



Application for Head of Department at Hordle Walhampton School

Please complete this application form in full. A CV will not be accepted in substitution but may be submitted in addition, along with any further details which you consider relevant to your application.

Application forms, together with a short, hand-written letter explaining your specific interest in the post, should be sent to:

The Head Master, Hordle Walhampton School, Lymington, Hampshire, SO41 5ZG.

Personal Details

Surname: Forename(s):

Name Known By: Email Address:

Postal Address: Telephone (day):

Telephone (evening):

Postcode: Mobile:

NI Number: (optional) Marital Status:

(optional) Age and sex of children / other family details:

.....

Entitlement to Work in the UK

Do you require a permit to work in the UK? If so, please give expiry Date:

Education

Primary / Preparatory School(s):

.....

.....

Secondary / Senior School(s):

.....

.....

University / College(s):

.....

Qualifications

Please list all 'A' levels (or equivalent), degrees, further and teaching qualifications.

Date	Awarding Body	Subject	Grade

Please continue on a separate sheet if necessary.

Present Post

Name and address of employer:

.....

Position: Date appointed:

Subjects taught:

Games / extra curricular activities:

.....

Other pertinent experience:

.....

Salary and benefits:

Notice period:

Interests

.....

.....

.....

.....

.....

Other Employment History

Please list all appointments prior to your current post in reverse chronological order, providing a full explanation for any gaps.

Dates	Employer's Name & Address	Main Responsibilities	Reason for Leaving

Please continue on a separate sheet if necessary.

Referees

Please provide details of at least two referees. One should be the Head of your current (or most recent) school, and another should be someone who has known you personally for several years.

Name: Address: Telephone: Email: Position / Relationship:	Name: Address: Telephone: Email: Position / Relationship:
Name: Address: Telephone: Email: Position / Relationship:	Name: Address: Telephone: Email: Position / Relationship:

Important Notes

- We will seek references on shortlisted candidates and may approach your current or previous employers for information to verify particular experience or qualifications. You must let us know if you do not want us to do this before interview.
- Your employer will be asked about disciplinary offences, including any relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.
- The successful applicant must complete an Enhanced Disclosure from the Criminal Records Bureau, plus any other safeguarding checks that may be required.
- You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been appointed, and possible referral to the police and / or DCSF.

Data Protection

In signing this application form you agree to the school processing the information that you have given in accordance with Data Protection guidelines for the purpose of recruiting and offering employment. We may transfer any of the information we hold to third parties where required by law. You may see a copy of any information the school holds on you by contacting the Bursar.

Declaration

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as ‘spent’ must be declared. I have not been disqualified from working with children, am not named on the Protection of Children Act List, am not subject to any sanctions or conditions imposed by the Independent Safeguarding Authority, the Secretary of State or any regulatory body, and either:

*I have no convictions, cautions or bind-overs

OR

*I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked ‘Confidential’.

** delete as appropriate*

WARNING

Where a candidate is:

- found to be on the Protection of Children Act List, or the CRB disclosure shows s/he has been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, this application; or
- found to have been the subject of serious expressions of concern as to his / her suitability to work with children

the facts will be reported to the Police and / or the DCSF.

Signed:

Print Name:

Date:

Special Requirements

Please give details of any special adjustments (e.g. wheelchair access) that we may have to make in order to allow you attend an interview at the school:

.....