

APPLICATION FORM FOR HEADSHIP

Please complete this form which will serve as a curriculum vitae. Candidates are welcome to send any further details which they consider relevant to their application, but incomplete application forms will not be accepted. Applications, **together with a short letter of interest**, should be sent to the Chair of the Nominations Committee, Headfort School, Headfort Road, Kells, Co. Meath, Ireland. or via email to recruitment@headfort.com . The closing date for applications is December 20th 2018. Interviews for selected candidates will be held in January.

1. Personal Details

Full Name (including title)		
Former Name (if applicable)		
Full Current Address, including postcode		
Telephone (Day)	Mobile	Telephone (Evening)
Email Address		
Date of Birth (optional)		
Marital Status (optional)		
Age/Sex of children (if applicable)		

2. Entitlement to work in Ireland and Living Abroad

To comply with the Immigration and Asylum Nationality Act 2006 all prospective employees will be asked to supply evidence of eligibility to work in Ireland. We will ask to see an appropriate official document. Do not send these now. Further information will be sent to you if you are selected for interview.

Do you require a work permit to work in the Ireland?	
If you already have a work	



permit please give expiry date	
Have you ever lived abroad? If you are living or have lived abroad you will be required to obtain an overseas criminal record check. Please state whether you have lived abroad.	

3. Education

Please give details in chronological order of your education history, including periods of any post-secondary education or training.

Primary/Secondary College/University	Dates From- to	Examinations taken	Result
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4. Teaching Qualifications

Please provide details of academic and / or vocational qualifications you have obtained which are relevant to the post.

Do you have Qualified Teacher status:	Y / N
Qualification:	
Date of Qualification:	
University or College / Awarding Body:	

DE Number:	
Are you registered with the General Teaching Council for England or Ireland:	Y / N
Further qualifications/ degrees/ professional training (please give dates):	

5. Present Post

Name and address of School:	Position(s) of responsibility:
Subjects taught and to what level:	Extra-curricular activities and games:
Other relevant experience:	
Present salary and benefits:	
Date of appointment:	
Notice period:	

6. Previous posts

Please list below your full history in chronological order since leaving full-time education until taking up your present post, including details of all employment (whether in education or not), non-employment, periods of part-time and voluntary work, and any



periods of training not mentioned elsewhere in this form. Give names of schools and other employers, together with dates, positions held and subjects taught. All time must be accounted for and checked. Please give a brief account of your reason for leaving each post and an explanation for any gaps in employment (when not in education or training).

Dates From-To	Employer Name and Address	Job Title and Brief Description of Duties	Reason for Leaving

7. Suitability for the post

Please give details of the personal qualities and experience you have which are relevant to your suitability for the post and set out how you think you meet the person specification.



8. Interests

Please give details of your interests and clubs or associations to which you belong

9. Criminal Convictions

An offer of employment is conditional upon the school receiving an Enhanced Disclosure from the Disclosure and Barring Services (DBS) which the school considers to be satisfactory. The school applies for an Enhanced check for regulated activity from the DBS (which includes a check of the Children’s Barred List) in respect of all positions at the school which amount to regulated activity. It is unlawful for the school to employ

anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at the school. If you are successful in your application you will be required to complete a DBS Disclosure Application form. Any information disclosed will be handled in accordance with any guidance and/or code of practice published by the DBS.

The school is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered 'spent' under the Act) must be declared subject to the DBS filtering rules referred to in Appendix 1 attached to this form. If you have a criminal record this will not automatically debar you from employment. Instead each case will be assessed fairly by reference to the school's objective assessment procedure (a copy of which is available on request).

Before answering these questions please see the information on spent convictions and the DBS Filtering rules in Appendix 1.

Have you ever been convicted by the courts of any criminal offence Yes
No

Is there any court action pending against you? Yes
No

Have you ever received a caution, reprimand or final warning from the police?
Yes No

If you have answered 'Yes' to any of the above please provide details on a separate sheet and send this in a sealed envelope marked 'Confidential' with your application form.

10. References

Please provide the names, addresses, email addresses and telephone numbers of three referees and indicate your connection with them. One of these must be the Head or Chairman of Governors of your present or most recent school, and another should be a person who has known you personally for several years. If you are not currently working with children but have done so in the past, one referee must be from the employer who most recently employed you in work with children.

Please note, references from relatives or from people writing solely in the capacity of friends will not be accepted.

We may approach referees to ask them for information to verify particular experiences or qualifications. If you are currently working with children, on either a paid or voluntary basis, your current employer will also be asked about disciplinary offences relating to children, including any for which the penalty is time-expired (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, we will ask the employer who most recently employed you in work with children about these issues.

We will seek references on candidates and may take up references prior to interview - please inform us if you do not wish us to contact your current employer at this stage.

1. Name	
Position	
Address	
Contact Telephone Number	
Email Address	

2. Name	
Position	
Address	
Contact Telephone Number	
Email Address	

3. Name	
Position	
Address	
Contact Telephone Number	

Email Address	

11. Connections to Headfort School

Please declare and give details of any family or close relationship to Headfort School or its employees (including Governors).

If you do not have any existing connections please write 'none'.

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DECLARATION

Providing false information in or with this application is an offence and could result in your application being rejected, or summary dismissal if you have been selected, and if appropriate, a possible referral to the police.

By signing this form you declare the following.

- To the best of my knowledge the information I have supplied on this form is complete and accurate.
- I understand that giving false information or omitting relevant information could disqualify my application and, if I am appointed, could lead to my summary dismissal or a possible referral to the police.
- I confirm that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by the Independent Safeguarding Authority, the Secretary of State, the General Teaching Council or any other regulatory body.
- I confirm that I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions Order) 1965 (as amended in

The information provided on this form will be held and processed in accordance with Irish Data Protection legislation.



2013) and have no convictions, cautions or bind-overs, or if I have any convictions, cautions or bind-overs full details of these have been provided in a sealed envelope marked 'Confidential' which I have returned with this application.

Signed.....

Date.....

DATA PROTECTION

When signing the Declaration above the applicant is confirming that he/she agrees to Headfort's processing the information in accordance with the Data Protection Guidelines for the purpose of recruiting and offering employment only. Headfort School will transfer part of the information it holds to third parties where required by operation of law.

To be completed by the Candidate's Partner (if applicable and relevant)

Although Headfort School is looking primarily for a Head, historically the Head's partner has been involved with the school. The Governors hope that this will continue and it is envisaged that any role played by the Head's partner will be suitably remunerated.

Full Name:

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Secondary/College/University	Dates From - To	Examinations taken	Result

Present Post

Name and address of company	Position	Responsibility



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Previous Posts

Please list below details of employment since leaving full-time education until taking up your present post. Give names of schools and other employers, apart from temporary work, together with dates in chronological order, positions held and subjects taught. Please give a brief account of your reason for leaving each post and an explanation for any gaps in employment.

Dates From - To	Employer name and address	Job title and brief description of duties	Reason for leaving

Interests

Please give details of your interests and clubs or associations to which you belong

Your perceived role at Headfort School

Signature.....Date.....

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