THE BLACKBURN DIOCESAN BOARD OF EDUCATION

Application Form for

Headteacher

Deputy Headteacher

Assistant Headteacher

Teaching posts

Voluntary Aided and Voluntary Controlled Schools

PRIVATE AND CONFIDENTIAL

May 2025

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)

Please complete ALL sections of the form

Application for Appointment to the post of	Text here.
Name of School/Educational Setting	Text here.

1) Personal				
Surname	Text here.			
Forename(s)	Text here.			
Home Address	Text here.			
Post Code	Text here.	National Insurance No	Text here.	
Telephone numbers:	Home:Text here.	Mobile:Text here	Work:Text here	
Email address:	Text here			
May we contact you at work? (Double click checkbox to select)	Yes ☐ No ☐	If you supply an email address you are agreeing to receive all further correspondence regarding your application via email.		
Do you hold Qualified Teacher Status?	☐ Yes ☐ No	(if yes, please give date of award)	Text here.	
Have you successfully completed a period of induction as a qualified teacher in this country where the Department for Education require this	☐ Yes ☐ No			
If yes, please give date of completion	Text here.			
Teacher Reference number (eg 12/34567)	Text here.			
Are you subject to any conditions or prohibitions placed on you by the Teacher Regulation Agency or the General Teaching Council?	☐ Yes ☐ No			
If yes, give full details				

2) Present position			
Present Post	Text here.	Starting date of present post	Date.
School/Educational Setting (name and type)	Text here.		
Single Sex or Mixed	Choose an item.	Number on Roll (Total)	Text here.
Age Range	**Text here.**		
Salary Scale	**Text here.**	Salary	**£Text here.**
Employer Address	**Text here.**	Post code	**Text here.**
Telephone number	**Text here.**		
Email contact	**Text here.**		

3) Education and Qualifications

Add additional lines as necessary

Secondary Education

From Date.	To Date.	Qualifications obtained

Subject	Level	Grade	Awarding body	Date of Award
Text here.	Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.	Text here.

Further Education

From Date.	To Date.	Qualifications obtained

Subject	Level	Grade	Awarding body	Date of Award
Text here.	Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.	Text here.

Higher and Professional Education

Name of Institution	Text here.
From Date.	To Date.

Qualifications obtained

Subject	Level	Class/Grade	Awarding body	Date of Award
Text here.	Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.	Text here.

Name of Institution	Text here.
From Date.	To Date.

Qualifications obtained

Subject	Level	Class/Grade	Awarding body	Date of Award
Text here.	Text here.	Text here.	Text here.	Text here.

4) Further Professional Development

Add additional lines as necessary

As a Participant within the last five years relevant to this post

Date of course	Number and length of sessions	Details of course	Qualifications Obtained+ Date of Award	Course Provider
Text here.	Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.	Text here.

As a Contributor within the last five years relevant to this post

Date of course	Number and length of sessions	Details of course and Your Involvement	Course Provider
Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.
Text here.	Text here.	Text here.	Text here.

List past employment starting with the most recent post. Add additional teaching experience boxes as necessary

5) Teaching Experience					
Name of School/Establishment including Location	**Text here.**				
Dates at School/Establishment	Start Date		End Date		
Type *Secondary/Primary etc*	Select.	No. on roll	**Text here.**	Mixed or Single sex	Select.
Age range taught	**Text here.**	Post Held	**Text here.**		

	Dates	
Areas of Responsibility	From	To
Text here.	Date.	Date.
Text here.	Date.	Date.
Text here.	Date.	Date.
Text here.	Date.	Date.
Text here.	Date.	Date.
Text here.	Date.	Date.
Reason for Leaving	**Text here.**	

Teaching Experience					
Name of School/Establishment including Location	**Text here.**				
Dates at School/Establishment	Start Date		End Date		
Type *Secondary/Primary etc*	Select.	No. on roll	**Text here.**	Mixed or Single sex	Select.
Age range taught	**Text here.**	Post Held	**Text here.**		

	Dates	
Areas of Responsibility	From	To
Text here.	Date.	Date.
Text here.	Date.	Date.
Text here.	Date.	Date.
Text here.	Date.	Date.
Text here.	Date.	Date.
Text here.	Date.	Date.
Reason for Leaving	**Text here.**	

Teaching Experience					
Name of School/Establishment including Location	**Text here.**				
Dates at School/Establishment	Start Date		End Date		
Type *Secondary/Primary etc*	Select.	No. on roll	**Text here.**	Mixed or Single sex	Select.
Age range taught	**Text here.**	Post Held	**Text here.**		

	Dates	
Areas of Responsibility	From	To
Text here.	Date.	Date.
Text here.	Date.	Date.
Text here.	Date.	Date.
Text here.	Date.	Date.
Text here.	Date.	Date.
Text here.	Date.	Date.
Reason for Leaving	**Text here.**	

Teaching Experience					
Name of School/Establishment including Location	**Text here.**				
Dates at School/Establishment	Start Date		End Date		
Type *Secondary/Primary etc*	Select.	No. on roll	**Text here.**	Mixed or Single sex	Select.
Age range taught	**Text here.**	Post Held	**Text here.**		

	Dates	
Areas of Responsibility	From	To
Text here.	Date.	Date.
Text here.	Date.	Date.
Text here.	Date.	Date.
Text here.	Date.	Date.
Text here.	Date.	Date.
Text here.	Date.	Date.
Reason for Leaving	**Text here.**	

6) Other Employment			
Employer	Nature of Employment (including reason for leaving)	From	To
Text here.	**Text here.**	Date.	Date.
Text here.	**Text here.**	Date.	Date.
Text here.	**Text here.**	Date.	Date.
Text here.	**Text here.**	Date.	Date.
Text here.	**Text here.**	Date.	Date.
Text here.	**Text here.**	Date.	Date.
Text here.	**Text here.**	Date.	Date.
Text here.	**Text here.**	Date.	Date.
Text here.	**Text here.**	Date.	Date.
Text here.	**Text here.**	Date.	Date.

If you have any gaps in your employment record, please provide an explanation:	**Text here.**

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

Faith Referee - one required

Name	**Text here.**		
Position	**Text here.**		
Name of Church	**Text here.**		
Denomination	**Text here.**		
Home Address	**Text here.**	Post code	**Text here.**
Telephone number	**Text here.**		
Email address:	**Text here.**		
Relationship to applicant	**Text here.**		

Your faith referee should have pastoral responsibility for the Church at which you **regularly worship**. If you do not use your parish priest/minister, or if you have not used a church at which you regularly worship please state your reasons :

Text here.

Professional Referees – two required

For Headteacher appointments - one referee should be your Local Authority/MAT CEO

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

If you are not currently working with children but have done so in the past, one reference must be obtained from the employer who most recently employed you to work with children.

References will not be accepted from relatives or from people writing solely in the capacity of friends.

Name	**Text here.**
Position	**Text here.**
Name of school/organisation	**Text here.**
Telephone number	**Text here.**
Email address:	**Text here.**
Relationship to applicant	**Text here.**

Name	**Text here.**
Position	**Text here.**
Name of school/organisation	**Text here.**
Telephone number	**Text here.**
Email address:	**Text here.**
Relationship to applicant	**Text here.**

8) Declaration

(a) Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

☐ Yes ☐ No

(Double click box as appropriate)

You may be entitled to answer 'no' to this question even if you have been convicted of a criminal offence in the past, however certain types of employment which involves contact with children and/ or vulnerable adults are excluded under Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). It is therefore suggested that you take appropriate advice if you are in any doubt as to the correct answer to give.

Please note the amendments to the Exceptions 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. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service web site.

(b) If you answer yes, please detail offence(s) including date(s) and sentence(s) where relevant, in a sealed envelope, marked Private and Confidential for the attention of the Chair of Governors c/o the school/establishment.

(c) I can confirm that I am not barred from working with children or vulnerable adults or subject to sanctions imposed by a regulatory body or subject to any on-going investigation into any matter which may bring into question my suitability for the post applied for.

Signed _____ Date _____

Canvassing directly or indirectly will disqualify candidates. State whether you are related to, or have a close relationship with any existing employee or employer (including governors)	Text here.		
Do you consider yourself to have a disability?	Yes ☐	No ☐	Click as appropriate

9) Right to Work

Do you have the legal right to work in the UK?	Yes ☐	No ☐	Click as appropriate
If yes, please state the basis (e.g. UK citizen, settled status, visa type)	Text here.		

10) Safeguarding Statement

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced DBS check.

By submitting this application form, I certify that the information contained in this application form is accurate and true. I give my explicit consent to the processing, transfer and disclosure of all information submitted by me during the recruitment process and throughout any subsequent periods of employment for pre-employment checks, equal opportunities monitoring, payroll operations and training and absence records.

I understand that by deliberately giving false or incomplete answers I will be disqualified from consideration for this post or, if I am appointed, may be liable to summary dismissal with possible referral to the police.

Signature		Date:	Date.

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 and person specification. Please include any other information you feel would be helpful. Your letter should be concise with organised views.

This form should be emailed to: **Text here.**