**You must complete all sections of the application form electronically or in black ink. We will use this form to help us decide on your suitability for the post so please make sure it is accurate and complete. Curriculum Vitae will not normally be accepted. Guidance notes are included to help you complete this form.**



**LEADERSHIP APPLICATION FORM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Academy Name: |  | | Closing date: | Noon 24.01.20 |
| Post applying for: | |  | | |
| Where did you see this post advertised? | |  | | |

**Personal Details**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| First Name: | |  | Surname: | | |  |
| Address: | | | Title: | | |  |
|  | | | National Insurance No: | | |  |
| Home phone No: | | |  |
| Mobile phone No: | | |  |
| Postcode: |  | | Email address: | |  | |
| Are there any dates you would be unavailable for interview? | | | |  | | |

**References**

Please provide THREE references, one of which must be from your current or most recent employer. One may be the chair or Vice Chair of Governors if you are currently employed in a senior post in school. One reference should be from some in the LEA who has working knowledge of your professional competencies and your impact in your current post. If you are currently employed by a supply agency please also provide a referee from your most recent paid employment. If you are applying for a job that means you will be working with children, and you have previously worked with children either on a paid or voluntary basis, one reference should be from the person or organisation that employed you, even if it is not your most current or recent employer. References from relatives or people who only know you as a friend are not acceptable. If you have not worked previously, then please give details of a school/college/university official.

**REFERENCE 1**

|  |  |
| --- | --- |
| **Name:(current or most recent employer)** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Phone No:** |  |
| **Email:** |  |
| **Job Title:** |  |
| **Relationship to you:** |  |
| **May be contacted if selected** **for interview**  **Yes  No** | |

**REFERENCE 2**

|  |  |
| --- | --- |
| **Name:(current or most recent employer)** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Phone No:** |  |
| **Email:** |  |
| **Job Title:** |  |
| **Relationship to you:** |  |
| **May be contacted if selected** **for interview**  **Yes  No** | |

**REFERENCE 3**

|  |  |
| --- | --- |
| **Name:(current or most recent employer)** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Phone No:** |  |
| **Email:** |  |
| **Job Title:** |  |
| **Relationship to you:** |  |
| **May be contacted if selected** **for interview**  **Yes  No** | |

As the post you are applying for requires a DBS disclosure we will wherever possible take up these references prior to interview. If you do not wish us to contact a referee prior to inteview, then please tick the appropriate box and use a separate sheet to explain why.

**Current/Most Recent Employment**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Job Title: |  | | | | | | | | | |
| Name & Address of Employer: | | | | |  | | | | | |
| Post Title | |  | | | | Start date (dd/mm/yyyy) |  | End date (dd/mm/yyyy) | |  |
| Current salary: | | |  | | | Notice period required: | | |  | |
| Reason for leaving: | | | |  | | | | | | |
| Please give a brief outline of your current duties and responsibilities: | | | | | | | | | | |
|  | | | | | | | | | | |
| Please give details of your main achievements in this post: | | | | | | | | | | |
|  | | | | | | | | | | |
| **Additional Information** (required for teachers only) | | | | | | | | | | |
| |  | | --- | | Teacher Reference Number : | | Qualified Teacher status: Yes  No  NQT year completed: Yes  No  If yes, please provide the date you completed your NQT year ……………………………………  Initial Teacher Training programme (please tick): School Direct  PGCE (University only)  Teach First  Other (please state) ………………………………………………………………………………………  Have you been prohibited from teaching or placed under Yes  No  any restrictions by the NCTL or any other regulatory body?  If yes to any of the above please give details in an envelope attached. | | | | | | | | | | | |

**Previous Employment (please continue on a separate sheet if necessary)**

Please ensure you include your name and the post you are applying for on any additional sheets.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Job Title & Employers Name & Address | Dates | | Main Duties | Reason for leaving |
| From (dd/mm/yy) | To  (dd/mm/yy) |
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**Employment Gaps**

Please indicate and explain any gaps in employment since first leaving secondary education. Include specific dates and be sure to account for all gaps, whatever their length. Continue on a separate sheet if necessary.

|  |  |  |
| --- | --- | --- |
| Dates from: | Dates to: | Reason for gap |
|  |  |  |
|  |  |  |
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**Education**

Please give details of all education from secondary school level. If the post requires a particular qualification, you will be asked to produce original evidence at your interview if shortlisted.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Secondary and Further Education (please list in chronological order) | Level | Subjects | Grade/  Result | Year  Obtained |
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**Other training and development (including professional, vocational or job related training)**

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| --- | --- |
| Title and brief description of course | Date |
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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. Please refer to the Job Description and Person Specification. For each key area, provide no more than two examples, from the last three years. Identify the actions you took and the impact of those actions. Max 1 continuation sheet can be attached. |
| **Strategic Leadership** |
| **Educational Excellence** |
| **Operational Management** |
| **Securing Accountability** |
| **Safeguarding** |

**Additional Information**

|  |  |
| --- | --- |
| **Availability:** Are there any dates when you are not available for interview? |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Are you licensed to drive any of the following? | Private Car |  | Motor Bike | |  | PCV |  | | Other (give details) | | | |  | | | | |
| Please confirm whether this will be your only employment? | | | | | | | | | | Yes |  | | | No**\*** | | |  |
| **\*** If no, provide details including days and hours worked and whether full- or part-time: | | | |  | | | | | | | | | | | | | |
| Have you been the subject of a formal disciplinary sanction or are you in the process of ongoing disciplinary proceedings in your current employment? | | | | | | | | Yes **\*** | | | |  | | | No |  | |
| Have you been dismissed from any previous employment? | | | | | | | | Yes **\*** | | | |  | | | No |  | |

|  |
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| **\*** **If yes, please indicate which employment and specify the reasons for your dismissal (use a separate sheet if necessary):**  ***If you are short-listed for interview the panel will discuss this with you and your current or previous employers.*** |
| **Please note the following:**  **If you are related to anyone in this organisation please provide details:** |

1. **Enhanced DBS Check:**

All posts defined as “regulated activity” are subject to an Enhanced DBS check so that any criminal background (including “spent” convictions, bind-over orders or cautions) is disclosed to the organisation. We cannot employ someone to this post without this check. If you are successful in applying for this post we will ask the DBS for a Disclosure.

In order to see the privacy policy in relation to use of personal data by the DBS please see

<http://www.gov.uk/government/publications/dbs-privacy-policies>

This post is exempt from the Rehabilitation Offenders Act (1974)(amended 2013). You are, therefore, required to provide details of any **unspent** convictions, cautions, reprimands and final warnings you may have and any **unprotected spent** convictions or cautions.

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 on the Disclosure and Barring Service website. <https://www.gov.uk/government/collections/dbs-filtering-guidance>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Have you read and understood the DBS Privacy Policy prior to submitting your application and agree to an online DBS application**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | YES**\*** |  | NO |  | (tick whichever is appropriate) |   ***Please note that if No is ticked then you are expected to complete a paper application, legally we cannot employ anyone without an enhanced DBS check. Confirmation of the above is needed prior to any check can be made.*** |

**B) Safeguarding Declaration**:

|  |
| --- |
| I declare that the information I have given on this form is complete and accurate and that:   * I am not barred or disqualified from working with vulnerable groups, children or young people * I am not subject to any sanctions or conditions on my employment imposed by the Independent Safeguarding Authority, Secretary of State or other regulatory body.   Signed: Print Name:  Date: |

**C) General Declaration**

|  |
| --- |
| I consent to Cockburn Multi-academy Trust recording and processing the information detailed in this application form. I understand that the information may be used by the organisation in pursuance of its business purposes and my consent is conditional upon the organisation complying with their obligations under the Data Protection Act 1998 and GDPR 2018. Please see Privacy Notice within application pack for more details.  I can 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 to knowingly give false information or to leave out any relevant information could result in:   * the withdrawal of any offer of appointment, or * my dismissal at any time in the future, and possible criminal prosecution   If you are sending this form by email then you should note that, in the absence of a signature, the emailing of this application constitutes your personal certification that the details are correct.  Signed: Print Name:  Date: |

|  |  |
| --- | --- |
| **PLEASE RETURN THIS FORM TO**: | **Cockburn Multi-Academy trust** |

**Data Protection**

The information detailed in this application form will be used in the Organisation’s Recruitment and Selection Process, we will use the information given on this application form to determine your suitability for this post and to monitor equal opportunities. Personal details contained in your 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: Local Government Authorities, Central Government Authorities, Law Enforcement Authorities, organisations that handle or investigate the proper use of public funds, Payroll and HR, Survey and Research organisations (for monitoring purposes only).

Please be aware that providing false information is an offense and could result in your application being rejected, being summary dismissed and a possible referral being made to the police. Application forms submitted by unsuccessful candidates will be destroyed after six months from the date the post was appointed.

**Equal Opportunities Monitoring Form (to be detached and stored separately)**

Cockburn Multi-academy Trust wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce and encouraging equality and diversity.

You may decide not to answer one or any of the questions on this form but if you do respond, all information provided will be treated completely confidentially and will be used solely by the Human Resources Department for the purpose of equal opportunities monitoring. The monitoring form will be detached stored separately. You can post this form separately if you wish. Thank you for your assistance in completing this form.

|  |  |
| --- | --- |
| Name: |  |
| Title of job applied for: |  |
| Location of job and school/academy applied for: |  |
| Gender: | Man  Woman  Non-binary  Prefer not to say  If you prefer to use your own term, please specify: |
| Marital status: | Married  Single  In a Civil Partnership  Prefer not to say  Other: please specify: |
| Age band: | 16-24 25-29  30-34  35-39 40-44  45-49  50-54 55-59  60-64  65+  Prefer not to say |
| Sexual orientation: | Heterosexual  Gay woman/lesbian  Gay man  Bisexual  Prefer not to say  If you prefer to use your own term, please specify here: |
| Disabilities: | **Do you consider yourself to have a disability or health condition?**  Yes  No  Prefer not to say  What is the nature of your disability?:  If you are disabled, are there any arrangements we can make for you at interview (e.g. ground floor venue, hearing loop, sign language interpreter, audio tape or other adjustments). Please detail requirements: |
| Ethnicity:  Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box. | ***White***  English  Welsh  Scottish  Northern Irish  Irish  British  Gypsy or Irish Traveller  Prefer not to say  Any other white background, please specify: |
| ***Mixed/multiple ethnic groups***  White and Black Caribbean  White and Black African  White and Asian  Prefer not to say  Any other mixed background, please specify: |
| ***Asian/Asian British***  Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say  Any other Asian background, please specify: |
| ***Black/African/Caribbean/Black British***  African  Caribbean  Prefer not to say  Any other Black/African/Caribbean background, please specify: |
| ***Other ethnic group***  Arab  Prefer not to say  Any other ethnic group, please specify: |
| Religion: | **What is your religion or belief?**  No religion or belief  Buddhist  Christian  Hindu  Jewish  Muslim  Sikh  Prefer not to say  If other religion or belief, please specify: |
| Caring Responsibilties: | None  Primary carer of a child/children (under 18)  Primary carer of disabled child/children  Primary carer of disabled adult (18 & over)  Primary carer of older person  Secondary carer (another person carries out the main caring role)  Prefer not to say |

We will interview all disabled applicants who meet the minimum (i.e. essential) criteria for a post vacancy and consider them on their skills and experience. Please sign below if you are happy for your details to be passed to the interviewing manager so that you can be considered under the two ticks scheme.

**Signature** **Print name in full**

For the purposes of the Data Protection Act 1998 and GDPR 2018, I hereby confirm that by completing this form I give my consent to the Organisation processing the data supplied on this form for the purpose of equal opportunities monitoring.

**Signature** **Print name in full**

|  |
| --- |
| It would also help us to know any barriers you have faced when dealing with us and we would be grateful if you would also use this space to make suggestions on how we can improve. |
|  |