

Middle Woodford, Salisbury  
01722 782361

Woodford Valley C.E Primary Academy



www.woodfordvalley.wilts.sch.uk

# Head Teacher Application Form

Confidential

## Information for Applicants:

Please complete this form in type or handwriting in the spaces provided. If you need more space than is provided, please continue on an additional sheet of paper. Please note that we **cannot accept CVs**.

Please return your completed form, either by post or email, to:

School Business Manager, Woodford Valley CE Primary Academy,  
Middle Woodford, Salisbury SP4 6NR

Email: [admin@woodfordvalley.wilts.sch.uk](mailto:admin@woodfordvalley.wilts.sch.uk)

## Details of Post Applied For:

Job Title

Desired days/hours, if not full time

Current notice period / Earliest start date

## Personal Details:

Title

First Name(s)

Surname

Date of Birth<sup>1</sup>

If you have previously been known by any other names, please specify:

Address

Contact  
Details

Please only include contact numbers or email addresses that you are happy for us to use.

Daytime Contact Number:

Evening Contact Number:

Mobile Number (if different):

Email Address:

<sup>1</sup> The Governing Body complies with the Equality Act 2010 and does not discriminate against job applicants on the grounds of age. Date of birth and other key dates are requested of applicants for identification purposes and to verify that a full education and employment history has been provided, in accordance with statutory guidance from the DfE ("Keeping Children Safe in Education").

Residency and right to work:			
DfE Teacher Registration number			
Do you hold Qualified Teacher Status (QTS) or Qualified Teacher Learning and Skills (QTLS) status?	YES	NO	If yes, please confirm below whether you hold QTS or QTLS and the date it was awarded:
Do you currently have the right to work in the UK?	YES	NO	If no, please specify your circumstances below:
Have you ever lived or worked abroad?	YES	NO	If yes, please specify countries and dates below:
National Insurance number			

Education, Qualifications & Professional Development:			
Please also include any relevant professional qualifications.			
Name of Institution (e.g., School, College or University)	Dates Attended		Courses/Subjects Taken; Awarding Body and Examination Results or Award. Please give grades for individual subjects
	From (Month/Year)	To (Month/Year)	

**Membership of Professional Bodies:**

Please give details of any relevant professional bodies to which you belong.

Name of Professional Body	Membership Status	Date Membership Commenced

**Teaching History:**

Please give details of **all previous teaching appointments** you have undertaken, starting with the most recent. Please use a continuation sheet if necessary. Details of employment undertaken outside of teaching, and any other gaps in employment, should be recorded in the next section.

School/College Details	Post Details	Dates Employed and Reason for Leaving
1. School/College Name:  Type of School/College and approx. NOR:  Pay scale:  Pupil Age Range / Gender:	Title of Post:  Responsibilities Held (if applicable):  Additional Allowances (type/value):  Key Stage / Subject / Age Range Taught:	From (Month/Year):  To (Month/Year):  Reason for Leaving:
2. School/College Name:  Type of School/College and approx. NOR:  Pay scale:  Pupil Age Range / Gender:	Title of Post:  Responsibilities Held (if applicable):  Additional Allowances (type/value):  Key Stage / Subject / Age Range Taught:	From (Month/Year):  To (Month/Year):  Reason for Leaving:

3.	School/College Name:	Title of Post:	From (Month/Year):
			To (Month/Year):
	Type of School/College and approx. NOR:	Responsibilities Held (if applicable):	
			Reason for Leaving:
	Pay scale:	Additional Allowances (type/value):	
	Pupil Age Range / Gender:	Key Stage / Subject / Age Range Taught:	
4.	School/College Name:	Title of Post:	From (Month/Year):
			To (Month/Year):
	Type of School/College and approx. NOR:	Responsibilities Held (if applicable):	
			Reason for Leaving:
	Pay scale:	Additional Allowances (type/value):	
	Pupil Age Range / Gender:	Key Stage / Subject / Age Range Taught:	
5.	School/College Name:	Title of Post:	From (Month/Year):
			To (Month/Year):
	Type of School/College and approx. NOR:	Responsibilities Held (if applicable):	
			Reason for Leaving:
	Pay scale:	Additional Allowances (type/value):	
	Pupil Age Range / Gender:	Key Stage / Subject / Age Range Taught:	

**Other Employment History:**

Please give details of any **periods of non-teaching employment** you have undertaken since leaving primary education, starting with the most recent. Any gaps in your employment and/or training and education history will be explored with you if you are called for interview. Please use a continuation sheet if necessary.

Employer's Name and Address	Dates Employed From and To (Month/Year)	Position Held	Salary and Benefits	Reason for Leaving

**Volunteering / Periods When Not Working:**

Please give details below of any voluntary work you have not detailed elsewhere in your employment history, or reasons for other periods of time when you have not been employed since leaving primary education.

Date From (Month/Year)	Date To (Month/Year)	Reason

## Statement of Application:

You are invited to provide further information in support of your application. Please make full use of this section and continue on additional sheets if necessary. Please refer to the person specification for the post and also include:

- The reasons why you are applying for this post;
- The personal qualities and experience that you feel are relevant to your suitability for the post;
- Key responsibilities and achievements in your present or most recent job which are relevant to this application;
- Details of any relevant interests or activities.

**Referees:**

- References will only be sought for shortlisted candidates. **It is our policy to obtain references prior to interview. If you have concerns regarding this, please contact us before submitting your application form.**
- The first referee provided **must** be your present or most recent employer, unless you have not been in employment before. If you are not currently working with children and young people but have done so in the past, your second referee **must** be that employer. If you are an Early Career Teacher, one referee **must** be your college tutor.
- If any of your references relate to your employment at a school or college your referee **must** be the Headteacher or Principal. If you are a serving (or ex) Headteacher or Principal, your referee should be the chair of the relevant governing body (or alternatively this can be the CEO of a multi-academy trust).
- If you are currently working with children, your present employer will be asked about any disciplinary offences relating to children (whether current or time expired), whether you have been the subject of any substantiated child protection concerns and, if so, the outcome of these investigations. If you are not currently working with children but have done so previously, these issues will be raised with your former employer.
- Please do not name relatives or people acting solely in their capacity as friends as your referees.
- **Other previous employers may also be approached for information, prior to interview, to verify details on your application form, such as particular experience or qualifications.**

Referee 1		Referee 2	
Title		Title	
Name		Name	
Role		Role	
Address		Address	
Tel. Number		Tel. Number	
Email		Email	
How long have you known the referee?		How long have you known the referee?	
How do you know the referee?		How do you know the referee?	

**Reasonable Adjustments to the Shortlisting and Interview Process:**

We welcome applications from disabled people. Please indicate in the box below if there is anything that we need to do, or take into consideration, to ensure that the shortlisting or interview process is fair in relation to a disability.

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**Declarations:**

This post is **exempt from the Rehabilitation of Offenders Act (ROA) 1974**. If you are appointed you will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check.

If you are shortlisted for interview you will be required to declare any cautions, convictions, reprimands or final warnings which are not protected (i.e., that are not filtered out\*), as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended). You will also be required to disclose any other information that would suggest that you may be unsuitable to work with children. Having a criminal record will not necessarily prevent you from taking up appointment; it will depend on the nature of the offence(s) and their relevance to the post you are applying for. However, should you **not** declare any of the above and this is subsequently revealed, for example through the DBS check, then this may place your employment in jeopardy. Any information given will be treated in the strictest confidence and with due regard to the ROA and data protection legislation.

\* *Amendments to the Exceptions Order 1975 provide that certain spent convictions and cautions are 'protected' meaning that they are not subject to disclosure to employers and cannot be taken into account.*

All guidance and criteria on the filtering of these cautions and convictions can be found in the [DBS filtering collection on the Gov.uk website](#) and further information on disclosing a criminal record can also be obtained from Nacro: [www.nacro.org.uk](http://www.nacro.org.uk)

**It is a criminal offence to apply for this role if you are barred from engaging in regulated activity relevant to children.**

In line with the statutory guidance document Keeping Children Safe in Education (2023) the school may conduct online searches after the shortlisting process for any candidates who accept an invitation to interview.

The purpose of the online search is to uncover any information that may suggest the candidate is:

- a potential safeguarding risk
- their appointment may damage the reputation of the school or;
- they are unqualified for the role they have applied for

No recruitment decision will be made solely on the basis of an online search and all relevant information uncovered will be discussed with the applicant at interview. All online searches will be conducted by individuals who not involved in any other aspect of the recruitment process. No irrelevant information uncovered will be provided to the staff responsible for interviewing the job applicant.

Do you subscribe to the DBS Update Service?	YES/NO
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**Declaration of Relationships:**

Are you related to, or do you have a close personal relationship with, an existing member of staff, trustee or pupil at Woodford Valley CE Primary Academy?	YES / NO
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If YES, please provide below his/her name and role, and state your relationship:

All personal data is collected and processed in line with our Privacy Notices which can be found on the school website.

I declare that the information I have given on this form is correct. I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. In some circumstances it could also result in a referral to the police. I give my consent for the personal data supplied to be used for the purposes of recruitment and selection as laid out in the privacy notice.

<b>Signature of Applicant</b>		Date	
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You may sign electronically if you wish, you will be asked to sign by hand in the event that you are shortlisted.

**Retention of Application Forms:**

It is our policy to retain all application forms for unsuccessful applicants for a period of six months, after which time they are securely destroyed. If another suitable vacancy arises during that period which we think might suit your skills and experience, we may contact you to make you aware of the vacancy. Please indicate if you are happy for us to use your application form in this way.	YES	NO
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# Equality Monitoring Form

We aim to select all staff on merit, irrespective of race, sex, disability, age or other protected characteristics. In order to monitor the effectiveness of our equality policy and recruitment procedures, we ask that all applicants complete this form and return it with their application, however completion **is optional**. In accordance with data protection legislation, the information provided will only be used for the purposes of equality monitoring and to inform improvements to our policies.

Post Applied For:		Where did you see this post advertised?	
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*Please tick whichever boxes apply. If you prefer not to provide certain information, please leave the box blank.*

**Gender:** Female  Male  Prefer to self-describe  :

**Age:** 16-24  25-34  35-44  45-54  55-64  65+

**Disability:** Do you consider yourself to have a disability? Yes  No

**Ethnicity:** How would you describe your ethnic group? Please tick **one** category below. The categories are based on the population census.

White	
English / Welsh / Scottish / Northern Irish / British	
Irish	
Gypsy or Irish Traveller	
Any other White background (specify if you wish):	
Mixed / Multiple Ethnic Groups	
White and Black Caribbean	
White and Black African	
White and Asian	
Any other Mixed / Multiple ethnic background (specify if you wish):	

Asian / Asian British	
Indian	
Pakistani	
Bangladeshi	
Chinese	
Any other Asian background (specify if you wish):	
Black / African / Caribbean / Black British	
African	
Caribbean	
Any other Black / African / Caribbean background (specify if you wish):	
Other Ethnic Group	
Arab	
Any other ethnic group (specify if you wish):	