Headteacher Application Form

Helping you apply

Let us know if you have a disability that may affect the presentation of your application, or if you would like to use an alternative method of application.

Instructions

Complete this application form to demonstrate how well you match the person specification for the job you are applying for.

You should also write a **statement** of the personal qualities and experience that you believe are relevant to your suitability for the post and how they meet the person specification. The statement should be submitted alongside your completed application form as a separate document, with your full name included on each page in the footer or header.

Note: there may also be some **additional instructions or requirements** provided by the school.

This application form has seven sections:

1. About you
2. Education, qualifications, professional bodies, and continuous professional development
3. Experience
4. References and relationships
5. What happens next
6. Declaration
7. Equal opportunities monitoring

West Sussex County Council (WSCC) and the school's governing board are committed to promoting equality and fairness. Selection is based on how you demonstrate your ability to do the job detailed in the job profile. The equal opportunities monitoring information in section 7 of this form will be separated from your application before shortlisting.

Once completed, it is recommended that you save this MS Word document as a PDF before submitting it to WSCC.

Email the completed application form, statement, and any other supporting documents you may wish to submit to: HRSchoolAdverts@westsussex.gov.uk

If we have not contacted you by the advertised interview date you should assume that your application has been unsuccessful.

Section 1 – About You

Complete this section to provide all the information requested.

Personal details

Title	
First name(s)	
Last name	
Known as	

What job are you applying for?

Job title	
School / college name	
Advert reference number (if applicable)	
How did you find out about this job?	
Do you currently work for WSCC? (excluding agency staff)	Yes / no (delete as applicable)

Contact details (where we can contact you)

Address	
Email address	
Telephone numbers	Home: Mobile: Work: (indicate preferred contact number)
What is your contact preference?	Phone/email/no preference (delete as applicable)

Further details

Teacher Reference Number (TRN)	
Date induction was completed	
Have you opted out of the Teachers' Pension Scheme?	Yes / no (delete as applicable)

Helping you at interview

List any adjustments here that you would require at interview (e.g., equipment, support or other accessibility needs). If there aren't any state 'none'.	

Section 2 – Education, Qualifications, Professional Bodies, and Continuous Professional Development

Complete this section to list all of your achievements relevant to this job and any others you feel could be important (for example for your career development). Start each table with the most recent achievement. Proof of qualifications and membership of professional bodies will be checked if an offer is made.

Education and qualifications

If study was completed part-time, state this giving full details throughout. Details of courses studied and not completed successfully must also be given.

Further education (post-16)			
School / college	Subjects and qualifications	Grades	Dates awarded

Higher education			
Establishment	Subjects and qualifications	Grades	Dates awarded

Memberships of professional bodies		
Name of professional body	Date achieved	By exam or election?

Continuous professional development (CPD) – last three years	
CPD undertaken	Dates

Section 3 – Experience

Complete this section to tell us about how your employment history meets the requirements of the section titled 'Experience' in the person specification.

Note: any gaps in your employment history will be questioned at interview.

1. Your current or most recent employment

For serving teachers / headteachers only to complete.

Establishment information		
School / college name	Full address	Telephone number

Local authority	
Type of school / college	
Key stages / age range of school	
Number on roll	
Job title / position	
Duties and responsibilities	
Date started	MM/YYYY
Current salary	
Current pay range / point	
If you are currently a class teacher, what subject(s) / age range(s) do you teach?	
Reason for leaving?	

2. Subjects / age groups you are experienced in teaching			
Subject / area	Dates taught		Key stage / age range
	From	To	

3. Previous employment as a teacher

List your full teaching experience with the most recent position first. Include any gaps in teaching employment indicating what you were doing instead e.g., full-time study.
(insert additional rows if required)

School / college / local authority	Number on roll	Dates		Job title, pay range, full-time or full-time equivalent
		From	To	
		MM/YYYY	MM/YYYY	Job title: Pay range: FT / FTE (delete as applicable):
Reason(s) for leaving:				
		MM/YYYY	MM/YYYY	Job title: Pay range: FT / FTE (delete as applicable):
Reason(s) for leaving:				
		MM/YYYY	MM/YYYY	Job title: Pay range: FT / FTE (delete as applicable):
Reason(s) for leaving:				
		MM/YYYY	MM/YYYY	Job title: Pay range: FT / FTE (delete as applicable):
Reason(s) for leaving:				

4. Other non-teaching employment

List your full employment history outside of teaching with the most recent position first. Include any gaps in employment indicating what you were doing instead if you were not employed e.g., travelling.
(insert additional rows if required)

Employer name, address, and type of organisation	Dates		Job title, salary, full-time or full-time equivalent
	From	To	
	MM/YYYY	MM/YYYY	Job title: Salary: FT / FTE (delete as applicable):
Reason(s) for leaving:			
	MM/YYYY	MM/YYYY	Job title: Salary: FT / FTE (delete as applicable):
Reason(s) for leaving:			
	MM/YYYY	MM/YYYY	Job title: Salary:

			FT / FTE (delete as applicable):
Reason(s) for leaving:			
	MM/YYYY	MM/YYYY	Job title: Salary: FT / FTE (delete as applicable):
Reason(s) for leaving:			

Section 4 – References and Relationships

A minimum of two references are required for all candidates.

The **first reference** must be from your current or most recent employer (i.e., school / college).

The **second reference** should be from your current or most recent local authority or multi-academy trust (MAT).

In addition, a **third reference** is required for headteacher positions at voluntary aided or controlled Church of England or Catholic schools which will be from a parish priest, a vicar, a minister, or a pastor, as appropriate.

References will be taken up following shortlisting.

References

First referee (current employer)	**Second referee** (local authority / MAT)	**Third referee** (church reference for church schools)
Name:	Name:	Name:
Full address including postcode:	Full address including postcode:	Full address including postcode:
Telephone Number:	Telephone Number:	Telephone Number:
Email address:	Email address:	Email address:
How long has this person known you and in what capacity?	How long has this person known you and in what capacity?	How long has this person known you and in what capacity?
Are you happy for us to contact this referee without letting you know first? Yes / no (delete as applicable)	Are you happy for us to contact this referee without letting you know first? Yes / no (delete as applicable)	Are you happy for us to contact this referee without letting you know first? Yes / no (delete as applicable)

Relationships
Are you a relative, or a partner of someone, or do you have a close personal relationship with someone, who is an employee, governor or councillor connected to this school, or the local authority (i.e., West Sussex County Council)? If so, you must provide their details below:

Full name of person: Their place of work (e.g., school, WSCC): Their job title / position: Relationship: (if you have a close relationship with more than one person repeat the information above for each one)

Note: failure to disclose any close personal relationship may disqualify you from employment.

Section 5 – What Happens Next

If your application is successful, prior to employment commencing we will require the following:

- Proof of your qualifications.
- Proof of your membership of professional bodies.
- Medical clearance.
- A prohibited teacher status check.
- Any overseas checks that are required.
- An enhanced Disclosure and Barring Service (DBS) with barred list check.
- Proof of your eligibility to work in the UK.
- Section 128 check if as a headteacher you are also intending to be a governor.
- Where applicable, a childcare disqualification self-declaration.

Section 6 – Declaration

Sign and date the declaration below.

West Sussex County Council (WSCC) respects your privacy and is committed to protecting your personal data. We comply with the Data Protection Act 2018 and the General Data Protection Regulation (EU) 2016/679) (GDPR). This ensures that your personal data is processed fairly and kept securely for no longer than is necessary. For further information on how your information is used and your rights refer to the WSCC privacy policy or the school's website.

If you are appointed, some information contained in this form will form part of your personnel record and may be used by WSCC or the school's governing board for business purposes including the prevention and detection of fraud.

Declaration

I declare that all information given as part of my application is true. I declare that I am not disqualified, prohibited, or barred from working with children or subject to sanctions imposed by a regulatory body. I accept that false information may result in my application being disqualified and if appointed could lead to dismissal. I understand that an enhanced criminal records check will be carried out, prior to employment commencing.
Signature:
Date: DD/MM/YYYY

Section 7 – Equal Opportunities Monitoring

Strictly confidential

West Sussex County Council is dedicated to promoting equality and fairness. Your job application will be assessed on merit and **you will receive equal treatment** regardless of your sex, age, disability, race, sexual orientation, gender reassignment, pregnancy and maternity, marriage or civil partnership, religion, or belief.

To help us make sure that this policy of equality is working and to take steps to ensure progress is made towards achieving equality and diversity in the workplace, we need to know about the people who are applying for jobs with us. To help us with this, complete the table below (select each of your answers and delete other information as applicable).

Telling us the following details about yourself is your decision and is voluntary. Information given will be separated from your application before it is assessed and will be used for statistical and monitoring purposes only. This information will be treated as **strictly confidential** and will be held on WSCC's computerised personnel system. Access to this information will be restricted to staff within Human Resources and Employment Services.

Sex	a) Male b) Female c) Prefer not to say
Date of Birth (DD/MM/YY)	/ /
Disability - Do you consider yourself to have a disability or long-term illness?	a) Yes b) No c) Prefer not to say
Sexual orientation	a) Heterosexual b) Bisexual c) Homosexual/Gay/Lesbian d) Other e) Prefer not to say
Religion or belief	a) Buddhism b) Christianity c) Hinduism d) Islam (Muslim) e) Judaism f) Sikhism g) Other religion h) Other philosophical belief, for example: atheism, humanism, pacifism i) Prefer not to say
Gender Reassignment – is your present gender the same as the one assigned to you at birth?	a) Yes b) No c) Prefer not to say
Ethnic Origin	a) Prefer not to say
White	b) British c) English d) Irish e) Scottish f) Welsh g) Any other white background

Mixed	h) White and black Caribbean i) White and black African j) White and Asian k) Any other mixed background
Asian or Asian British	l) Indian m) Pakistani n) Bangladeshi o) Any other Asian background
Black or Black British	p) Caribbean q) African r) Any other Black background
Chinese or other ethnic group	s) Chinese t) Any other ethnic group

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