



How to complete the application form

All the information you provide in your application form will be treated with the strictest confidence and in accordance with current data protection legislation and stored inline with GDPR and our data protection policy. Please fully complete this form, incomplete applications **MAY NOT** be accepted.

Supplying false information is an offence which could result in your application being rejected, or summary dismissal if you are selected, and possible referral to the police. We need your specific written consent to hold and process the sensitive information requested on this form, and by electronically signing the form you give your consent.

General Information: The aim of this section is to collect basic information such as name and email address. It is our practice to contact successful applicants by email where an email address is provided.

Personal Statement: Within this you should explain your reasons for applying for the specific position and specific organisation in question.

Employment Status: The aim of this section is to collect some general information about your most recent employment and some details regarding main duties, responsibilities and experience gained, relevant to the "Person Specification". Please also indicate any time spent in voluntary work, raising children, or any other experience you think would be valuable. Safe recruitment is important to us and we require your full employment history in order to assess your employment history for gaps in employment. Please explain any gaps in your personal statement.

Qualifications and Training: The aim of this section is to collect details of your formal qualifications and training to be compared with the requirements outlined in the Person Specification. Safe recruitment is important to us and we require your full education and training history.

Referees: In this section you are asked to supply two referees (who may be approached should you be provisionally offered the post following interview and assessment). Suitable referees are people who have had direct recent experience of your work and who are in a responsible position. If you are currently in employment, at least one referee should be from this organisation. You may be asked to provide alternative referees if it is felt the ones provided are not suitable.

Headteacher Information: Due to the very recent changes to the Headteacher Professional Standards (*October 2020*) this section of the form is no longer reflective of the criteria for assessment. We apologise for this but this should not have a detrimental impact on your ability to apply.

There are 4 sections to be completed here. The table below confirms under which section you should demonstrate how you match the criteria, qualifications and experience outlined in the Person Specification and marked as "A – Assessed at Application":

Heading on the Application Form	Section to be addressed from the Person Specification
The Self-improving School System	Culture and Ethos
Qualities and Knowledge	Leadership Behaviours
Systems and Process	Curriculum and Teaching
Students and Staff	Organisational Effectiveness

