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|  | **CONFIDENTIAL**  **CEO Headteacher Application Form** |

**Please email this completed application form along with your supporting statement to:** [hr@aspireschoolstrust.org](mailto:hr@aspireschoolstrust.org) **before the deadline of midday on Wednesday 29 January 2025.**

Use the grey fields to complete the form. The text fields will expand to accommodate information. Within the text fields use **enter** to start a new line. Use the **tab** key to move to the next field on the form. If you wish to include more information than can be contained in the form fields, please include it in Section I: ADDITIONAL SPACE.

If you need assistance with this form, please email Sam White, [sam.white@ascl.org.uk](mailto:sam.white@ascl.org.uk), of [ASCL’s Leadership Appointment Service](https://www.ascl.org.uk/professional-development/Leader-Recruitment), who is supporting the trustees with this appointment.

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| **SECTION A: APPLICANT PERSONAL DETAILS** | |
| **Title (Mr, Mrs, Mx etc.)** |  |
| **First name** |  |
| **Middle name** |  |
| **Surname (family name)** |  |
| **All previous surnames** |  |
| **National Insurance number** |  |

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| **SECTION B: ADDRESS DETAILS** | |
| **Address line 1** |  |
| **Address line 2** |  |
| **Town** |  |
| **County** |  |
| **Postcode** |  |
| **Telephone (day)** |  |
| **Telephone (evening)** |  |
| **Telephone (mobile)** |  |
| **Email address** (this will be the main method of contacting you) |  |

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| **SECTION C: SUPPORTING STATEMENT** |
| Please submit a personal statement of no more than **1,000 words** as a separate document, saved in **PDF format**. Name the file using your **surname and initials**, but do not include your name or signature within the document.  The Person Specification outlines the criteria against which your application will be assessed. In your statement, provide clear and concise evidence demonstrating how you meet the experience, knowledge, skills, and attributes required for this role. |

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| **SECTION D: CURRENT OR MOST RECENT EMPLOYMENT/OCCUPATION** | | |
| **Post/job title** |  | |
| **Name and address of employer** |  | |
| **Type of school/organisation** |  | |
| **NOR:** | **Age range:** |
| **Description of duties and scale of responsibilities** |  | |
| **LA and/or MAT name** |  | |
| **Full/part time/job share** |  | |
| **Current salary** |  | |
| **Any additional allowances** |  | |

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| **SECTION E: EMPLOYMENT/CAREER HISTORY** | | | | |
| Please give a full history, in chronological order, **starting with your current/most recent employment/occupation** (as stated in Section D) and ending with your first employment/occupation since leaving secondary education. Include periods of post-secondary education/training, part time or voluntary work. If you have had periods of time not in employment or education/training, please record details providing an explantation (e.g. looking for employment, travelling, or time taken out of paid employment due to childcare responsibilities etc.). Provide start and end dates for all occupations. If you need additional space, please use section I or attach a continuation sheet.  Ensure there are no gaps in the history of your education and employment. Failure to provide a full account may lead to your application being rejected.  Any employment with teacher supply agencies must show the agency as employer and not the school where the work was carried out. | | | | |
| **Post title, brief description of duties and scale of responsibilities** | **Name and address of employer** | **Reason for leaving/ break in employment** | **Start date**  MM/YYYY | **End**  **date**  MM/YYYY |
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| **SECTION F: EDUCATION AND QUALIFICATIONS** | | | | |
| Please state qualifications gained for which you can provide evidence. If you are shortlisted for interview, you will be required to produce original certificates (or other documentary proof of qualifications) where these are specified as an essential requirement of the post. If you need more space, please use SECTION I: ADDITIONAL SPACE. | | | | |
| **Do you have QTS?** |  | | | |
| **Date of QTS** (MM/YYYY) |  | | | |
| **DfE reference number** |  | | | |
| **Country of teaching qualification** |  | | | |
| **Name at time of degree, qualification or PGCE (if different)** |  | | | |
| **Do have a valid UK driving licence?** |  | If no, please use SECTION I to explain how you will fulfil the travel requirements for this role. | | |
| **Qualification(s) gained**  (subject, level, grade) | **Name and address of institution** | | **Start date**  MM/YYYY | **End**  **date**  MM/YYYY |
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| **SECTION G: PROFESSIONAL DEVELOPMENT/TRAINING** | | | |
| Please provide details of professional development or additional training you have undertaken within the last five years or that you feel is relevant to the position. If you need more space, please use SECTION I: ADDITIONAL SPACE. | | | |
| **Professional development/name of training course** | **Name the organising body/ institution** | **Start date**  MM/YYYY | **End**  **date**  MM/YYYY |
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| **Professional achievements/membership of professional bodies** | | | |
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| **SECTION H: REFERENCES** | | | |
| Please give details of at least two referees who can confirm that you meet the selection criteria for the post. **Your referees should not be related to you in any way nor writing solely as a colleague or friend.**  If you are (or have recently been) employed, one **must** be the most senior person in that employment who has knowledge of your work.  If you are shortlisted for this post your referees will be contacted. We may approach previous employers for information to verify particular experience or qualifications before interview.  Any offer made will be subject to these references being satisfactory. | | | |
|  | **Referee 1**  (Current or most recent employer) | **Referee 2** | **Referee 3** |
| **Title** |  |  |  |
| **First name** |  |  |  |
| **Surname** **(family name)** |  |  |  |
| **Role/job title** |  |  |  |
| **Organisation name** |  |  |  |
| **Address** |  |  |  |
| **Postcode** |  |  |  |
| **Telephone number** |  |  |  |
| **Email address** |  |  |  |
| **The capacity in which this person knows you** |  |  |  |

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| **SECTION I: ADDITIONAL SPACE** |
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| **SECTION J: DECLARATION** | | | |
| **You cannot sign this form on screen.** By submitting this form as an email attachment, you undertake that the information you have provided is true and accurate to the best of your knowledge. You may be required to sign your application at a later stage of the selection process.  The information I have given on this form is true and accurate to the best of my knowledge. | | | |
| **Signed** |  | **Date** DD/MM/YYYY |  |

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| **OTHER INFORMATION** | |
| **Do you require sponsorship under the UK points-based registration system to take up this post?**  **If yes, please provide details:** |  |
| **When would you be available to start work?** DD/MM/YYYY |  |

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| **RELEVANT POLICIES** |
| The Trust’s Privacy Notice is available [here](https://www.aspireschoolstrust.org/_site/data/files/users/C67B00326BC9AB8B939433EDE07EFA99.pdf).  The Trust’s Recruitment Policy is available [here](https://www.swracademy.org/_site/data/files/academy/policies/5EBBE773793F3DB2CFA8E9B0BF80C999.pdf).  The Aspire Schools Trust applies the Safer Recruitment in Education standard to all appointments.  Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children and bring this in a sealed envelope to interview.  Self-declaration is subject to Ministry of Justice guidance on disclosure of criminal records. Further information can be found on [https://www.gov.uk](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974).  Any information you provide at shortlisting stage will be completely confidential and will be considered only in relation to the job for which you are applying.  Please note that any offer of employment will be subject to a satisfactory disclosure certificate from the Disclosure and Barring Service (DBS). |

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| **EQUAL OPPORTUNITIES MONITORING** | | |
| Aspire School’s Trust is an equal opportunity employer and is committed to promoting equality and social inclusion. The Trust operates a policy whose aim is to ensure that unlawful or otherwise unjustifiable discrimination does not take place in recruitment. To help the Trust monitor the effectiveness of this policy (and for no other reason) you are asked to provide the information requested below.  The monitoring section of the application form is not seen by the selection panel. | | |
| **First name** |  | |
| **Surname (family name)** |  | |
| **Date of birth** (DD/MM/YYYY) |  | |
| **Do you consider that you have a disability?** | |  |
| **Gender** | |  |
| **Religion or belief** | |  |
| **Sexual Orientation** | |  |
| **To which of the following groups do you consider you belong?** | |  |

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| **Information for candidates with a disability** |

The Trust welcomes applications from all sectors of the community, including candidates with a disability.

The Equality Act 2010 defines disability as “a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities.”

**Arrangements if selected for interview**

If you have a disability, please indicate whether you would need any of the following arrangements to be made if you were invited to interview:

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| Interview information on audio tape | |  |
| Interview information in large print format | |  |
| Sign language or other assistance with communication at interview | |  |
| Other assistance details: | | | |
| Induction loop in interview room | |  |
| Wheelchair-accessible location for interview | |  |
| Car parking space for interview | |  |
| Facility for personal carer, assistant or another person to accompany you at interview | |  |
| Other requirements — please give details: | | |

**Arrangements if appointed**

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| Please give details below of any adjustments which would need to be made in order for you to be able to carry out the duties of the job if appointed. |

**End of form.**