**Note to candidates:**



\* Please ensure you have read the candidate brochure before completing this form.

\*Please email this completed form to recruitment@vineyard.richmond.sch.uk

\* If you are using a **Mac** to complete this application, please ensure you use Adobe rather than **Mac Preview** (often the default), as this programme is not compatible with the form.

**Leadership Application Form**

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| --- |
| **PERSONAL DETAILS** |
| **Title** |  | **Surname** |  | **First Name(s)** |  |
| **Home Address****(including postcode)** |  |
| **Telephone****Numbers** | Work |  | Personal |  |
| **Email Address** |  |
| **National Insurance Number** |  |
| **Do you have the right to work in the UK?** | YES NO |
| **Do you require a work permit or visa?** | YES NOIf yes, please give details |
| **The Vineyard school recognises continuous service in Local Government Employment for all staff. Do you have continuous service?** | YES NOIf yes, what is your continuous service? |
| **Qualified Teacher Status (QTS)** | Do you hold QTS? | YES NOIf yes, please provide your TeacherReference number (DfE) |
| In what year did you gain QTS? |  |
| Have you completed yourstatutory induction year? | YES NO |
| **CURRENT EMPLOYMENT** |
| **Employer Name & Address** | **Position Held** | **Main Responsibilities** | **From** | **To** |
|  |  |  |  |  |
| **Current Salary** |  | **Spine Point** |  | **Total Salary** |  |
| **Reason for Leaving** |  | **Notice Period** |  |

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| **PREVIOUS EMPLOYMENT**(Please include all work including part-time and volunteering positions)*(Please use the additional sheets at the bottom of the application form for any further positions that don’t fit within these fields)* |
| **Previous****Employer**(names &address) | **Job held and main responsibilities** | **From** | **To** | **Salary** | **Reason for****Leaving** |
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|  |  |  |  |  |  |
| **Please use this space to explain any gaps in employment** |  |

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| **PROFESSIONAL AND PERSONAL DEVELOPMENT**(Please include details of any training courses (accredited and in-house) attended in the last 5 years)*(Please use the additional sheets at the bottom of the application form for any further information**that doesn’t fit within these fields)* |
| **Name of Course****Provider** | **Award/Qualification gained** | **From** | **To** |
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| **EDUCATION HISTORY**(Please list your education history, most recent qualification first)*(Please use the additional sheets at the bottom of the application form for any further information that doesn't fit within these fields)* |
| **Institution** | **From** | **To** | **Qualification(s) attained (including****grade/ degree classification) /****subject(s)** |
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**SUPPORTING STATEMENT**

Please address the following in no more than **three sides of A4**:

• Why you are applying for this position at The Vineyard School and why at this point in your career?

• How you would seek to incorporate The Vineyard Values and ethos into your working practice.

• How your skills and experience meet the requirements set out in the Job Description and Person

Specification.

 Evidence of impact in your most recent leadership roles (please refer to specific data and use examples of specific school improvement strategies).

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*(Please use the additional sheets at the bottom of the application form to complete your statement if it doesn’t fit within the box)*

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| **PROGRESS AND ATTAINMENT**(Please use the box below to provide evidence of your impact in terms of the progress and attainment your school has made over the last three years. You should refer to specific data in your response) |
|  |
| **REFEREES**(Please provide details of two referees, the first of whom should be your current employer. References will only be requested for shortlisted candidates) |
| **Name** |  | **Name** |  |
| **Job Title** |  | **Job Title** |  |
| **Organisation** |  | **Organisation** |  |
| **Relationship to you** |  | **Relationship to you** |  |
| **Address** |  | **Address** |  |
| **Telephone number** |  | **Telephone number** |  |
| **Email** |  | **Email** |  |
| **PERSONAL DATA** |
| Have you applied for a position at The Vineyard before? | YES NOIf yes, please give details |
| Please declare if you are related to or knowpersonally any employee at The Vineyard  |  |
| Where did you hear about this vacancy? | TES Online LinkedIN Teach FirstFuture LeadersOther Job Board Please give detailsWord of mouth\* |

|  |  |
| --- | --- |
|  | \* If you heard about this vacancy through a member ofThe Vineyard, please provide their name so we can thank them |
| **CONFIDENTIAL INFORMATION**The role you are applying for is considered an ‘excepted post’ under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. As such, you are required, before appointment, to disclose any spent or unspent conviction, caution, reprimand or warning, other than those deemed ‘protected’ under the Exceptions Order 2013. The Vineyard School requires all employees to undertake an enhanced DBS check. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and when they occurred. |
| In relation to the above, are you currently bound over, or do you have any convictions, cautions, reprimands or warnings which are not deemed 'protected' under the amendment to the Exceptions Order 1975? |
| **Do you have any unspent convictions, cautions, reprimands or warnings?** | YES NOIf yes, please give details |
| **I can confirm that I am not on the barred list, disqualified from working with children or subject to sanctions imposed by a regulatory body such as the Teaching Agency. I also confirm to a****criminal records check if appointed to the position for which I have applied** | Electronic Signature |  |
| Date |  |
| **DECLARATION** |
| In submitting this form to The Vineyard School:I declare that to the best of my knowledge and belief, the details given by me on this application form are correct and can be treated as part of any subsequent contract of employment.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 employmentI understand that information given on this form will be processed by a computer and used for registration and equal opportunities monitoring purposes under the Data Protection Acts 1984 and 1998 |
| **Signature (to confirm agreement)** |  | **Date** |  |

**ADDITIONAL SHEETS**