scheme?

Yes

No

If you contribute to another scheme, please give details:

Have you elected to pay superannuation contributions for part-time teaching, ie signed a part-time election?

Yes

No

**5. PROFESSIONAL EXPERIENCE**

Please give further details of experience in chronological order, starting with the most recent.

Local Authority or Employer	Name & type of school or institution (State whether Nursery, Primary, Secondary, Comprehensive, selective etc)	Age Range Taught Single sex / Mixed	Approx number on roll	Post held and responsibilities	Dates Employed Month / Year		Reason for Leaving
					From	To	

**6. OTHER EXPERIENCE**

Please give details of all other employment and unpaid experience after the age of 16, in chronological order, most recent first (for example family duties, voluntary work etc).

Employment / Experience	Employer / Location	Responsibilities	Dates		Reason for leaving
			Month / Year		
			From	To	

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.

**7. SUPPORTING STATEMENT**

Please provide a written statement, detailing why you believe your personal qualities and experience are relevant to your suitability for the post advertised and how you meet the person specification. You should also pay particular attention to the national standards for the post and job specification for the position for which you are applying.

**8. PROFESSIONAL BODIES**

Please give details of any professional body of which you are a member

**9. DRIVING LICENCE DETAILS**

Do you hold a full current UK licence? Yes  No

If yes, what type of licence: Private/Light Goods?  HGV  Class

Do you hold a PSV licence which would allow you to drive a school minibus? Yes  No

**10. RECRUITMENT MONITORING**

Please state where (or how) you first learned of this vacancy:

**11. MEDICAL HISTORY**

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:

## 12. REFERENCES

Please nominate up to three referees. In the case of a Headteacher, Deputy Headteacher and Head or Coordinator of Religious Education, where an application is being made for one of these positions one referee should be your Parish Priest/Priest of the Parish where you regularly worship. One referee should be your present or most recent employer. One referee should be your current or most recent LA. In the event that a LA's provisions preclude them from providing a reference another suitable reference may be acceptable. If you are not currently working with children, one referee should be your most recent school/college employer. References will not be accepted from those writing solely in their capacity of friends or relatives. References will be taken up before interview.

Name:	Address:
Designation:	
Telephone:	
Name:	Address:
Designation:	
Telephone:	
Name:	Address:
Designation:	
Telephone:	

Notes: (i) We reserve the right to take up references with any previous employer.

(ii) If any of your referees knew you by another name, please specify that name(s):

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?

Yes  No

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

**13. DISCLOSURE OF CRIMINAL AND CHILD PROTECTION MATTERS**

The Governing Body is obliged by law to operate a checking procedure for employees who have substantial access to children and young people.

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

Signature: .....

**14. REHABILITATION OF OFFENDERS ACT 1974**

If you have no convictions, simply enter "NIL". If you have been convicted of any criminal offence, the details must be listed on a separate sheet of paper, together with any cautions or bind-overs, pending criminal convictions, any pending criminal actions or court hearings against you and enclosed with this form in a sealed envelope marked 'confidential'. Please see the **Notes for Applicants** for guidance.

Date of conviction / pending hearing	Offence	Sentence

**15. 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 protection matters. A conviction will not necessarily be a bar to obtaining employment.

Please sign here if you agree that the appropriate enquiry may be made to the Criminal Records Bureau about the existence and content of any criminal record.

Signature: .....

**16. 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: .....

**17. IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006**

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 for Applicants.

I confirm that I am legally entitled to work in the UK.

Signature: .....

**18. 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.

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. You may also be referred to the Teachers Misconduct Team or the Police, if appropriate.<sup>3</sup>

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 acknowledge that it is my responsibility as the candidate, if invited for interview, to disclose any information to the panel which may affect working with children and/or vulnerable adults.

Signature: ..... Date: .....

*(The post will be subject to the terms and conditions of the appropriate Catholic Education Service model contract, a copy of which will be provided to you before interview if you are shortlisted).*

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<sup>3</sup> The Governing Body has a statutory duty to do so in prescribed circumstances: Education Act 2002

## NOTES TO APPLICANTS

1. Applicants completing this form electronically should press F11 to jump to the next answer area. Extra rows can be added to tables by clicking in the last row of a table and pressing Tab until the row is created. Please note that new rows do not have designated answer areas, so pressing F11 will not take you to the next area in a new row.
2. Applicants completing a printed version of this form who find they need extra space should use a separate sheet of paper to complete their answer, clearly stating the section number of the question.
3. 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.
4. The Governing Body complies with the School Standards and Framework Act 1998 and the Employment Equality (Religion or Belief Discrimination) Regulations 2003.
5. Before signing this form, please ensure that every section has been completed.
6. The form should be returned as instructed in the details of the post.
7. Applicants should attach a separate statement in support.
8. Applications will only be acknowledged if a stamped addressed envelope is enclosed.
9. Applicants are reminded that this is an application for a post in a Catholic Voluntary Aided School where the Governing Body is the employer and that the post will be subject to the terms and conditions of the appropriate Catholic Education Service model contract of employment. A copy of this contract will be provided to you if you are shortlisted.
10. Applicants are advised that the 'Memorandum On Appointment Of Teachers To Catholic (Voluntary Aided and Independent) Schools' (July 2003), provides that 'the posts of Headteacher, Deputy Headteacher and Head or Coordinator of Religious Education are to be filled by baptized and practicing Catholics'. The Memorandum may be viewed by visiting the Catholic Education Services' website at [www.cesew.org.uk](http://www.cesew.org.uk).
11. **References:** Applicants are advised that where an alternative reference to that from a LA is provided, on the grounds that a LA's provisions preclude them from providing a reference, with regard to the latter confirmation will be sought from the LA.

12. Rehabilitation of Offenders Act 1974: You must declare *all* convictions that you have, including motoring offences and all convictions that have become “spent”. For the avoidance of doubt, all criminal convictions (including those defined as spent under the ROA), cautions, reprimands, final warnings, motor offences and any other information that may have a bearing on your suitability to work with children or vulnerable adults. If you fail to disclose any convictions, cautions, reprimands, final warnings and/or other relevant information you may be disqualified from employment or dismissed.
  
13. 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) 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.
  - (b) 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.
  - (c) 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.
  - (d) 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.
  - (e) 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.
  - (f) 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.
  
14. 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.

## RECRUITMENT MONITORING INFORMATION

Post title:	School:
Last name(s):	First name(s):
Date of birth <sup>4</sup> :	Gender:            Male <input type="checkbox"/> Female <input type="checkbox"/>

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 SHORTLISTING.

The categories below are in line with the Equality & Human Rights Commission's guidance.

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<sup>4</sup> The Governing Body does not discriminate on grounds of age

**1. ETHNIC ORIGIN**

I would describe my ethnic group as:

<p><b>1. White</b></p>	<p><b>4. Asian, Asian British, Asian English, Asian Scottish or Asian Welsh</b></p>
<p>British <input type="checkbox"/></p> <p>English <input type="checkbox"/></p> <p>Scottish <input type="checkbox"/></p> <p>Welsh <input type="checkbox"/></p> <p>Irish <input type="checkbox"/></p> <p>Any other White background (please specify)</p>	<p>Bangladeshi <input type="checkbox"/></p> <p>Indian <input type="checkbox"/></p> <p>Pakistani <input type="checkbox"/></p> <p>Any other Asian background (please specify)</p>
<p><b>2. Black, Black British, Black English, Black Scottish or Black Welsh</b></p>	<p><b>5. Chinese, Chinese British, Chinese English, Chinese Scottish or Chinese Welsh</b></p>
<p>African <input type="checkbox"/></p> <p>Caribbean <input type="checkbox"/></p> <p>Any other Black background (please specify)</p>	<p>Chinese <input type="checkbox"/></p> <p>Any other Chinese background (please specify)</p>
<p><b>3. Mixed</b></p>	<p><b>6. Other ethnic group</b></p>
<p>White &amp; Asian <input type="checkbox"/></p> <p>White &amp; Black African <input type="checkbox"/></p> <p>White &amp; Black Caribbean <input type="checkbox"/></p> <p>Any other Mixed background (please specify)</p>	<p>Other ethnic group (please specify)</p>

**2. GENDER**

My gender is: Male  Female

### 3. **DISABILITY MONITORING**

The Disability Discrimination Act 2005, which came into force in December 2006, places specific and general statutory duties on all public authorities (e.g. local authorities; governing bodies of further and higher education institutions, colleges and universities; and governing bodies of educational establishments maintained by local educational authorities (including schools) to promote disability equality. In order to assist us with our statutory duties, we would be grateful if you could advise whether you have a disability. Please note that you are not obliged to disclose such information but that any information given will be used for monitoring purposes only. It will remain confidential and will not be passed to third parties.

The definition of disability is 'a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities'. Some specific conditions deemed to be disabilities include people with HIV, cancer, multiple sclerosis and severe disfigurements.

Do you have a disability, long-term illness (mental or physical), on-going medical condition or treatment that we should be aware of? Yes  No

Please give brief details of your disability and any reasonable adjustments you anticipate we would need to make to your workplace or equipment to undertake the duties outlined in the job description or that you consider necessary to attend interview:

If you are registered disabled, please state your number: .....

*This does not form part of the selection process.*

**THE INFORMATION CONTAINED IN THIS FORM MAY BE HELD ON A COMPUTER FILE. HOWEVER, THE CES WILL NOT RETAIN ANY INFORMATION ENTERED ON THE CES WEBSITE.**

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.

Signature: .....

Date: .....

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