**APPLICATION FORM – Principal**

Please send your completed application form to [nmassie@academicis.co.uk](mailto:nmassie@academicis.co.uk) by noon Wednesday 7th May 2025

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| **Personal Details** |

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| Post Applied For: |  | | |
| Surname: |  | | |
| Forename: |  | | |
| Title: |  | If other please specify: |  |
| Date of Birth: |  | | |
| Address: |  | | |
| Post Code: |  | | |
| Telephone (Home): |  | | |
| Telephone (Mobile): |  | | |
| e-mail address: |  | | |

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| **Qualified Teacher Information (if applicable)** |

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| Date of gaining Qualified Teacher Status: |  |
| DFE Reference number: |  |

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| **Previous Experience – Current or most recent post** |

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| Employer’s Name: |  | | |
| Address: |  | | |
| Post Code: |  | | |
| Phone Number: |  | | |
| Your Post Title: |  | | |
| Date Appointed: |  | | |
| Salary: |  | Salary Point: |  |
| Additional TLR Point: | |  | |
| Notice required  (if still employed): |  | Leaving Date  (if unemployed): |  |
| Reason for Leaving: |  | | |
| Brief description of duties: |  | | |

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| **Previous Teaching Experience (if applicable)** |

Please give details of all previous teaching experience, a continuation sheet may be used.

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| **School Name**  **No. Pupils on Roll**  **Age Range Taught** | **Position held/ brief description of main duties**  *(or Reason for gap in employment)* | **Date From** | **Date**  **To** | **Reason for Leaving** |
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*PLEASE ENSURE YOU READ THE SHORT LISTING CRITERIA DETAILED IN THE PERSON SPECIFICATION AND ENSURE YOU MEET THE CRTIERIA AGAINST WHICH YOU WILL BE ASSESSED*

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| **Employment Outside Teaching** |

Please include ALL employment since leaving secondary education that has not been included in the teaching experience sections above. Please give an explanation of any periods when you were not in employment, education or training. A continuation sheet may be used.

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| **Employer Name** | **Position held/ brief description of main duties**  *(or Reason for gap in employment)* | **Date From** | **Date**  **To** | **Reason for Leaving** |
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| **Other Relevant Experience** |

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| *Please give* details of any other relevant experience:  T  Trs |
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| **Education** |

Please provide details of your education and training with the most recent first. A continuation sheet may be used.

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| **Degree (if applicable)** |

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| Degree Subject: |  | | |
| Class of degree: |  | | |
| Academic Institution: |  | | |
| Date from: |  | Date to: |  |

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| **Post Graduate Qualification (if applicable)** |

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| Post Grad Qualification: |  | | |
| Academic Institution: |  | | |
| Date from: |  | Date to: |  |

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| Post Grad Qualification: |  | | |
| Academic Institution: |  | | |
| Date from: |  | Date to: |  |
| |  |  |  |  | | --- | --- | --- | --- | | Post Grad Qualification: |  | | | | Academic Institution: |  | | | | Date from: |  | Date to: |  |  |  |  |  |  | | --- | --- | --- | --- | | Post Grad Qualification: |  | | | | Academic Institution: |  | | | | Date from: |  | Date to: |  |  |  |  |  |  | | --- | --- | --- | --- | | Post Grad Qualification: |  | | | | Academic Institution: |  | | | | Date from: |  | Date to: |  |  |  |  |  |  | | --- | --- | --- | --- | | Post Grad Qualification: |  | | | | Academic Institution: |  | | | | Date from: |  | Date to: |  |  |  |  |  |  | | --- | --- | --- | --- | | Post Grad Qualification: |  | | | | Academic Institution: |  | | | | Date from: |  | Date to: |  |  |  |  |  |  | | --- | --- | --- | --- | | Post Grad Qualification: |  | | | | Academic Institution: |  | | | | Date from: |  | Date to: |  |   **All other relevant qualifications** | | | | |

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| Subject(s) Studied/Studying | Level, eg, GCSE,  A Level, BTEC | Grade Attained | Date |
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| **CPD and Training** |

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| Please give details of recent (within the last 3 years) INSET and professional training relevant to the role. |
| Please see table below. |

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| **Provider** | **Details** | **Start** | **End** |
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| **Personal Statement – why do you feel you are particularly suited to this role?** |

Please use this section to explain why you are applying for the job. Concentrate on how your experience, training and personal qualities match the requirements of the job description and person specification. Use no more than 3 sides of A4.

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| **Additional Information** |

**Disciplinary or Capability Proceedings**

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| Do you have any current formal disciplinary or capability proceedings with your current employer? | Yes | No |
| If yes, please specify the details including dates and outcome: | | |

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| **Safeguarding** |

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| This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and applicants are therefore required to provide information about any convictions, cautions and bind-overs including those regarded as “spent”. Providing false information is an offence and in the event of employment, failure to disclose any convictions could result in dismissal. Any information given will be completely confidential and will be considered only in relation to the application for this post and in accordance with the General Data Protection Regulations.  The successful candidate will be required to provide identification to support an enhanced disclosure and barring services, Children’s Barred List and other relevant checks prior to commencing employment. |

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| **Declaration** |

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

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| Signed: |  | Date: |  |

Data Protection - The personal information collected on this form will be processed on computer and paper based. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and personnel administration. It will not ordinarily be disclosed to anyone outside of the Trust without first seeking your permission. If you are not successful your application will be securely shredded after 6 months from the date of appointment of the post.

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| **Section J: References** |

Please provide the details of two referees. One of these must be your present or most recent employer. The second should preferably be a previous employer. References will not be accepted from relatives or from people writing solely in the capacity of friends. **Please provide an e-mail address for all referees where possible.** References will be requested for all shortlisted candidates prior to interview.

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| **Referee 1** | | | |
| Referee Name: |  | | |
| Title: |  | If other please specify |  |
| Job Title: |  | | |
| Contact Address: |  | | |
| Post Code: |  | | |
| Telephone: |  | | |
| e-mail address: |  | | |
| Please state in what capacity the referee knows you: | |  | |

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| **Referee 2** | | | |
| Referee Name: |  | | |
| Tile: |  | If other please specify |  |
| Job Title: |  | | |
| Contact Address: |  | | |
| Post Code: |  | | |
| Telephone: |  | | |
| e-mail address: |  | | |
| Please state in what capacity the referee knows you: | |  | |

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| **In order for us to contact your referees, you must give your consent for them to release your personal information to us under the GDPR. Please sign below to confirm that you give your consent. An electronic signature is acceptable and you will be asked to sign at interview.**  **Signature: Date:** |

Please send your completed application form to [nmassie@academicis.co.uk](mailto:nmassie@academicis.co.uk) by noon Wednesday 7th May 2025