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| **APPLICATION FOR CEO POST** | | | | | | | |
| Where did you see the post advertised? | | | | | | | |
| **1. Personal details:** | | | | | | | |
| Title |  | Name |  | | Surname |  | |
| Home address | Street address | |  | | | | |
| Town/city | |  | | | | |
| County | |  | | | | |
| Post code | |  | | | | |
| Country of residence |  | | | | | | |
| Right to work in the UK |  | | | | | | |
| Telephone numbers (please only list numbers we should call to contact you) | Work: | | E-mail address | | | |  |
| Home: | |
| Mobile: | | National Insurance number | | | |  |
| Do you hold Qualified Teacher Status? | | | | In which year did you gain QTS? | | | |
| Date of completion of NQT Induction period or stage reached if not complete:  With which LA: | | | | Teacher number: | | | |
| **2. Current/most recent employment** | | | | | | | |
| Name of Employer: | | | | | | | |
| Address of Employer: | | | | | | | |
| Position held: | | | | | | | |
| Main responsibilities: | | | | | | | |
| Dates of Employment: From:       To: | | | | | | | |
| Reason for leaving: | | | | | | | |

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| **3. Previous employment**  Please fill in this section with your employment history (paid or unpaid) in chronological order making sure you explain any gaps in your employment | | | | |
| Employer’s name and address | Position held and responsibilities | Start date | End date | Reason for leaving |
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Please continue on a separate sheet if necessary

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| **4. Personal data** | |
| Basic Salary: | Additional salary (please indicate management points or London allowance etc.) |
| Total salary: |  |

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| **5. Professional and personal development** | | | | | | | |
| Courses attended (during last 3 years) | | | | | | | |
| Name of course and provider | Award/qualification gained | | | Full or part time | | From | To |
|  |  | | |  | |  |  |
| **6. Education history**  It is The Charter Schools Educational Trust policy to check all qualifications. | | | | | | | |
| Higher Education | | From | To | | Qualification obtained, incl. Class and Divisions with Principal Subjects | | |
|  | |  |  | |  | | |
| School/College | | From | To | | Qualification obtained, subject and grade | | |
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| Give details of qualifications, achievements and experiences (clubs run etc.) e.g. Athletics and Sports, Art, Drama, Music, Social Work, Special Needs Teaching, Counselling. | | | | | | | |

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| **7. Membership of Professional Bodies or Associations** | | |
| Institution | Grade of Membership | Date of Membership |
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| **8. Personal Statement**  The Trust has high expectations for its pupils and is committed to improving the life chances of all the pupils attending its schools. In no more than 700 words, please provide an answer to the questions below:   * How has your previous career prepared you for this post? * How would you fulfil the demands of this post? |
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Please continue on a separate sheet if necessary

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| **9. Referees** | | | |
| Please provide the contact details of two referees, one of whom should be your present employer. Please note references will not be accepted from relatives or from people writing solely in the capacity of friends. | | | |
| Name |  | Name |  |
| Job title |  | Job title |  |
| Organisation |  | Organisation |  |
| Address |  | Address |  |
| Telephone number |  | Telephone number |  |
| Mobile |  | Mobile |  |
| Email |  | Email |  |
| Capacity in which referee is known to you? |  | Capacity in which referee is known to you? |  |
| May we contact now? | **Yes**  **No** | May we contact now? | **Yes**  **No** |
| **10. Employment of People with Disabilities**  The Charter Schools Educational Trust actively promotes disability equality, if you consider that you have a disability relevant to the performance of the duties described in the job description, please provide details of: | | | |
| Any assistance you will require if called for an interview | | | |
| **11.Criminal Convictions or Cautions**  A check as to the existence and content of any relevant criminal record will be requested from the Disclosure and Barring Service after a person has been selected for appointment. Refusal to agree to a check being made could disqualify you from being considered for the appointment.  Under the Rehabilitation of Offenders Act 1974, you have the right not to disclose details of ‘spent’ convictions. However, for certain jobs, employers are allowed to ask about these offences. The Rehabilitation of Offenders Act 1974 (Exception Amendment) Order 1986 sets out details of all jobs to which this applies and the job you have applied for is included in the list. 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 in the attached guidance.  Please give details of any relevant criminal convictions that you may have. The disclosure of a criminal record may not necessarily prevent you from being appointed. The nature of the offence, how long ago it took place, your age at the time and any other relevant factors may be considered when a decision is made.  Please note that some convictions are never considered ‘spent’ under the terms of the Act. | | | |
| Do you have any criminal convictions, cautions or warnings?  If yes, give details of **ALL RELEVANT** convictions, cautions, reprimands or warnings. | | | |
| An Enhanced Disclosure & Barring Service check will be made if you are successfully appointed to this post.  Have you had DBS check carried out previously? Yes/No  If Yes, please give date.  Note if you are called to interview you will be asked to bring your original identification documents with you. | | | |

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| **12. Where did you hear about The Charter Schools Educational Trust?** | | | |
| **13. Declaration** | | | |
| In submitting this form to The Charter Schools Educational Trust:  I declare that the details given by me on this application form are correct to the best of my knowledge and belief  I understand that if I give any information which is false, or I withhold any relevant information, this may lead to my application being rejected, or if already appointed, to termination of employment  I give explicit consent that the information that I give on this form may be processed in accordance with The Charter Schools Educational Trust registration under the General Data Protection Regulations 2018. | | | |
| Please tick the box and sign below to agree to confirm that you have read, understood and agree with the above declaration: | Yes | Date: |  |
| Signature: | | | |

When you have completed all 13 sections and attached your answers to the questions in section 8, if written, on a separate sheet, please send the form to Wendy Andrews, Director of HR, at [WAndrews@tcset.org.uk](mailto:WAndrews@tcset.org.uk) or post it to:

Wendy Andrews

Director of HR

The Charter Schools Educational Trust

Red Post Hill

London

SE24 9JH

Please note that the school will only acknowledge applications shortlisted for interview.

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| **14. Recruitment Monitoring**  To help us ensure that we are recruiting people in a fair and non-discriminatory way, all job applicants are asked to complete monitoring data about themselves. This information will be treated confidentially. It will be separated from your application and will not be seen by the recruiting panel. |
| Position applied for: |
| First name: |
| Surname: |
| Age: |
| Gender: Male  Female |
| Do you consider your ethnic origin to be: |
| WHITE  British  Irish  Other White Background |
| ASIAN  Asian British  Asian Indian  Asian Pakistani  Asian Bangladeshi  Another Asian Background |
| MIXED  White and Black Caribbean  White and Black African  White and Asian  Another Mixed Background |
| BLACK  Black British  Black Caribbean  Black African  Another Black Background |
| ANOTHER ETHNIC GROUP  Chinese/Vietnamese  Cypriot Greek  Cypriot Turkish  Cypriot Other |
| ANY OTHER ETHNIC GROUP Please state: |
| DISABILITY  The Disability Discrimination Act 1995 describes disability as a ‘physical or mental disability which has a substantial and long-term effect on a person’s ability to carry out normal every activities’. |
| Do you consider yourself to have a physical or mental impairment that is covered by the definition above?  If so please state the nature of your disability: |