

**APPLICATION FORM**

Post: **Chief Executive Officer**

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| **This form is also available in alternative formats and languages.**  **Please complete using black ink or type.**  This is your opportunity to tell us as much as possible about yourself and will help us make a fair decision in the selection process. Please refer carefully to the information you have been provided for this post. Please ensure you complete **ALL** sections of the application form. Your application will be treated in the strictest confidence and will adhere to the Trust’s privacy notice and appointment privacy notice that forms part of the applicant pack. | | | | |
| **PART 1: PERSONAL DETAILS** | | | | |
| Name: | | Previous Surname(s): | | |
| Address: | | Alternative Address: | | |
| Postcode: | | Postcode: | | |
| Telephone | Home: | Mobile: | | |
|  | Work: | Email address: | | |
| DfE number: | | GTCE Full Registration? | Yes □ | No □ |
| National Insurance Number:  (You can obtain this information from the Department of Social Security) | | | | |
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| **General**  **Health Declaration**  Removed to comply with the 2010 Equality Act. Please note, for jobs involving working with children or vulnerable adults, the statutory regulations require us to ascertain whether the physical and mental health of the person appointed to such roles is at an appropriate level prior to any confirmation of appointment. | | | | |

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| **Disclosure of relationship**  Are you related to any members, trustees, governors or employees of the Trust? | | | | | |
| Yes □ | No □ |  | | | |
| (IF YES, please give details) | | | | | |
| How did you become aware of this vacancy? | | | | | |
| Media: | | | Date: | | Reference: |
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| Please indicate two people who can provide references – one of whom should be your present/most recent employer.  References will be taken up before an offer of employment is made and may be taken up prior to interview. | | | | | |
| 1. Name: | | | | 2. Name: | |
| Address: | | | | Address: | |
| Tel. No: | | | | Tel. No: | |
| Occupation: | | | | Occupation: | |
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| **PART 2: COMPETENCY** | | | | | |
| **Education and Training**  **Original documentation of qualifications will be required prior to an appointment.**   1. Training as a Teacher | | | | | |
| Name of Teacher Training Institute | | | | | |
| Dates | | | From: | | To: |
| Qualification obtained | | | | | |
| Subjects – Main and Subsidiary | | | | | |
| Age Range/Key Stage | | | | | |
| Other special interests | | | | | |

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| 1. University, College, etc (other than initial teacher training) | | | |
| Name of Institution(s) | Date from | Date to | Full or Part Time |
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| Degree/Diploma/Title | Subjects | Hons or Pass Grade | Date of Award  Month Year |
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| 1. Secondary Education | | | |
| Name of school(s) and area |  | | |
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| Qualifications gained (give subjects, grades, dates  ‘O’ Levels, GCSE (or equivalent) |  | | |
| ‘A’ Levels (or equivalent) |  | | |

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| **In-Service Training and Development**  Please give details of relevant courses and training undertaken in the last five years. | | | | | |
| Dates and duration | Title of Course/Training incl Home Study and Distance Learning | | Name of Provider e.g. LEA, College, etc. | | Qualification obtained (if any) |
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| **Employment History**  Please give details of all jobs held after the age of 18, including part time and unpaid work, starting with your current or most recent employer. Please explain any gaps.  When giving details of school employment please include the age range, approximate school roll number and school type i.e. maintained, independent, foundation (continue on a separate sheet if necessary giving page number and title heading). | | | | | |
| Employer name and details: | | | | | |
| Dates: | | Full or Part Time: | | Salary upon leaving (and TLR payments): | |
| Reason for leaving: | | | | | |
| Employer name and details: | | | | | |
| Dates: | | Full or Part Time: | | Salary upon leaving (and TLR payments): | |
| Reason for leaving: | | | | | |

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| Employer name and details: | | |
| Dates: | Full or Part Time: | Salary upon leaving (and TLR payments): |
| Reason for leaving: | | |
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| **Other Skills and Interests**  Please include languages (spoken/written), computers, etc. Please provide details of any community or voluntary work experience. | | |

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| **Applicant Statement** *(1,000 words maximum)*  In this section you are asked to outline how your knowledge, skills and experiences meet the competencies required for this post (where set out in the personal specification). |

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| **Protection of Children**  **Disclosure of criminal background is required of those with substantial access to children.**  *You are required to give details as this post, for which you are applying, is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) order 1986.* ***A subsequent offer of appointment will be dependent upon the completion of a satisfactory Disclosure and Barring check.*** | | | |
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| Have you ever been convicted or cautioned of a criminal offence? | | Yes □ | No □ |
| IF YES, please provide details of the Offence, the Sentence and the Date: | | | |
| Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? | | Yes □ | No □ |
| IF YES, please provide details: | | | |
| If you are successful in your application, would you require a work permit prior to taking up employment? | | Yes □ | No □ |
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| **Data Protection Statement**  I hereby give my consent for the school to which this application relates to process and retain on file information (including health and ethnic data) contained on this form and in accompanying documents. This is required for recruitment purposes, the payment of staff and the prevention of fraud. This information may be shared with third party organisations including, but not exclusive to, payroll providers, the DBS, the police and other third parties by the Data Protection Act 1998 and related legislation. All information will be dealt with in accordance with data protection legislation. | | | |
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| **Declaration**  I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal. | | | |
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| Signature: | Date: | | |
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| Please return your completed application form to:  Miss Amber Hull  Trust Business Assistant  Veritas Multi Academy Trust  c/o Warden House Primary School  Birdwood Avenue  Deal  Kent, CT14 9SF | | | |