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| **Please read the supporting application pack and return your completed form to** recruitment@primaryadvantage.hackney.sch.uk **together with your completed Supporting Statement (see page 9 of the Application Pack for Key Competencies which you should address the criteria outlined).** **If posting your application please post to:****Primary Advantage, c/o Holy Trinity Primary School, Beechwood Road, Hackney, London, E8 3DY****When completing your supporting statement, in order to improve your chances of being selected, use specific examples from your experiences and relate them to the Headteacher competencies. It is in your interest to complete the form such a way as to maximise your chances of being selected.** **Your supporting statement should be attached as a seprate document when sending your application.** ***To tick ‘Yes’/’No’ boxes*: (1) Double click on the box (2) in the *‘Check Box Form Field Options’* dialog box which comes up, click ‘Checked’ and then ‘OK’.** |

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| **SECTION 1: PERSONAL INFORMATION** |
| **Surname or family name** |  |
| **Previous surnames (if applicable)** |  |
| **Forenames** |  |
| **Title** |  |
| **Current Address** |  |
| **Home telephone number** |  |
| **Mobile telephone number** |  |
| **Email address** |  |
| **National Insurance Number** |  |
| **Nationality** |  |
| **Are you recognised by the DCSF as a qualified teacher in this country?** | **Yes** **[ ]**  | **No** **[ ]**  |
| **DCSF Number & Date when Qualified:** |  | **\_\_\_/\_\_\_/\_\_\_\_\_**  |
| **National Professional Qualification for headship & Date qualified:** |  | **\_\_\_/\_\_\_/\_\_\_\_\_** |
| **Are you eligible to work in the UK?** | **Yes** **[ ]**  | **No** **[ ]**  |
| **Do you need a work permit?** | **Yes** **[ ]**  | **No** **[ ]**  |
| **Are you related to any member of the Governing Board, Local Authority elected member or official, or officer of Springfield?** | **Yes** **[ ]**  | **No** **[ ]**  |
| **If Yes, please give details:** |
| **SECTION 2: CURRENT EMPLOYMENT (if applicable)** |
| **Name, address and telephone number of your current employer** |  |
| **Type of employer (e.g. school, local authority, academy trust, charity)** |  |
| **Job title** |       |
| **Subjects/age groups taught/duties** |       |
| **Date appointed to current post** |       |
| **Current salary (including additions)** |       |

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| **SECTION 3: PREVIOUS EMPLOYMENT**Please tell us about the jobs you have held (this may include voluntary/unpaid work and school placements) and provide an explanation for any gaps in employment. Please start with the most recent first. |
| **From** **mm/yyyy** | **To** **mm/yyyy**  | **Full/** **part time/** **voluntary**  | **Name, address and contact number of employer**  | **Type and size of school/college** **(if applicable)**  | **Position held and salary**  | **Reason for leaving employment**  |
|       |       |       |       |       |       |       |
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***If there are any gaps in your employment history, please provide an on the page below***

Explanation of any gaps in employment history:

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| **SECTION 4: QUALIFICATIONS -** You will be required to provide evidence of any academic qualifications where they are relevant to your appointment. |
| **UNIVERSITY DEGREE (Including PGCE / Teaching Qualification)** |
| **Establishment** | **Full-time****or part-time** | **Qualifications (indicate class and division)** | **Dates attended from (mm/yyyy)** | **Dates attended to (mm/yyyy)** | **Date of final exam/assessment****(mm/yyyy)** |
|       |       |       |       |       |       |
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| **IN-SERVICE TRAINING / CPD (Please include both long and short courses over the last 3 years)** |
| **Title** | **Organising Body** | **Number of days** | **From (mm/yyyy)** | **To****(mm/yyyy)** |
|       |       |       |       |       |
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| **SECONDARY SCHOOL QUALIFICATIONS -** Please list all your A Level or equivalent qualifications and grades achieved. For GCSE or equivalent qualifications please provide the grades for English and Maths and the total number of grades A\*- C**.** |
| **Establishment** | **A Level / GCSE / Equivalent** **(please state)** | **Grade** | **Dates attended from (mm/yyyy)** | **Dates attended to (mm/yyyy)** |
|       |       |       |       |       |
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| Total Number of GCSE or equivalent Grades A\*- C       |

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| **SECTION 5: REFERENCES -** Please give details of two referees, the first of which must be your current or most recent employer, your Headteacher or University tutor. References from relatives or friends will not be accepted. If you have not worked for some time, please give the name of someone who knows you and who can comment on your ability to do the job. If you are not currently working with children but have done so in the past we will need a reference from the most recent employer with whom you were employed to work with children (this may include voluntary/unpaid work). |
| **Referee 1** |  |  | **Referee 2** |  |
| Name |  |  | Name |  |
| Job Title |  |  | Job Title |  |
| Address |  |  | Address |  |
| Email Address |  |  | Email Address |  |
| Tel no. |  |  | Tel no. |  |
| Mobile no. |  |  | Mobile no. |  |
| Relationship |  |  | Relationship |  |
| May we contact this referee prior to interview? | **Yes [ ]  No [ ]**  |  | May we contact this referee prior to interview? | **Yes [ ]  No [ ]**  |

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| **SECTION 6: DBS DECLARATION –** Springfield is committed to safeguarding and promoting the welfare of children. Assessment and testing of applicants’ suitability to work with children is an integral part of the selection process. Any discrepancies or anomalies in information provided will be taken up at interview. Current or previous employers will be contacted as part of the verification process. |
| The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not ‘protected’ (ie filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) . The amendments to the Exceptions Order 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 using the following link: https://www.gov.uk/government/publications/dbs-filtering-guidance Please ensure that you answer the following questions honestly as false statements or withholding relevant information will result in one of the following actions being taken:• your application will be taken no further • an offer of employment will be withdrawn • disciplinary action leading to dismissal will be taken (if employment has commenced)You are required to say whether 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). |
|  **Do you have anything to declare in relation to the above ?** | **Yes** **[ ]**  | **No** **[ ]**  |
| **Have you ever been disqualified from working with children and /or included on the Children’s Barred List (formerly list 99) or subject to sanctions imposed by a regulatory body eg DBS, GTC/NCTL?** | **Yes** **[ ]**  | **No** **[ ]**  |
| If yes to either of the above, please give details on a separate sheet and attach it to this form in a sealed envelope marked ‘Confidential Disclosure’. I understand that if my application is successful I will be required to obtain an enhanced DBS Certificate. |
| **SECTION 7: APPLICATION DECLARATION** |
| The information given on this form will form part of the contract of employment for successful candidates. Under the terms of the Data Protection Act 1998 the information you give us will only be used for the purpose of personnel management. We may contact other relevant organisations to check factual information you have given on this application form. The information will be stored manually and electronically and disposed of after 12 months if your application is unsuccessful. The school is under a duty to protect the public funds it administers, and to this end, **should the school employ you**, it may use the information you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for this purpose. I declare that the information given on this form is correct to the best of my knowledge and belief, and I understand that any false statements on this form are an offence and could result in my application being rejected or summary dismissal and, where relevant, possible referral to the teachers’ misconduct team or police if appropriate . I agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of personnel management. If applying online you will be asked to sign your application at your interview. |
| **Date:**  | **Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |

**SECTION 8: MONITORING SHEET**

Primary Advantage and the schools within our Federation are committed to being an equal opportunities employer. Primary Advantage does not discriminate on the basis of race, religion or belief, colour, sex or sexual orientation, age, physical or mental disability, marital status, nationality, ethnic or national origin. All matters related to employment are decided on the basis of qualifications, merit and business need.

**The Monitoring information section will be removed prior to shortlisting and will not be used for selection purposes. It will only be used for statistical monitoring purposes to ensure all applicants receive the same consideration and are treated fairly when applying for jobs.**

Please complete the Equal Opportunities Monitoring form to enable us to monitor the effectiveness of our equal opportunities policy in regards to our applicants. **Information will be treated in strict confidence and used only for monitoring purposes and will not form any part of the assessment process.** Data is collected in accordance with the requirements of the Data Protection Act and the Code of Practice issued by the Chartered Institute of Personnel and Development.

**Disabilities Disclosure Statement**

Primary Advantage is committed to providing a service that is inclusive of diversity and equality. In order for us to provide such a service, we require you to complete the following declaration relating to disabilities. If you do not consider yourself to have a disability, please tick the box at the end of the next section.

Primary Advantage has a duty under Part 3 of the Disability Discrimination Act 1995 to make ‘reasonable adjustments’ for people with disabilities who want to access our services. To do this, it is important that you let us know if you have a disability so that we can make reasonable adjustments to meet your needs and ensure you can use our services.

In order to make these adjustments, some information regarding your disability may have to be disclosed to various members of staff or our partners. Detailed information about the nature of your impairment or medical information will not be passed on unless it is relevant to making reasonable adjustments.

You can request that no information about your disability is passed on to others, or you can request that information is restricted to certain people. However, you should be aware that if you do this it could limit the types of adjustments our partners or we are able to make.

You should also be aware that even if you have asked for information about your disability not to be passed on to any other members of staff or partners, there could be certain instances where this may still have to be done for reasons of health and safety, emergencies or public policy.

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| **Part A – DISABILITY DISCLOSURE STATEMENT** |
| I do not consider myself to have a disability: **[ ]**  |
| I agree to information regarding my disability to be passed on: Yes: **[ ]** No: **[ ]**  Restricted: **[ ]**  |
| If you have ticked ‘restricted’, please list those to whome you agree the information can be passed:  |

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| **Part B – CONFIDENTIAL INFORMATION** |
| This section of the form will be removed before shortlisting. |
| 1. Gender:      2. Date of Birth:      3. Cultural/ethnic origin:       |
| 4. Ethnicity form: Choose one section from A-E and then tick the appropriate box to indicate your cultural background. |
|  **A** White **[ ]** British  **[ ]** English  **[ ]** Scottish  **[ ]** Welsh  **[ ]** Irish **[ ]** Any other White background, please write  in:      **B** Mixed **[ ]** White and Black Caribbean **[ ]** White and Black African **[ ]** White and Asian**[ ]** Any other Mixed background, please write  in:         | **C** Asian, Asian British, Asian English, Asian  Scottish, or Asian Welsh **[ ]** Indian **[ ]** Pakistani**[ ]** Bangladeshi**[ ]** Any other Asian background, please write in:      **D** Black, Black British, Black English, Black Scottish,  or Black Welsh**[ ]** Caribbean**[ ]** African**[ ]** Any other Black background, please write in      **E** Chinese, Chinese British, Chinese English,  Chinese Scottish, Chinese Welsh, or other ethic  group**[ ]** Chinese**[ ]** Any other background, please write in       |