



Application for Employment

Post applied for Deputy Head Teacher

Instructions for applicants

- 1) Please fill in **all sections (1-9)**.
- 2) If you are completing the form by hand, please write in **black ink** so the form can be photocopied.
- 3) Put your **name and post applied for** at the top of any additional sheets you use.
- 4) Please make sure you **sign and date the declaration** at the bottom of this form.
- 5) Upon completion, please send this form by attachment to office@morashajps.org.uk, and a hard copy to Morasha Jewish Primary School.

The deadline for applications is Monday, 23 January 2012, and all applicants will be contacted shortly afterwards.

In case of queries, please contact our Head Teacher Mrs Hayley Gross, who will be happy to have a confidential discussion.

Many thanks.

The information that you provide on this form will be handled and stored in accordance with current Data Protection legislation.

All records from the recruitment process will be held for 6 months after which they will be destroyed, except for those of the successful candidate.

1 Personal Details

Title	Surname	Please only give numbers/addresses on which you are willing to be contacted
First Name(s)		
Have you ever used any other names? Yes/No		Telephone (home)
If yes please state		Mobile telephone
Address (in full) Postcode		Personal fax no
		Telephone (work)
		E-mail (personal or work - please specify)
National Insurance No.		Earliest date which you could take up the appointment
Do you hold a valid driving licence for use in the UK? Yes/No		
Type - Provisional <input type="checkbox"/> Full <input type="checkbox"/> Other <input type="checkbox"/> Please specify		

2 Education

Degree Studies including Postgraduate Studies and Professional Studies

University/College	Main Subject(s)	Subsidiary Subject(s)	Degree / Qualification	Pass/ Hons.	Class & Div	From/ To	Date of award
A Levels	Subject(s)		Grade		Date of award		
School							
GCSEs / O Levels (specify Grades in English Literature & Maths)	Subject(s)		Grade		Date of award		
School							

3 Employment

Current/most recent employment					
Name of employer			Job title		
			Date started in post		
			Current or last salary and grade		
Is this your current employment? If not, please indicate the reasons for leaving and the date of departure.					
Brief description of post held, including any secondary and other responsibilities					
Previous teaching appointments - <i>Please list all appointments starting with the most recent</i>					
School name and address	Dates		Position held and age range taught	Number on roll	LEA
	From	To			
Non teaching appointments held - <i>If you have had any breaks in employment since leaving school, please give dates and details of your activities during these times e.g. unemployment, raising a family, study, voluntary work etc.</i>					
Dates from/to		Details of appointment/Reason for break			

4 Fit with job description

Please use this section to demonstrate how you meet the requirements for this role.

Please try not to exceed box sizes.

What experience and capability do you have of providing management and leadership?

What is your vision for the school's Limmudei Kodesh Department? Why are you the right person to implement it?

How would you contribute to the wider life of the school? What specialist areas of expertise would you bring?

What do you understand by the need to act as a figurehead for the school, and how would you fit with this requirement?

5 Membership of, or registration with, professional bodies

Name of professional body	Level/type of membership	Reg. Number	Renewal date

6 References

Any offer will be subject to satisfactory references. Please provide the names of two referees, one personal, one professional, whom we can contact (if applicable) in the event of an offer being made.

Ref 1

Title	Name	Telephone
Organisation		
Occupation	Fax no	
Address (in full)	E-mail address	
	How do they know you?	
Post code		

Ref 2

Title	Name	Telephone
Organisation		
Occupation	Fax no	
Address (in full)	E-mail address	
	How do they know you?	
Post code		

7 Disclosure of criminal convictions and Rehabilitation of Offenders Act 1974

The appointment of any member of staff who may have contact with, or access to children or vulnerable adults will be subject to the receipt of a satisfactory disclosure from the Criminal Records Bureau. Please make the following declaration and tick the appropriate box.

I have nothing to declare

I have information to declare and I have attached a sealed envelope containing details

8 Arrangements for people with disabilities

If you have a disability and have demonstrated in your supporting information that you meet the minimum (essential) criteria for the vacancy you will be invited for interview.

We will make reasonable adjustments to the recruitment and selection process (and to the job for successful candidates) if you let us know what your requirements are.

Do you have a disability?	Yes/No
Are there any special facilities you would like us to provide to help you attend or participate in an interview, or to perform this job?	Yes/No
If 'yes' please give details here:	

9 Asylum & Immigration Act 1996

Do you need a Work Permit or Worker Registration Certificate to work in the UK?	Yes/No
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Declaration

I understand that any offer of employment will be subject to the information on this application form being complete and correct. I authorise any appropriate checks which may be necessary in relation to the post I have applied for. False information, or a failure to supply the details required in this application form could make an offer of employment invalid or lead to termination of employment.

I agree that personal data relating to me which has been or is obtained, including personal data given by me on this form may be held and processed either on a computer or in manual records and may only be disclosed to those authorised.

Signed	Date
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