

**Reference Number:**

**City of Wolverhampton Council**

**Headteacher/Principal/Deputy Head Application Form**

**You are strongly advised to read the guidance notes attached carefully prior to completing this form.**

Please complete this section from the information contained in the job advertisement.

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| **Leadership Pay Range:**  **Reference Point:** | **Job Reference:** |
| **School:** | **Closing Date:** |

**Section 1 - Guaranteed interview for people with disabilities**

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| An individual is defined as disabled under the [Equality Act 2010](http://www.legislation.gov.uk/ukpga/2010/15/section/6) ‘*if you have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities*’.  **Do you consider yourself to be a disabled person?**  **Yes  No**  **If yes, do you require any support or adjustments to enable you to take part in the selection process for this position?**  **Yes  No** |

People with disabilities who meet the criteria will be guaranteed an interview - see Completing your Application Form for details.

**Section 2 - Personal Details**

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| **Title:** |  | **First Name(s):** |
| **Surname:** |  | **Preferred Name:** |

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| **Address:**  **Postcode:** |

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| **National Insurance Number:** | **Contact Details:**  **Home:**  **Work:**  **Mobile:**  **E-mail:** |
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| **Have you successfully completed a period of induction as a qualified Teacher in this country where the DfE required this?**  **Yes  No**  **If yes, please provide the date of completion:** |

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| **Are you subject to any conditions or prohibitions placed on you by the DfE?**  **Yes  No** |

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| **Are you currently an employee of a local authority maintained, academy or free school?**  **Yes  No**    **If yes, please provide the name of the school and your payroll number:**  **School:**  **Payroll No:** |

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| **Do you hold Qualified Teacher Status?**  **Yes  No**  **If yes, please provide the following details:**  **Date of recognition:       Certificate Number:** |

**Section 3 - Education/Qualifications Level 3 and above (to be verified at interview)**

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| --- | --- | --- | --- | --- | --- |
| **Education Institution** | **From**  **M/Y** | **To**  **M/Y** | **Qualification** | **Level or Grade** | **Date Acquired** |
|  |  |  |  |  |  |

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| **Indicate as appropriate:**  **NPQH Yes  No  Ongoing  Date Acquired**  **LPSH Yes  No  Ongoing  Date Acquired** |

**Section 4 - Present Post**

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| **Name and Address of School:**    **Type of School:** | **Local Education Authority:**    **Post Held:** |
| **Dates From (M/Y):**  **To (M/Y):** | **Age Range:**  **Number on the School Roll:** |
| **Salary and Allowances Details:**  **Total Salary P.A:       Pay Range:**  **Special Needs:       Reference Point:**  **Recruitment/Retention:       TLR:**  **Notice required and/or date available if appointed:** | |
| **Please provide a brief overview of your current role and responsibilities:** | |

**Section 5 - Previous Teaching Post**

**(Please list in chronological order – most recent first)**

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| **Name and Address of School:**    **Type of School:** | **Local Education Authority:**    **Post Held:** |
| **Dates From (M/Y):**  **To (M/Y):** | **Age Range:**  **Number on the School Roll:** |
| **Salary and Allowances Details:**  **Total Salary P.A:       Pay Range:**  **Special Needs:       Reference Point:**  **Recruitment/Retention:       TLR:** | |
| **Reason for Leaving:** | |
| **Please provide a brief overview of your role and responsibilities:** | |

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| **Name and Address of School:**    **Type of School:** | **Local Education Authority:**    **Post Held:** |
| **Dates From (M/Y):**  **To (M/Y):** | **Age Range:**  **Number on the School Roll:** |
| **Salary and Allowances Details:**  **Total Salary P.A:       Pay Range:**  **Special Needs:       Reference Point:**  **Recruitment/Retention:       TLR:** | |
| **Reason for Leaving:** | |
| **Please provide a brief overview of your role and responsibilities:** | |

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| --- | --- |
| **Name and Address of School:**    **Type of School:** | **Local Education Authority:**    **Post Held:** |
| **Dates From (M/Y):**  **To (M/Y):** | **Age Range:**  **Number on the School Roll:** |
| **Salary and Allowances Details:**  **Total Salary P.A:       Pay Range:**  **Special Needs:       Reference Point:**  **Recruitment/Retention:       TLR:** | |
| **Reason for Leaving:** | |
| **Please provide a brief overview of your role and responsibilities:** | |

**Section 6 - Additional Experience**

**Please provide the details of any other employment/experience that you believe will be  relevant to the position that you are applying for.**

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| **Name and Address** | **Post Title** | **From**  **M/Y** | **To**  **M/Y** | **Brief summary of role and responsibilities** |
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**Section 7 - Continuous Professional Development**

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| **Please provide the details of the courses attended during the last 3 years that are relevant to this post:** |

**Section 8 - Further information**

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| **Please provide any additional evidence that you consider relevant to your suitability for the post and how you meet the essential and (where relevant) desirable criteria of the person specification if this has not been covered in previous sections.**  (Maximum 1000 words). |

**Section 9 - Job Share**

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| **Are you applying as a job sharer?**    **Yes  No** |

**Section 10 - Other Information**

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| **Are you related to any elected member or employee of the council?**  **Yes  No**  **Are you related to any member of the Governing Body or Senior Employees in the school to which you are applying?**  **Yes  No**  If yes please state who:  Please note: Canvassing of members or officers, School Governors or Senior employees of City of Wolverhampton Council directly or indirectly in connection with this post will disqualify your application. |

**Section 11 - Eligibility for Employment**

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| **Are you barred from obtaining relevant employment\* under the Teachers’ Regulations by being in receipt of ill health benefits from the Teachers’ Pension Scheme on or after 1 April 1997?**  **Yes  No**  If your response is ‘Yes’, you are advised that the Authority is unable to consider your application further.  \*Relevant employment covers all unsupervised contact with young persons up to the  age of 18. |

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| **Do you require a work permit to work in the UK?**  **Yes  No**  In accordance with the **Immigration,** **Asylum and Nationality Act 2006**, all employers have a responsibility to prevent illegal working in the UK. Under sections 15 - 25 of the Act employers are required to make document checks on every person they intend to employ. If shortlisted you will be required to provide documentary evidence that you are legally entitled to live in the United Kingdom. You must therefore provide, at the interview, original copies of the official documents listed by the [UK Border Agency](https://www.gov.uk/government/organisations/uk-border-agency). |

**Section 12 - Disclosure of Criminal and Child Protection Matters**

The Governors are legally required under the [Safeguarding of Vulnerable Groups Act 2006](http://www.legislation.gov.uk/ukpga/2006/47/contents) to operate a checking procedure for all employees who have substantial access to children and young people. In the event of a successful application a Disclosure will be sought from the Disclosure and Barring Service (DBS) in relation to criminal and child protection matters. *The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the* [*Disclosure and Barring Service*](https://www.gov.uk/government/publications/dbs-filtering-guidance)website. A conviction will not necessarily be a bar to obtaining employment.

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| ***Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198’.*** (If you have no convictions, cautions, reprimands or final warnings, simply enter ‘nil’. If you do have any convictions, cautions, reprimands or final warnings, the details must be listed below together with any pending criminal convictions. Please also list any pending actions of court hearings against you). |

In accordance with the [Childcare Act 2006](http://www.legislation.gov.uk/ukpga/2006/21/contents) and the [Childcare (Disqualification) Regulation 2009](http://www.legislation.gov.uk/uksi/2009/1547/contents/made) the Governors are required to obtain an additional staff disqualification declaration for employees within settings providing care for early years childcare (this covers the age range from birth until 1 September following a child’s fifth birthday i.e. up to and including reception age) or later years childcare (this covers children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if when directly concerned with the management of such childcare. This declaration is to confirm that you are not disqualified ‘by association’ to anyone currently residing within your household who is disqualified under the Childcare (Disqualification) Regulations 2009.

**Section 13 - References**

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| **Present/Most Recent Employer** | **Previous Employer** |
| **Name:**  **Job Title:**  **Address:**  **Postcode:**  **Telephone Number:**  **E-mail:**  **Status/Relationship to you:**    Please tick this box if you prefer us NOT to contact this referee prior to interview: | **Name:**  **Job Title:**  **Address:**  **Postcode:**  **Telephone Number:**  **E-mail:**  **Status/Relationship to you:**    Please tick this box if you prefer us NOT to contact this referee prior to interview: |
| We reserve the right to take up references with any previous employer.  Notes:   1. Referees will be contacted before interviews unless otherwise requested. 2. If any of your referees knew you by any other name, please provide the name details: | |

**Section 14 - Data Protection Act 1998**

City of Wolverhampton Council will use the information in the near future for the purpose of completing a questionnaire with a view to improving the recruitment process. Please mark the following box if you do not agree to your data being used for this purpose:

The council’s Data Protection Adviser can be contacted on 01902 554498 or via e-mail at [dataprotection@wolverhampton.gov.uk](mailto:dataprotection@wolverhampton.gov.uk)

Further information relating to the Data Protection Act can be found on the Data Protection Commissioner’s website at [www.informationcommisioner.gov.uk](http://www.informationcommisioner.gov.uk)

**Section 15 - Declaration**

If it is found that any of the information that 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. If such a discovery is made after you have been appointed then you will be liable to be dismissed.

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| **Complete this section only if completing the form by hand.**  (If completing the form electronically you will be asked to sign the form if selected for interview).  I hereby certify that all the information given by me on this form is correct to the best of my knowledge, that all questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold.  **Signature ................................................................ Date ..............................................................** |

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| **Completing your Application Form**   * Complete the application form (use black ink if completing the form by hand). Alternative formats, such as CVs or taped applications, are acceptable if you have a disability which prevents you from completing the standard application form. * The recruitment monitoring form must be completed in full. * Add your initial and surname to any additional sheets and attach them to your application form. * Return your completed application form and recruitment monitoring form by e‑mail or post to the address shown on the job advertisement by the stated closing date.   **Experience**   * The decision to select you for interview will be based on how closely you meet the **essential criteria** shown on the personnel specification. Use this as a guide to what skills and experience you are required to have. These may have been gained from: paid work; voluntary or leisure activities; work in the home; or training and education. If you feel that you meet any of the **desirable criteria**, highlight this information too. * Using your previous experience indicate how you feel accomplished in addressing the job description of this post. * Highlight your transferable skills. The tasks that you have performed in the past may not be exactly the same as those in the job for which you are applying, but the skills you use to carry out the tasks are likely to be the same.   **Guaranteed Interview Scheme for people with disabilities**  The council’s Guaranteed Interview Scheme states that any disabled job applicant who meets the essential criteria in the personnel specification for a job is guaranteed an interview. If you don’t meet these criteria, you won’t be invited for interview. We will, however, send you a letter explaining why you haven’t been shortlisted.  If you have any questions about the Guaranteed Interview Scheme, contact Human Resources Shared Services on 01902 552345 (minicom users should call 01902 555554). Alternatively, e-mail [counciljobs@wolverhampton.gov.uk](mailto:counciljobs@wolverhampton.gov.uk)  City of Wolverhampton Council holds Jobcentre Plus’ ‘Positive About Disabled People’ symbol. This means we’re committed to:   * Interview all disabled applicants who meet the minimum criteria for the job and consider them on their abilities. * Discuss development opportunities with disabled employees at least annually. * Make every effort to retain employees in employment should they become disabled. * Ensure that all employees develop appropriate levels of disability awareness. * Review these commitments annually and plan ways to improve on them. |
| **Rehabilitation of Offenders Act 1974**  Certain posts, particularly those that involve working with children or other vulnerable groups, will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands, final warnings and convictions, including ‘spent convictions’ under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2001.  If the post for which you are applying for requires such disclosure this will be indicated on the supporting information that you have received with this form. Any disclosure will be required only if you are selected as the most suitable applicant for this post. The council also reserves the right to contact previous employers of the successful candidate prior to appointment to confirm employment history.  **Recruitment Monitoring Form**  The information you provide on the recruitment monitoring form is **confidential** and will **not be seen** by statistics for monitoring purposes **only**, in order to measure the effectiveness of the council’s equal opportunities and recruitment policies.  We look forward to receiving your application. |

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|  | **Please complete this section from information on the job advert.** | | | | | | | | | | | |
|  | Job title | | | | | | | | | | | |
|  | Job reference | | | | | | | | | | | |
|  | Service group | | | | | | | | | | | |
|  | Closing date | | | | | | | | | | | |
| **Recruitment monitoring form** This section forms an integral part of the application form and must be completed in full and accurately.  **This form is confidential and will not be seen by the selection panel.** The information provided on this tear‑off slip will be used by the council only to monitor the effectiveness of its equal opportunities and recruitment policies, and will be used only as part of aggregated statistics.  Please complete the following boxes as appropriate (use black pen if completing the form by hand). | | | | | | | | | | | | |
| **Sex**  Female  Male | **Disability** Do you consider yourself to be a disabled person?  Yes  No | | | | | | | | | | | |
| **Ethnic group**  To which ethnic group would you say you belong? Mark **one** box only please.  **White**  British  01  Irish  02  Any other White background  09  **Mixed**  White and Black Caribbean  10  White and Black African  11  White and Asian  12  Any other Mixed background  19  **Asian or Asian British**  Indian  20  Pakistani  21  Bangladeshi  22  Any other Asian background  29  **Black or Black British**  Caribbean  30  African  31  Any other Black background  39  **Chinese or Other ethnic group**  Chinese  40  Any other ethnic group  49 | **Age**  Please indicate the band in which your age falls. | | | | | | | | | | | |
|  | Under 25 | | | | |  | | | | | | |
|  | 25 - 34 | | | | |  | | | | | | |
|  | 35 - 49 | | | | |  | | | | | | |
|  | 50 - 65 | | | | |  | | | | | | |
|  | Over 65 | | | | |  | | | | | | |
|  | **Postcode** | | | | | | | | | | | |
|  |  |  |  |  |  | |  |  |  |  | | |
|  | **Vacancy** (mark only one)  I became aware of this vacancy through: | | | | | | | | | | | |
|  | Birmingham Evening Mail | | | | | | | | | | |  |
|  | Community Care | | | | | | | | | | |  |
|  | Express & Star | | | | | | | | | | |  |
|  | Job Centre | | | | | | | | | | |  |
|  | Job Bulletin | | | | | | | | | | |  |
|  | Other specialist publication\* | | | | | | | | | | |  |
|  | Recruitment fair | | | | | | | | | | |  |
|  | The Guardian | | | | | | | | | | |  |
|  | Times Educational Supplement | | | | | | | | | | |  |
|  | Website (council) | | | | | | | | | | |  |
|  | Website (other)\* | | | | | | | | | | |  |
|  | \* Please specify publication / website: | | | | | | | | | | | |
| **For office use only**  Shortlisted Appointed | **Present employment situation**  Are you currently employed by City of Wolverhampton Council? | | | | | | | | | | | |
|  | Yes | | | | | No | | | | |  | |