

**SLT Appointment**

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| Please complete this form in **black ink** or typescript. Please return to:  [recruitment@ruthgorse.leeds.sch.uk](mailto:recruitment@ruthgorse.leeds.sch.uk) | | | | | **Closing Date:**  **Wednesday 22 May 2019**  **9.00 am** | |
| **Application for Appointment as: ASSOCIATE ASSISTANT PRINCIPAL**  **Grade: L 10 - 14**  **The Ruth Gorse Academy** | | | | | **CONFIDENTIAL:**  The information you provide on this form will be used for recruitment & selection and employment contract purposes. | |
| 1. **PERSONAL DETAILS** | | | | | | |
| Title: First Name:  Home Address:  Postcode:  Mobile No:  Tel No (Day):  Email: | | Surname:  Address for Correspondence (if different):  Postcode:  Tel No (Evening): | | | | |
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| DfES Teacher’s Reference Number: | | National Insurance No: | | | | |
| The first two digits of your reference number are the year you achieved your qualified teacher status. If you do not know your number you must contact Teacher’s Pensions. | | | | | | |
| Are you in receipt of a public service pension? YES/NO | | | | | | |
| Are you related to any governor or staff at The GORSE Academies Trust?  (If YES please give details below) YES/NO | | | | | | |
| **References**  Please provide details of two referees. One referee may be the Chair or Vice Chair of Governors if you are currently employed in a senior post in a school. Your second reference should be from someone in your LEA who has a working knowledge of your professional competencies and your impact in your current post. | | | | | | |
| **1. Title: Name:**  **Position:**  **Address:**  **Postcode:**  **Telephone No:**  **Email:**  **Capacity in which known:** | | | **2. Title: Name:**  **Position:**  **Address:**  **Postcode:**  **Telephone No:**  **Email:**  **Capacity in which known:** | | | |
| **Your referees will be contacted if you are selected for Interview** | | | | | | |
| **QUALIFICATIONS** | | | | | | |
| Please give full details of degrees and other professional qualifications, including teaching qualifications. Your previous experience and achievements, including any Master’s degree and/or other qualifications, are taken into account at all stages of the qualification. It is important to complete this section of the form carefully, giving details of all relevant qualifications including modules taken. Please make clear what has been achieved and what is still in progress. | | | | | | |
| Date  (Month-Year) | Awarding Body | | Details of Qualification/Award | | | |
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| **EXPERIENCE** | | | | | | |
| Present Academy/School: | | | Employing Authority N/A Trust: | | | |
| Date of Appointment: | | | Designation of Post: | | | |
| Scale/Incentive Allowance: | | | Salary: | | | |
| Previous appointments listed in sequence | | | | From  (Month-Year) | | To  (Month-Year) |
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| **CONTINUING PROFESSIONAL DEVELOPMENT** | | | | | | |
| Please give details of significant aspects of your Continuing Professional Development over the last three years. Explain how it has:   * made a difference to your current role and * prepared you for leadership and management | | | | | | |
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| **THE KEY AREAS OF LEADERSHIP** |
| Please give details of your achievements and expertise in the following key areas of leadership. Please refer to the Job Description and Person Specification. For each key area, provide no more than two examples, from the last three years. |
| A. Leadership of Teaching and Learning |
| B. Developing and Managing People |
| Once candidates have completed the section ‘Key Areas of Leadership’ you will need to write in no more than 2 sides of standard font a supporting letter which addresses three areas:   * Your experience and expertise which is relevant to the post; * How a highly effective academy/college ensures that every learner regardless of background is successful and high achieving; * How effective leadership can raise student attainment. |

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| **Data Protection Act 1998 and General Data Protection Regulations (GDPR)**  The information you submit will be processed by the Trust. Your data will be used for purposes of the Trust’s recruitment and selection process. It will be used to monitor the effectiveness of The GORSE Academies Trust’s policies and practices, in particular its Single Equalities Policy. This monitoring is for statistical purposes only and you will not be identifiable from this process. However, your personal details, contained in the application form may be used in the prevention and detection of fraud. Where this occurs you will be identifiable.  Your information may also be disclosed to the following third parties: Survey and research organisations (for monitoring purposes only), Organisations that handle or investigate the proper use of public funds, Local Government Authorities, Central Government Authorities Law Enforcement Authorities.  Application forms submitted by unsuccessful candidates will be destroyed after six months from the date the post was appointed to.  **Declaration**  I consent to The GORSE Academies Trust recording and processing the information detailed in this application form. I understand that this information may be used by the Trust in pursuance of its business purposes and my consent is conditional upon The GORSE Academies Trust complying with their obligations under the Data Protection Act 1998 and GDPR.  Please tick if you do not want this application to be shared.  I confirm that, to the best of my knowledge, the information provided on this form is correct and gives a fair representation of my qualifications and employment history. I understand that any offer of employment is subject to:   1. References which are satisfactory to the Trust 2. A satisfactory DBS certificate and check of the Barred List 3. The entries on the form proving to be complete and accurate 4. A satisfactory medical report (where appropriate) 5. Evidence of the right to work in the UK   I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard and that all information given in this application is accurate.    **Signed: Date:**  **If you are selected for interview you will be asked to sign a hard copy of this form.**  **Rehabilitation of Offenders Act 1974**  All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions are ‘protected’. These 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 website or at Unlock: [What-will-be-filtered-by-the-DBS.pdf](file:///C:\Users\sally.whittingham\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\OTVSR25I\What-will-be-filtered-by-the-DBS.pdf)  Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self- disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. |

This page is blank to ensure that the equality monitoring documentation remains detached from application.

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| **EQUALITY MONITORING**  We promote diversity and want a workforce which reflects the people of Leeds. We will use your answers to monitor and check the fairness of our recruitment. Any information you provide will be kept confidential. You do not have to answer these questions and if you do not then it will not make any difference to your application. | | | | | | | | | | | | | | | | | | | | | | |
| **Date of Birth:**  / / | | | | | | **Male** | | | | | | | | **Female** | | | | | | | | |
| **Are you Disabled?** | | | | | | **Yes** | | | | | | | | **No** | | | | | | | | |
| **Where did you see this post advertised?** | | | | | | | | | | | | | |  | | | | | | | | |
| **Please identify your relationships status:** | | | | | | | | | | | | | |  | | | | | | | | |
| **Married** | **Civil Partnership** | | | | | | | | | **Co-habiting** | | | | **Single** | | | **Other** | | | | | |
| **Please identify your religion:** | | | | | | | | | | | | | | | | | | | | | | |
| **Buddhist** | | **Christian** | | | | | | | **Hindu** | | | **Jewish** | | | | | **Muslim** | | | | | |
| **No Religion** | | **Rastafarian** | | | | | | | **Sikh** | | | **Other** | | | | |  | | | | | |
| Please identify your sexual orientation: (definitions below) | | | | | | | | | | | | | | | | | | | | | | |
| **Heterosexual** | | **Lesbian** | | | | | | **Gay man** | | | | **Bisexual** | | | | **Other** | | | | | | |
| \* Other entries comments:  Heterosexual – Someone who is attracted, emotionally and or physically, to persons of the opposite sex. | | | | | | | | | | | | | | | | | | | | | | |
| Lesbian – A woman who is attracted, emotionally and or physically, to other women. | | | | | | | | | | | | | | | | | | | | | | |
| Gay man – A man who is attracted, emotionally and or physically, to other men. | | | | | | | | | | | | | | | | | | | | | | |
| Bisexual – Someone who is attracted, emotionally and or physically, to both sexes. | | | | | | | | | | | | | | | | | | | | | | |
| **ETHNIC ORIGIN** | | | | | | |  | | | | | | | |  | | | | | | | |
| **Asian or Asian British** | | | | | | | **Black or Black British** | | | | | | | | **Chinese or other ethnic groups** | | | | | | | |
| Bangladeshi | | | AB |  | | | African | | | | BA  BC  BO | |  | | Chinese | | | CC  CO | |  | |  |
| Indian | | | AI |  | | | Caribbean | | | |  | | Other (specify) | | |  | |
| Kashmir | | | AK |  | | | Other (specify) | | | |  | |  | | |  | | | | |
| Pakistani | | | AP |  | | |  | | | |  | | | |  | | |  | | | | |
| Other (specify) | | | AO |  | | |  | | | |  | | | |  | | |  | | | | |
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| **Mixed** | | | | | | | **White** | | | | | | | |  | | | | | | | |
| White and Asian | | | MA  MF  MC  MO | |  | | British | | | | WB | |  | | Gypsy Travellers | | | | GT | |  |  |
| White and Black African | | |  | | Irish | | | | WI | |  | |  | | | |  | | | |
| White and Black Caribbean | | |  | | Other (specify) | | | | WO | |  | |  | | | |  | | | |
| Other (specify) | | |  | |  | | | |  | | | |  | | | |  | | | |
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