

# BLACKBURN DIOCESAN BOARD OF EDUCATION

Serving Church of England and Methodist Schools



## Application Form for a Post in a Church of England/Methodist School

(In which the Governing Body is the employer)

For photocopying purposes this form should be completed in black ink. Do not attach any additional documents other than the information requested in Section 4 and a supporting letter. Any relevant documents or publications may be referred to in your letter.

Application for Appointment to the post of .....

at ..... School

### Please complete this section in block capitals

#### 1 Personal

Surname ..... Christian Name(s) .....

GTC Ref No .....

National Insurance No .....

Home Address .....

.....

Post code ..... Telephone numbers: Home..... School/Work .....

#### 2 Present Position

Present Post ..... Starting date of present post

School/College (name and type)

.....

Single Sex or Mixed ..... Number 16+ .....  
(If applicable)

Number on Roll (Total) .....

Salary Scale ..... Salary £.....

LA or other Employer (with address) .....

.....

Post code:..... Telephone number: .....

LA Area Office Address (where applicable) .....

.....

Post Code:..... Telephone number.....

<b>3 Education and Qualifications</b>				
<b>A. Secondary Education</b>				
From	To	Post 16 Qualifications obtained (Please indicate Level, Awarding Body, Subjects, Grades Awarded)		
<b>B. Further, Higher and Professional Education</b>				
Name of Institution	From	To	Qualifications obtained (Please indicate Level, Class, Subject(s), Grades)	Date of Award

<b>4 Further Professional Development</b> On a separate sheet of paper state your involvement in in-service education relevant to this post. The following format should be used.				
<b>A. As a Participant</b>				
Date of course	Number and length of sessions	Details of course		By whom presented
<b>B. As a Contributor – give brief details</b>				
Date of course	Number and length of sessions	Details of course		To whom presented

<b>5. Other Employment</b>					
Employer	Nature of Employment	From		To	
		Month	Year	Month	Year



**7 Referees - Please give the names of three people able to comment on your suitability for this post.**

**Faith Referee - one required**

Your faith referee should have pastoral responsibility for the Church at which you regularly worship. If you do not use your parish priest/minister an explanation should be given either on this form or in your letter of application.

Name ..... Address .....

Position .....

Telephone number ..... Post code .....

**Professional Referees – two required**

**NB For Headteacher appointments** - one referee should be your Local Authority

**For Deputy Headteacher appointments** - one referee should be your current line manager/employer etc.

**Other teaching posts** - one referee should be your current line manager/employer/college etc.

Name ..... Address .....

Position .....

Telephone number ..... Post code .....

Name ..... Address .....

Position .....

Telephone number ..... Post code .....

**Note:** No details are requested on this form regarding marital status or previous surnames. Applicants/Candidates are therefore reminded that they may need to contact their referees if their marital status or surname has changed.

**8** (Before completing this section please read the enclosed advisory notes)

a) Have you ever been convicted of a criminal offence or been given an official caution? **YES/NO** (delete as appropriate)

b) If **yes**, please provide full details as requested in the advisory notes, including date of conviction/caution, court, nature of offence and sentence imposed.

c) If appointed, do you give your consent to the information supplied in 8a and b above being verified by the police? Failure to consent may prevent your application from being considered further. **YES/NO** (delete as appropriate)

**Canvassing directly or indirectly will disqualify candidates.**

**9** I declare that the information given on this form is to the best of my knowledge correct and complete.

Signature ..... Date: .....

**10 Letter of Application**

You are asked to submit a letter, describing how your previous experience and achievements have helped prepare you for this post in a Church school. You should give a clear statement of your educational philosophy, its implementation in practice and your commitment to developing the Christian character of the school. You should address areas raised in the job specification. Please include any other information you feel would be helpful. Your letter should be concise with organized views.

**Note:** Your application will only be acknowledged if you enclose a stamped addressed envelope.