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| **The Skylark Partnership Trust** https://lh5.googleusercontent.com/OciwG1o0G-vt3f5GjhYfWnrnmzeXcUEptAS9Zdr9A1Ws3XAnDrk3ob0ZDekLxpxrRrc4wQyWQC7BGjZx290Ec0QE9O40HWhN2ss1kDHubifTs_Ii_EcQ6h4MMDnkcGSlaoRbJpI  **CEO Application Form Strictly Confidential**   |  |  | | --- | --- | | **To be completed by the Applicant** | | | Post Ref. No: | Post Title: **Chief Executive Officer** | |  | Closing Date: **14th June 2021** **at 12pm** |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Surname: | | | | | | | | | Title:  (Dr, Mr, Mrs, Ms) | | | Previous Surname (s): | | | | | | | | | | | | Forename(s): | | | | | National Insurance Number: | | | | | | | Address: | | | | | Telephone No: Home | | | | | | |  | | | | | Mobile: | | | | | | | Postcode: | | | | | Work (if convenient): | | | | | | | Email address: | | | | | | | | | | | |  | | | | | | | | | | | | **A** | **Education** | | | | | | | | | | | **Secondary Education** | | | | | | | | | | | | N.B. appointment will only be confirmed subject to receipt of official certificates in support of below. | | | | | | | | | | | | **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. NPQEL, NPQH, NPQSL, NPQML, etc.** | | | | | | | | | | | |  | | | | | | | | | | | | **In-Service Training:** | | | | | | | | | | | | **Name of Establishment** | | | | **From** | | **To** | **Course taken** | | | | |  | | | |  | |  |  | | | | | Main and Subsidiary subjects offered, e.g. Games, Music | | | | | | | | | | | | Particulars of residence abroad (for modern language posts) | | | | | | | | | | | | **B** | **Current (or most recent) Employment Details** | | | | | | | | | | |  |

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| |  |  |  |  | | --- | --- | --- | --- | | **Name & 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: |

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| --- | --- |
| **C** | **Full Employment History** |

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| **Name & Address of Employer** | **Appointment held & salary (TLR etc.)** | **Dates (dd/mm/yy)** | | **Reason for leaving** |
| **From** | **To** |
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| **D** | **Additional Information** | | |
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| 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 Supporting Statement (based on 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 post that you are applying. 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 the Principal/Headteacher of 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.* | | | | |

Please complete your application (including the supporting statement in Section E) as a word document and send via email to [s.valentine-swallow@skylarkpartnershiptrust.co.uk](about:blank)

Thank you.

**Closing date: 12:00 noon on Monday 14th June 2021** (late applications may not be considered).

|  |  |
| --- | --- |
| Vacancy Reference Number | CEO |

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| **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. The personal information supplied by you on this application form and on the Equal Opportunities Monitoring Information Form will be treated with the utmost confidence and will only be used for the purposes stated in the School Workforce and applicantsPrivacy Notices available on the Trust Website. |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Are you:** | |  | Male | | |  | Female |
|  | | | | | | | |
| **2. Date of Birth:** | | / / | | | |  | Prefer not to say |
|  | | | | | | | |
| **3. 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-standing means that it has lasted, or is likely to last, for over a year. | | | | | | | |
|  | Yes | | |  | No |  | Prefer not to say |
|  | | | | | | | |
| **4. 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) | | | | |  | |
|  | | | | | | | |
| **5. How do you describe your sexuality?** | | | | | | | |
|  | | | | | | | |
|  | Heterosexual / Straight | | |  | Bisexual |  | Prefer not to say |
|  | Gay Man | | |  | Gay Woman / Lesbian |  |  |

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| **6. 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 |
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| **7. What is your Relationship Status?** |
|  |
| Married/Civil Partnership  Single  Prefer not to say |

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| **Convictions / Disqualifications Important Information** |
| **EXEMPT EMPLOYMENT**  As the work of this post involves working with children, other vulnerable groups or in a position of trust it is therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974. The School will check with the Disclosure and Barring Service (DBS) to see if you have any criminal convictions.  As this post is a 'Regulated Activity' (as defined in the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012) the relevant barred list(s) for children and adults will also be checked.  You must disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions as these will be supplied by the DBS. Please see: [www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates](about:blank) for information regarding filtering of convictions.  Any information given will be treated as confidential. You should note that disclosing a conviction does not necessarily bar you from appointment. Failure to disclose may result in the withdrawal of your application or dismissal from any job offer in relation to this form.    Please give details and dates of any unspent and unfiltered spent criminal convictions, disqualifications, cautions or driving offences (or alternatively state "none" if that is the case):  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 in a sealed envelope marked for the attention of: - Sue Valentine-Swallow The Skylark Partnership Trust, Delapre Learning Centre Northampton NN4 8EN 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. |

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| **Data Protection**  The personal information supplied by you on this application form and on the Equal Opportunities Monitoring Information Form will only be used for the purposes stated in the School Workforce Privacy Notice available on the Trust Website.  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 the Academies Trust. | |
| **Name** | **Relationship** |
| **Canvassing of Members of the Academies Trust Board or any appointing officer directly or indirectly for any appointment with the Trust 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. | |
| **Signature: Date:** | |

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| **Please state where you saw the advertisement for this post** | | | | | | |
|  | **Trust Website** |  | **ASCL Website** |  | **School’s Week** | |
|  | **TES/TES Online** |  | **Newspaper** |  | **Other (please state)** | |
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| Do you consider yourself to be a person with a disability? 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. | | | | | | |