

Application Form

For the post of

**Head Teacher**

# Burton Hathow Preparatory School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Services

Please complete this form, using an additional sheet if necessary, and return it as soon as possible to:

Head Teacher, Mrs Penny Ford, Burton Hathow Preparatory School, Odder Farm, Saxilby Road, Burton, Lincoln. LN1 2BB

**1. PERSONAL DETAILS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Surname: |  | First names: |  | | | Title: |  |
| Previous Surname  (if changed): | |  | | | | | |
| National Insurance Number: | | | | | | | |
| Address:  Postcode: | | | | Telephone numbers: | | | |
| Work / Daytime: |  | | |
| Home: |  | | |
| Mobile: |  | | |
| Email address: | | | | | | | |

**2. PRESENT/MOST RECENT POST**

|  |  |
| --- | --- |
| Job Title: | Current / Most recent salary:  (Give scale if applicable) |
| Date started: | Date left (if applicable): |
| Name and Address of Employer: |  |
| Period of notice required: | |
| Outline of responsibilities: | |

**3. EDUCATION AND QUALIFICATIONS**

**Secondary Education**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| School / College | Dates | | Qualification | Level / Grade | Date of exam |
| From | To |
|  |  |  |  |  |  |

**Higher Education**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| University / College | Dates | | Qualification | Level / Grade | Date of exam |
| From | To |
|  |  |  |  |  |  |

## Relevant professional training / Membership of professional bodies

|  |  |
| --- | --- |
| Date | Course / Event / Membership details |
|  |  |

**4. PREVIOUS POSTS (MOST RECENT POST FIRST)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From | To | Job Title | Name and Address of Employer | Responsibilities |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## 5. PERSONAL INTERESTS

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| --- |
|  |

**6. REFEREES**

Please provide details of three professional referees, including your current or most recent employer. Please note that any referee quoted may be approached at any stage of the selection process unless you specifically request otherwise.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | Name: | Name: | |
| Position: | Position: | Position: | |
| Organisation: | Organisation: | Organisation: | |
| Address: | Address: | Address: | |
| Telephone number: | Telephone number: | Telephone number: | |
| Email address: | Email address: | Email address: | |
| I confirm that the information given on this form is true, complete and accurate and no information requested or other material information has been omitted. I have not been disqualified from working with children, am not named on DCSF List 99 or the Protection of Children Act List, and am not subject to any sanctions imposed by a regulatory body. I understand that if any of the information given is found to be inaccurate or misleading in any way, The Board of Burton Hathow reserve the right to withdraw any offer of employment, or to terminate any employment already commenced with immediate effect. I also understand that any offer and resulting employment will be conditional on satisfactory DBS (Disclosure and Barring Service), identity and qualification checks. | | | |
| **Signed:** | | | **Date:** |