|  |  |
| --- | --- |
| **Application Form**  **Appointment of Chief Operations Officer** |  |

|  |
| --- |
| * All applications will be treated as private and confidential. * Please complete this form as fully as possible, completing each section. The boxes expand to allow you to write as much as is required for each section. * **Please do not refer to your CV in the application, nor attach a copy of your CV for reference**. * **Mike Abraham, of Headspace Academics** has been appointed to assist in the appointment. He is very happy to discuss any questions you may have. He can be contacted on **07786 078108 or** [mabraham90@hotmail.com](mailto:mabraham90@hotmail.com)  Please feel free to phone between 9am and 9pm, seven days a week. * The completed form should be returned **by e-mail as a PDF** to Dannielle Hutchings [dh@headspaceacademics.com](mailto:dh@headspaceacademics.com) and the **closing date for applications is 10am Tuesday 15th Ocotber 2019.** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal Details** | | | |
| Title |  | First name(s) |  |
| Surname |  | Previous surname(s) |  |
| Address |  | Postcode |  |
| Home telephone |  | Mobile telephone |  |
| Email address |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Present / most recent employment** | | | |
| Employer  (Name and address) |  | | |
| Position held by you |  | Present salary |  |
| Date employed from |  | Date employed to |  |
| Reason for wishing to leave |  | | |

|  |
| --- |
| **Current membership of Professional Bodies** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **University Education** | | | |
| Undergraduate degree subject |  | Class of degree |  |
| University |  | Date of graduation |  |
| PGCE University |  | Date of PGCE |  |
| Other degree(s) or qualifications |  | Dates |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Secondary Education** | | | | |
|  | A Level Subjects | Other qualifications | Grade | Date |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |

|  |  |
| --- | --- |
| **Employment History**  **Please provide details of your full employment history, including any breaks in employment and/or voluntary work, starting with the most recent. Please continue on a separate sheet if necessary** | |
| Employer  (Name and address) |  |
| Position held by you |  |
| Date employed from |  |
| Date employed to |  |
| Reason for leaving |  |

|  |  |
| --- | --- |
| Employer  (Name and address) |  |
| Position held by you |  |
| Date employed from |  |
| Date employed to |  |
| Reason for leaving |  |

|  |  |
| --- | --- |
| Employer  (Name and address) |  |
| Position held by you |  |
| Date employed from |  |
| Date employed to |  |
| Reason for leaving |  |

|  |  |
| --- | --- |
| Employer  (Name and address) |  |
| Position held by you |  |
| Date employed from |  |
| Date employed to |  |
| Reason for leaving |  |

|  |
| --- |
| **Other work / activities (paid or voluntary)**  **Please provide details of any other work or activities in which you are involved.** |
|  |

|  |  |
| --- | --- |
| **Supplementary questions** | |
| Where did you see the post advertised? |  |
| Do you hold a current driving licence? | Yes No |
| Are you currently eligible for employment in the UK?  (If you have answered no, please provide details on a separate sheet)  Have you resided outside the UK for a period exceeding 3 months in the last 10 years? (If you have answered yes, please provide details on a separate sheet) | Yes No  Yes No |

|  |
| --- |
| **Safeguarding of children and young people**  **Astrum Education Group is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Please explain how you support the commitment to the protection and safeguarding of children and young people in the context of the role for which you wish to be considered for** |
|  |

|  |
| --- |
| **Relevant Training or Continuous Professional Development**  **Please tell us about any significant recent training or development that you have undertaken which supports your application for the post of COO** |
|  |

|  |  |  |
| --- | --- | --- |
| **References**  **Please provide details of two people who can provide references. References will be requested prior to interview for those candidates shortlisted. One of your references should be your present employer, if you do not wish us to contact your present employer prior to interview please let us know providing us with the reason why.** | | |
|  | **Referee 1**  **(Present employer)** | **Referee 2** |
| Name |  |  |
| Position |  |  |
| Address |  |  |
| Telephone |  |  |
| Email |  |  |
| How do you know your referee? |  |  |
| Please note, that in accordance with DfE guidelines :   * References will not be accepted from relatives or people acting solely in the capacity of friends * If you are currently not working with children but have done so in the past, one referee must be that employer * Any previous employers may be contacted to verify experience or qualifications prior to interview | | |

|  |  |
| --- | --- |
| **Additional Information** | |
| Please tell us any dates that you are not available for interview |  |

|  |  |
| --- | --- |
| What notice period are you required to give your current employer? |  |

|  |
| --- |
| **Supporting Statement**  **Please detail below your reasons for wishing to be considered for this position. In particular please relate any skills and experience that you have gained in paid or unpaid employment, education or leisure interests to the job description** |
|  |

|  |
| --- |
| **Criminal Records** |
| This post is **exempt from the Rehabilitation of Offenders Act 1974**. If you are appointed you will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check. You are required to declare any unspent convictions, cautions, warnings and bind-overs you may have, regardless of how long ago they occurred, as well as any pending criminal proceedings or current police investigations. Having a criminal record will not necessarily prevent you from taking up appointment; this will depend on the nature of the offence(s) and their relevance to the post you are applying for. However, should you **not** declare any of the above and this is subsequently revealed, eg, through the DBS check, then this may place your appointment in jeopardy.  Important changes to the law on the disclosure of criminal records information means that a prospective employer can only ask you to disclose any unspent cautions, convictions, warnings or bind-overs, that are not “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). New filtering rules have also been introduced, although these rules do not apply for individuals who have two or more convictions. Guidance and criteria on the filtering rules can be found at the Disclosure and Barring Service website at:  <https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>.  Also, because positions in schools are considered to be ‘excepted’, when your certificate is issued it may contain information on spent convictions that the DBS decides your employer needs to take into account in order to ensure the protection of vulnerable groups, including children. In addition, some specific offences will never be removed from a DBS certificate, such as serious sexual and violent offences. You can view this specified list of offences at:  <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>  Further guidance on what convictions you must declare and a policy on recruiting ex-offenders are available from the school.   * Have you been convicted by the courts of any criminal offence? Yes No * Is there any relevant court action pending against you? Yes No * Have you ever received a caution, reprimand or final warning from the police? Yes No * **It is a criminal offence for barred individuals to seek or undertake work with children.**  Are you either on the Children’s Barred List (previously List 99 and PoCA list), ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body (eg, General Teaching Council)   Yes No   * Are you related to, or otherwise have a close relationship with any existing employee or school governor?   Yes No  If you have answered yes to any of the above, please provide details on a separate email marked “confidential - COO” |

|  |
| --- |
| **Recruitment** |
| It is Astrum Education Groups policy to employ the best qualified personnel and to provide equal opportunities for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, gender assignment, civil partnership status, pregnancy or maternity, marital status, religion or religious belief, disability or age.  All new appointments within the school are subject to a probationary period. |

|  |
| --- |
| **Special Arrangements** |
| Astrum Education Group is an equal opportunities employer. The purpose of asking the following question is to ensure that the school complies with its obligations under the Equality Act 2010 (“the Act”). For the purposes of the Act, a disability is defined as a physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities.  Are there any special arrangements you might require to enable you to attend an interview?  Yes – please ensure that you inform us of the detail if called to interview.  No  In accordance with the guidance published by the DfE, any offer of employment made by the school will be conditional upon the school verifying the successful applicant’s medical fitness for the role assuming that all reasonable adjustments are in place. Therefore, if your application is successful, you will be required to complete a medical questionnaire, the responses to which will be assessed before any offer of employment is confirmed. |

|  |
| --- |
| **Declaration** |
| This application will be processed within the terms specified by the Data Protection Act 1988. I hereby explicitly consent to the school collecting, holding and otherwise processing personal data (including sensitive personal data) relating to me for the purposes necessary within the employment process. If your application is successful, the school will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will be confidentially destroyed after six months.  **I confirm that I understand the schools recruitment and selection process.**  **In addition, I declare that the details provided in this application are, to the best of my knowledge, true and complete. I understand that any offer of employment and subsequent employment is conditional on this declaration and if my application is incomplete, untrue or inaccurate then Astrum Education Group shall be entitled to withdraw any offer of employment or terminate (with or without notice) any contract of employment, and could refer the matter to the police**.  Signature: Date: |

**The deadline for applications: 10am Tuesday 15th October 2019.**

**Please return this completed application form as a PDF by email to:** [**dh@headspaceacademics.com**](mailto:dh@headspaceacademics.com)

Astrum Education Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

|  |
| --- |
| **Career Development** |
| Headspace Academics would like to retain your contact details and other relevant information in order to maintain contact with you regarding future roles that may be of interest. Your details will not be shared with any third parties.  Do you want Headspace Academics to retain your details? Please mark one of the boxes below:   |  | | --- | |  |  |  | | --- | |  |   **Yes, I do**  **No, I** **do not**  You can change your mind at any time by emailing [support@headspaceacademics.com](mailto:support@headspaceacademics.com)  Our Privacy Notice is available to view [here.](https://headspaceacademics.com/privacy/)  Please note, in line with our Data Protection Policy this application form will be deleted six months after completion of the appointment. |