|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A picture containing text, queen, clipart  Description automatically generated** | | **NEWENT COMMUNITY SCHOOL AND SIXTH FORM CENTRE APPLICATION FORM FOR PRINCIPAL** | | | | | | | | | |
| **Post Title: Principal** | | | | | | | | | | | |
| Surname: | | | | | | | | | Title:  (Dr, Mr, Mrs, Ms) | |
| Previous Surname (s): | | | | | | | | | Date of Birth:        / / | |
| Forename(s): | | | | | National Insurance Number: | | | | | |
| Address: | | | | | Telephone No: Home | | | | | |
|  | | | | | Mobile: | | | | | |
| Postcode: | | | | | Work (if convenient): | | | | | |
| Email address: | | | | | | | | | | |
| **A** | **Secondary Education:** | | | | | | | | | | |
| N.B. appointment will only be confirmed subject to receipt of official certificates in support of below. (Please use continuation sheets if required) | | | | | | | | | | | |
| **School attended** | | | **Qualification** | | | **Subject** | | **Date** | | **Grade** | |
|  | | |  | | |  | |  | |  | |
| **Further and Higher Education:** | | | | | |  | | | | | |
| **Please indicate institution attended** | | | **From** | **To** | | **Degree, Diploma, Certificate** | | **Date of Award** | | **Subject, Class, Division** | |
|  | | |  |  | |  | |  | |  | |
|  | | |  |  | |  | |  | |  | |
|  | | |  |  | |  | |  | |  | |
| **Additional Professional Qualifications, i.e. NPQH, NPQEL etc.** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Relevant recent in-service training in the last five years: | | | | | | | | | | | |
| **Name of Establishment** | | | | **From** | | **To** | **Course taken** | | | | |
|  | | | |  | |  |  | | | | |
| **Membership of professional organisations** | | | | | | | | | | | |
|  | | | | | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **B** | **Current (or most recent) Employment Details** | | | |
| **Name and Address of Employer** | | **Appointment/post held & salary (TLR etc)** | **Dates (dd/mm/yy)** | |
| **From** | **To** |
|  | |  |  |  |
| Period of notice required or termination date for current employment: | | | | |
| Reason for seeking new employment? | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **C** | **Full Employment History** | | | | |
| **Name & Address of Employer** | | **Appointment held & salary (TLR etc.)** | **Dates (dd/mm/yy)** | | **Reason for leaving** |
|  | |  | **From** | **To** |  |
|  | |  |  |  |  |
|  | |  |  |  |  |
|  | |  |  |  |  |
|  | |  |  |  |  |
|  | |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Are there any gaps in your employment history? If so, please explain them in the space below | | |
| **D** | | **Additional Information** |
|  | | |
| Do you have QTS/QTLS: Yes / No Teacher Reference No: | | |
| Please state which Pension scheme if any are you are currently a member?  e.g. Teachers (TPS) Local Government Pension Scheme (LGPS) etc | | |

|  |
| --- |
| **E Person Specification**  Please use this section to demonstrate that you have the essential and, where possible, desirable experience, skills and knowledge as stated on the Person Specification for the role. Candidates who do not evidence that they meet the essential qualifications and experience listed on the Person Specification will not be shortlisted. For this section of your application, you should limit the content to no more than three sides A4 (font size 12) |
|  |

|  |  |  |
| --- | --- | --- |
| **F** | **Referees** | |
| Give name, job title and relationship to referee and address of **TWO** people, who must know you well to whom a reference may be made. Referee 1 should be your present (or most recent) employer.  Next of kin or relatives *should not* be named as referees.  ***Please note that for positions in contact with children and vulnerable adults, the Trust has the right to seek references from any or all previous employers and line managers prior to interview.*** | | |
| **Referee 1**Name: | | **Referee 2** Name: |
| Job Title: | | Job Title: |
| Relationship to Referee: | | Relationship to Referee: |
| Address: | | Address: |
| Post Code: | | Post Code: |
| Telephone No: | | Telephone No: |
| Email: | | Email: |
| *N.B. Any provisional appointment will only be confirmed subject to receipt of 2 satisfactory references as well as successful DBS/pre-employment health screening clearance.*    *Please ensure your referees are in a position to respond promptly.* | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Do you consider yourself to be a person with a disability?  This may include a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities. Long-term means that it has lasted, or is likely to last, for over a year. Applicants with disabilities will be invited for interview if they meet the essential criteria on the person specification. | | | | | |  |
|  | **Yes** |  | **No** |  | **Prefer not to say** | |
|  | | | | | | |
| If you have answered yes, please detail below any specific requirements to assist you with an interview and we will try to make the necessary arrangements. | | | | | | |
| Have you ever been the subject of a disciplinary, capability or competency procedure? If yes, please give details and state what was the outcome? **Yes /No** | | | | | | |

|  |  |
| --- | --- |
| **Important Information** | |
| 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 therefore cannot be taken into account. Further guidance and details on the criteria on the ‘filtering’ of these cautions and convictions can be found on the Disclosure and Barring Service website (www.gov.uk/dbs)  **Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (amended in 2013)?**  **YES / NO**  If YES, please provide relevant details of the offence, date of offence and sentence in the space below. If you would prefer not to include this information on the application form, please provide the details separately in an email to the **Newent Community School and Sixth Form Centre’s HR Manager marked ‘Strictly Confidential’ – only to be opened by the addressee’.** You should alsoensure that you state the **job title** of the job you are applying for. | |
|  | |
| **Data Protection**  The personal information supplied by you on this application form on the Equal Opportunities Monitoring Information Form will only be used for the purposes stated in the School Privacy Notice.  In signing and dating this form I am accepting that I am happy for my data to be used for the purposes stated in the School Workforce Privacy Notice. | |
|  | |
| **Declaration** | |
| You are required to state in writing whether to the best of your belief you are the parent, grandparent, partner, child, step-child, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece or of a partner of such persons, employed by Newent Community School and Sixth Form Centre. | |
| **Name** | **Relationship** |
| **Canvassing of Members of the Academy Governing Body or any appointing officer directly or indirectly for any appointment with the organisation is prohibited and shall, if deemed appropriate, disqualify the candidate for that appointment.** | |
|  | |
| **I have read the guidance notes including the information regarding Criminal Convictions and I declare that the information I have given is true in all respects. I understand that false information may render me liable for dismissal if I am appointed.**  I agree to the above statement and will sign and date a copy of this application as a true record if I am invited for an interview**:** | |
| **Signature: Date:** | |

***The Newent Community School and Sixth Form Centre is committed to Safeguarding and promoting the welfare of Children and Young People and expects all staff and volunteers to share this commitment.***

***References will need to be seen before any offer of employment is made. All successful applicants will need to complete an Enhanced Disclosure from the Disclosure & Barring Service check and adhere to the Trust’s Safeguarding Children policy.***

|  |
| --- |
| **Equal Opportunities Monitoring Form** |
|  |
| We are an equal opportunities employer and want to ensure that all applicants are considered solely on their merits. Therefore, we need to check that decisions are not influenced by unfair or unlawful discrimination. To help us we should be grateful if you would complete this short questionnaire. You only need to answer if you feel happy to do so. Your answers will be treated with the utmost confidence and will only be used for the purposes stated in the School Privacy Notice on the Academy website. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Are you:** | |  | Male | | |  | Female |
|  | | | | | | | |
| **2. Date of Birth:** | | / / | | | |  | Prefer not to say |
|  | | | | | | | |
| **3. What is your religion or belief?** | | | | | | | |
|  | | | | | | | |
|  | Christianity | | |  | Judaism |  | Baha’i |
|  | Hinduism | | |  | Sikhism |  | No Religion |
|  | Islam | | |  | Buddhist |  | Prefer not to say |
|  | Other – e.g. Humanist, Atheist, etc. (Please state) | | | | |  | |
|  | | | | | | | |
| **4. How do you describe your sexuality?** | | | | | | | |
|  | | | | | | | |
|  | Heterosexual / Straight | | |  | Bisexual |  | Prefer not to say |
|  | Gay Man | | |  | Gay Woman / Lesbian |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **5. Please describe your ethnic origin?** | | | | | |
|  | | |  |  | |
| **White** | | |  | **Black or Black British** | |
|  | British | |  |  | Caribbean |
|  | Irish | |  |  | African |
|  | Any other White background | |  |  | Any other Black background |
|  |  | |  |  |  |
| **Arab or Middle Eastern** | | |  | **Travelling Community** | |
|  | Arab | |  |  | Gypsy/Roma |
|  | North African | |  |  | Traveller of Irish Descent |
|  | Any other Arab or Middle Eastern Background | |  |  | Other member of the travelling community |
|  |  | |  |  |  |
| **Asian or Asian British** | | |  | **Mixed** | |
|  | Indian | |  |  | White & Black Caribbean |
|  | Pakistani | |  |  | White & Black African |
|  | Bangladeshi | |  |  | White & Asian |
|  | Chinese | |  |  | Any other Mixed Background |
|  | Any other Asian background | |  |  |  |
|  |  | |  |  |  |
| **Other ethnic groups:** Please state | | |  | **Prefer not to say** | |
|  | | |  |  | Prefer not to say |
|  | |  |  |  |  |

|  |
| --- |
| **6. What is your Relationship Status?** |
|  |
| Married/Civil Partnership  Single  Prefer not to say |