**APPLICATION FORM FOR LEADERSHIP POST**

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| Position Applied For:  **Head of Teaching & Learning** | Please return form electronically to [jn@theboxingacademy.co.uk](mailto:jn@theboxingacademy.co.uk) |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Last Name** |  |
| **First Name(s)** |  |
| **Title** |  |
| **Previous Names** |  |
| **Address (including postcode)** |  |
| **National Insurance Number** |  |
| **Home Telephone Number** |  |
| **Work Telephone Number** |  |
| **Mobile Telephone Number** |  |
| **Email Address** |  |
| **Preferred method of contact** |  |
| Applicants must be legally entitled to live and work in the UK. Please request an information sheet (Prevention of Illegal Working) if required. This gives details of acceptable documents you will be required to bring, should you be shortlisted for an interview.  **Are you eligible to work in the UK? YES/ NO**  **If NO please specify your circumstances**  **(All successful applicants will be required to provide evidence of their entitlement to work in the UK)** | |

**EDUCATION AND ACADEMIC QUALIFICATIONS**

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| --- | --- | --- | --- |
| **School/College/University** | **From MM/YY** | **To MM/YY** | **Subjects, Qualifications,**  **Grades, Honours** |
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**PRESENT APPOINTMENT** (*or most recent)*

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| --- | --- | --- | --- | --- | --- | --- |
| Post Held |  | | | | Date  Appointed |  |
| Employer’s name and address |  | | | | | |
| Responsibilities held  & 3 key achievements |  | | | | | |
| Number on roll |  | Age range | |  | Boys/Girls/Mixed |  |
| Name of Local Authority  (if applicable) |  | | | Community, Aided, Independent etc. |  | |
| Present salary details | Salary Scale and Point  *(e.g. Leadership, etc.)* | | | |  | |
| Additional allowances | | | |  | |
| Total salary  (If part time please specify FTE) | | | |  | |
| Date left (if applicable) |  | | Reason for leaving  (if applicable) | |  | |

**PREVIOUS TEACHING APPOINTMENTS** *(please start with most recent)*

*Details of work should be continuous; any gaps in employment should be recorded on page 4*

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| **Name & address of School/ Academy**  **(Please specify community, aided, Independent etc.)** | **Local Authority (if applicable)**  **NOR**  **Age range**  **Boys/girls/mixed**  **Key stages taught** | **Title of post**  **Responsibilities held,**  **key achievements,** | **Period of Service From To**  **MM/YY** | | **Reason for leaving** |
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**PROFESSIONAL DEVELOPMENT**

*(Please give details of courses or training relevant to this application.)*

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| --- | --- | --- | --- | --- |
| **Course Title** | **Provider** | **Duration** | **Dates** | **Awards**  ***(if any)*** |
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**OTHER WORK EXPERIENCE *(Please start with most recent)***

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| --- | --- | --- | --- | --- |
| **Nature of Occupation**  **Place of Work** | **Employer** | **Period of Service (m/y)**  **From To** | | **Reason for leaving** |
|  |  |  |  |  |
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**PERIODS WHEN NOT WORKING**

(Please give details of any voluntary work and other periods when you have not been employed)

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| --- | --- | --- |
| **From (m/y)** | **To (m/y)** | **Reason** |
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**STATEMENT IN SUPPORT OF YOUR APPLICATION**

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| In support of your application you should attach a statement giving your reasons for applying for this post. Include any information which you consider is relevant to this application, make clear how you consider your qualities and experience fit the post profile as described in the candidate pack and briefly express your vision of how the Vice Principal will contribute to the future development of the school.  **Please use no more than 2 sides of A4, Arial font size 11.**  In compliance with Safer Recruitment guidelines, CVs cannot be accepted.  **Please ensure your name starts the title of the application form and attached statement.** |

**INTERESTS** *(Both professional and leisure)*

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**REFEREES**

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| References will only be sought for candidate invited for interviews. It is our policy to obtain references prior to interview, if you have concerns regarding this please contact us.  May we approach your referees without further reference to you? | |
| * *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.* | |
| **REFEREE 1** | **REFEREE 2** |
| **NAME** | **NAME** |
| **POSITION** | **POSITION** |
| **ADDRESS (including postcode)** | **ADDRESS (including postcode)** |
| **TEL NO** | **TEL NO** |
| **FAX NO** | **FAX NO** |
| **EMAIL ADDRESS** | **EMAIL ADDRESS** |
| In what capacity do you know the referee? | In what capacity do you know the referee? |
| **If you are known to either referee by any other name please give details** | |

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| Are you related to or have a close relationship with any staff or governors at this school, or local councillors?  If YES, who and in what capacity? |
| **This post is exempt from the Rehabilitation of Offenders Act 1974. Consequently if you are appointed you will be required to undertake an enhanced Disclosure and Barring Service check. Therefore you will be required to declare ANY convictions, cautions and bind-overs you may have, regardless of how long ago they occurred, including those regarded as ‘spent’. Having a criminal record will not necessarily prevent you from taking up appointment; it will depend on the nature of the offences and their relevance to the post you are applying for. However, should you NOT declare an offence that is subsequently revealed, e.g. through the DBS check, then this may place your appointment in jeopardy.** |
| Have you ever received a conviction, caution, reprimand, formal warning or bind-over order? **YES/NO** |
| Are you either on the Children’s Barred List (previously List 99 and PoCA list), ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body?    **It is a criminal offence for barred individuals to seek or undertake work with children.** |
| **If you have answered yes to either of the above questions, please provide details on a separate sheet in an envelope marked CONFIDENTIAL** |
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| Under the Data Protection Act 1998 your consent is required to process the information you have supplied for the purposes of recruitment and selection. The information required is necessary for selection purposes and will be used by our school for the selection and verification process in connection with your application for this post. Your name and contact details will be held electronically together with recruitment process monitoring.  *Under the Data Protection Act 1998 you have the right of access to any electronically and/or manually held information.*  By signing the declaration at the end of the application form, you give permission for your details to be used in this way. |
| **DECLARATION**  I declare that the information I have given on this form is correct and I understand that failure to complete the form fully and accurately could result in an incorrect assessment of salary, and/or exclusion from short listing, or may, in the event of employment, result in disciplinary action or dismissal. *(If this is completed electronically you will be required to sign a copy at interview.)*  SIGNATURE OF APPLICANT  DATE |
| ***Thank you for your application. Please indicate if you require acknowledgement of its receipt.***  ***Otherwise, in the interests of public economy, only longlisted applicants will receive further notification.*** |