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| Post applied for: Assistant Headteacher Pastoral |

# PLEASE COMPLETE IN BLACK TO FACILITATE PHOTOCOPYING (do not staple or bind)

You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry):

When fully completed, please return the form as a “Word” attachment.

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| **PERSONAL DETAILS (block capitals please)** | |
| Preferred Title |  |
| Surname/Family Name | Previous Surname (s) |
| First Name(s) |  |
| Home Address | Present Address (if different) |
|  |  |
|  | Postcode |
| Telephone (Home) | Telephone (Mobile) |
| (Work) | E-mail. |

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| **CURRENT EMPLOYMENT (if you are not employed as a teacher please give details as appropriate)** | | |
| Name of Establishment | Employer | |
| Type of School\* | Number on Roll | Key Stage |
| Post Held | Date Appointed | |
| Total Annual Salary | Full/Part-Time  (if P/T show fraction of Full-Time, e.g. 0.5, 0.8) | |
| Grade of Allowance |
| \*e.g. Primary, Voluntary Aided, Girls/Boys, Comprehensive, Independent, Academy, Secondary | | |

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| **PREVIOUS EMPLOYMENT DETAILS** | | | | | | | | | | | | |
| Please list in chronological order, with precise dates as this information may be used to assess salary.  For periods of part-time employment the proportion as a decimal of full-time should be shown (e.g. 0.4,0.6) | | | | | | | | | | | | |
| a. IN EDUCATION | | | | | | | | | | | | |
| Employer and Establishment | | Post and Grade | Type of School | Number on Roll | Key Stage | F/T or P/T | From | | | To | | |
| D | M | Y | D | M | Y |
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| b. OUTSIDE EDUCATION | | | | | | | | | | | | |
| Employer | Post | | | | Full/Part Time | | From | | | To | | |
| D | M | Y | D | M | Y |
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| HIGHER EDUCATION ESSENTIAL INFORMATION |

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| **DEGREE** | | | | | | | | |
|  | | From | To | | Full/Part Time | Class | Division | Hons |
| Course: | |  |  | |  |  |  |  |
| University: | |
| Course: | |  |  | |  |  |  |  |
| University: | |
| **PROFESSIONAL QUALIFICATIONS (e.g. PGCE, NPQs)** | | | | | | | | |
| Qualification: | Institution /Awarding Body: | | | Subject (s): | | | | Date Awarded: |
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| **SECONDARY SCHOOL EDUCATION** | | |
| Establishment(s) | From | To |
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| **Examinations**: (Please give details of **‘A’ level subjects and grades awarded**) | | |

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| OTHER QUALIFICATIONS OBTAINED | | |
| Course and Awarding Body | Date | Qualification |
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| **PERIODS NOT ACCOUNTED FOR IN PREVIOUS SECTIONS SINCE AGE 18 (please give details)** | From | | | From | | |
| D | M | Y | D | M | Y |
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| **CPD / IN-SERVICE TRAINING** | |
| Please give details of courses relevant to this post, attended within the last three years. | Date |
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| REFERENCES | | | | |
| **Please give the names, addresses and position of two referees who may be approached now. (If you are currently employed as a Headteacher, one referee must be your Chair of Governors/Trust).** | | | | |
| 1 | Name: | | Position | |
| School Name | | | |
| Address | | | |
|  | | | Post Code |
| Telephone | Email | | |
| 2 | Name: | | Position | |
| School Name | | | |
| Address | | | |
|  | | | Post Code |
| Telephone | Email | | |
| If you are known to the referees by another name (e.g. previous name) please inform them of your present name and advise that we may be in contact. | | | | |

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| I hereby certify that the information given above and overleaf is correct to the best of my knowledge. |
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| Signature Date. |
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| **SUPPORTING STATEMENT and EQUALITY / MONITORING FORM**  You are asked to submit the following 3 documents for application:  1. Assistant Headteacher Application Form  2. Supporting Statement which addresses the Person Specification  3. Equalities Form |

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| **ADDITIONAL INFORMATION** (for Salary and Pension purposes) |

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| National Insurance No. |  |  |  |  |  |  |  |  |  |  | Previous Surname (if any) |
| QTS No. | | | | | | | | | | |  |
| Date of Recognition\* | | | | | | | | | | |
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| CURRENT (OR MOST RECENT) SALARY |
| Please complete the following details as appropriate |
| **Salary** p.a. : |
| Are you paid on the **Leadership Pay Scale**? If yes, please indicate the Leadership Range |
| **Allowance for other duties** p.a.: N\A  Please specify duties: |

When fully completed, please return the form as an attachment.

**General Information to Candidates**

**Disclosure and Barring Service Check**

If you are appointed, you will be required to complete an on-line enhanced disclosure application. The DBS will provide a report to you and to Chauncy School whether you have any history of criminal convictions, including cautions and bind-overs. All posts in schools are exempt from the Rehabilitation of Offenders Act 1974; this means that you must declare all convictions, including those that would generally be regarded as ‘spent’. The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so.

**Health Assessment Check**

If you are appointed, you will be required to complete an online Pre-Employment Health Questionnaire. Your appointment will be subject to a satisfactory clearance.

**The Asylum and Immigration Act 1996**

It is a criminal offence for the School to employ someone who does not have the right to work in the UK. If you are appointed you may be asked for documentary evidence of your right to work.

**Complaints Procedure**

If you feel you have been unfairly treated you have the right to complain. If you wish to complain you should write to the Chair of Governors at Chauncy School and state why you think you have been treated unfairly. Any complaint should be made no later than 14 days after you are informed of the result of your application.