



Saint Michael's CE High School

A Church of England Academy

Therefore, choose

CONFIDENTIAL

APPLICATION FORM FOR TEACHING POSTS

SCHOOL: St Michael's CE High School

APPLICATION FOR POST OF: Associate Deputy Headteacher

CLOSING DATE: 9am Tuesday 7th July 2026

1. PERSONAL DETAILS

(Please complete this section in block capitals.)

TITLE: (Mr/Mrs/Miss/Ms/Other)		SURNAME:		FIRST NAME(S):	
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ADDRESS FOR CORRESPONDENCE: (including postcode):

CONTACT DETAILS:

HOME:

WORK:

MOBILE:

EMAIL ADDRESS:

Teacher Reference Number:

2. PRESENT POSITION

Present Post:		Starting date of present post:	
School/Establishment: (name, type and address, including postcode)			
Single sex or mixed:		Number on roll: (approx)	
Present annual salary or weekly income (gross):		Hours worked per week	
LA or other employer (with address including postcode and telephone number)			
Notice required or leaving date if already left:			
Reason for leaving:			

3. EDUCATION AND QUALIFICATIONS**A. Secondary/ Further Education. (Start with the most recent first)**

Secondary School, College / University	Date from	Date to	Qualifications obtained (please state level, subject, awarding body)	Grades / class of degree	Date of Award (s)

7. OTHER EMPLOYMENT

(including part time and voluntary work).

Employer name and address	Job title	Salary / income	Full or part time (if part time specify hours)	Dates (month / year)		Reason for leaving
				From	To	

8. PERIODS WHEN NOT WORKING

(Please give details and reasons for periods when you have not been employed).

From		To		Reason
Month	Year	Month	Year	

9. REFEREES

- ***If you are shortlisted and invited to an interview, referees will be contacted and references obtained prior to interview in line with current statutory guidance. If you have concerns regarding this please contact us.***
- The first reference **must** be your present or most recent employer.
- If any of your references relate to your employment at a school or college your referee **must** be the Headteacher or Principal.
- If you are currently working with children your present employer will be asked about any disciplinary offences relating to children, current and/or time expired; whether you have been the subject of any child protection concerns and if so, the outcome of these investigations. If you are not currently working with children, but have done so previously these issues will be raised with your former employer.
- If you are not currently working with children but have done so previously the second reference **must** be that employer.
- Please do not give relatives or people solely in the capacity as friends as a referee.
- Other previous employers may also be approached for information, before interview, to verify details on your application form such as particular experience or qualifications.
- **Faith Reference** – Your faith referee should have pastoral responsibility for the Church at which you regularly worship.

The School reserves the right to approach any previous employer or manager.

Faith Referee

Name		Address	
Title	Mr/Mrs/Miss/Ms/Other		
Position			
Tel. No.			
Email address			

Referee 1

Referee 2

Name		Name	
Title	Mr/Mrs/Miss/Ms/Other	Title	Mr/Mrs/Miss/Ms/Other
Role		Role	
Organisation (if appropriate)		Organisation (if appropriate)	
Address (including postcode)		Address (including postcode)	
Tel No.		Tel No.	
Email address		Email address	
How long known?		How long known?	

10. Protection of children

The school is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exception Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Further guidance on 'protected' convictions and cautions can be found at

<https://www.gov.uk/government/collections/dbs-filtering-guidance>

You will be required to disclose when shortlisted for an interview all information about any convictions in a Court of Law or any cautions that are not protected, so that a police check can be carried out if you are offered an appointment. If you are subsequently employed by the school and it is found that you failed to disclose any previous convictions or cautions, this could result in dismissal, or disciplinary action being taken by the school.

During the course of your employment at St Michael's should you be arrested by the police you are obliged to notify the Headteacher of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary

action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

11. General

Please give details of any dates within the next [2 months] when you will not be available for interview. We cannot guarantee being able to offer you an alternative date.

Do you hold a current full driving licence?

YES NO

Do you have regular use of a vehicle?

YES NO

You are required to declare below any relationship with or to an employee of St Michael's CE High School.

Please state name and position:

You are also required to complete a **self-disclosure form** stating if you have been the subject of formal disciplinary proceedings. The form should be brought to the interview in a sealed envelope marked confidential. Only the successful candidate's form will be retrieved by the headteacher following the interview.

This information is required, including that related to warnings regarded as "spent" in order to ensure safe recruitment and meet our obligations to safeguard children. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed.

12. Reasonable adjustments for a disability

If you are disabled, please give details below of how we can ensure that you are offered a fair selection and interview process or if you would prefer, please contact [the headteacher or HR Manager at the school] to discuss any requirements.

13. Health / Medical details

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination.

14. Data protection

In completing this application form you should refer to the Recruitment Privacy Notice sent out with this document. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice. If successful, your personal information will be retained whilst

you are an employee and used for payroll, pension and employee administration in accordance with the Workforce Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside the school without first seeking your permission, unless there is a statutory reason for doing so.

If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice.

15. Letter of application

Applicants are asked to provide a fully completed application form and a supporting letter (no longer than 2 sides of A4 in length in Arial point 12) that clearly sets out how your experience to date prepares you for the advertised post (with reference to the enclosed person specification).

16. Declaration

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post. I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the school.

Signed:

Date:

Please return your completed form by email, post or by hand by 9am Tuesday 7th July to:

vacancies@saint-michaels.lancs.sch.uk

St Michael's CE High School, Astley Road, Chorley, Lancs. PR7 1RS

Please advise how you heard about this post:

TES / Lancashire County Council website / School Website / DFE Jobs Website / Other

If 'other' please specify: