



CONFIDENTIAL

**APPLICATION FORM FOR THE ROLE OF
CHIEF EXECUTIVE OFFICER**

Safeguarding Statement:

Kent Catholic Schools' Partnership (KCSP) are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

PLEASE READ THE INFORMATION ON THE APPLICATION WEB SITE BEFORE COMPLETING THIS FORM

PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION FORM FULLY BEFORE RETURNING IT

PLEASE ENSURE YOU ALSO RETURN THE CONSENT FORMS SIGNED BY YOUR REFEREES.



Personal Details:

Title:	
Surname:	
First Name(s):	
Known as (if applicable):	
Former Names:	

Address:	
Telephone Numbers:	
Home:	
Mobile:	
Email Address:	

How do you prefer to be contacted? Phone Email

DfE Teacher Reference Number

Do you have Qualified Teacher Status? Yes No

QTS Certificate Number

Date of qualification as a teacher:

Education Workforce Council (Wales only) or other Membership Number:



Details of Present Employment:

Are you presently employed? Yes No

If no, please proceed to the next section.

Details of present post:

Role:	
Name of Employer:	
Name and role of person you report to:	
Address	
Telephone Number:	
Local Authority:	
Archdiocese / Diocese	

Is this role: Permanent Temporary / Contract
 Full time Part time Job share

Date of appointment:	
Notice required:	
If notice already given, date it is due to expire:	
Reason for leaving:	
Salary and range:	



Employment History:

Please complete in in date order, starting with the **most recent**:

Employment / Experience	Employer / Location	Responsibilities	Dates employed month / year (from – to)	Reason for leaving



If there are any periods of time that have not been accounted for in your application, for instance, periods spent raising a family or of extended travel, please give details of them here with dates.

The information provided in this form must provide a complete chronology from the age of 18. Please ensure that there are no gaps in the history of your education, employment and other experience. Failure to provide a full account may lead to your application being rejected.

Dates (from – to)	Activity

If you have ever been ordained and/or been a member of a religious community please provide details here:



Applicants should provide details of education received in this country and/or abroad, academic vocational qualifications obtained including degrees, with class and division, and Teacher Certificates. Applicants must include postgraduate and professional qualifications. Applicants are advised that they may be required to produce evidence of qualifications attained. Please ensure that all relevant classifications and grades are included.

Professional Qualifications

Please complete in date order, starting with the **most recent**:

Full name and address of establishment	Full or part time	Dates attended month / year From – to	Date of award	Awarding body and registration number (if known)	Award and classification

Higher Education Qualifications:

Please complete in date order, starting with the **most recent**:

Full name and address of establishment	Full or part time	Dates attended month / year From – to	Date of award	Awarding body and registration number (if known)	Award and classification

School / College Qualifications:

Please complete in date order, starting with the **most recent**:

Full name and address of establishment	Full or part time	Dates attended month / year From – to	Date of award	Awarding body and registration number (if known)	Award and classification

Continuing Professional Development

Please complete in date order, starting with the **most recent**:

Course Title	Course Provider	Length of Course	Dates from – to	Award and classification

Please provide details of your most recent safeguarding training:

Professional Memberships:

Chartered College of Teaching

Associate Member (MCCT) Fellow (FCCT) Chartered Teacher (CTeach)

Please list any other professional bodies of which you are a member:

Interests and Hobbies:

Please list your interests and hobbies outside of work:

References:

A referee who is a current or former employer should have full access to your personal records, to the extent that this is achievable in compliance with the General Data Protection Regulation.

You are required to be a practising catholic and, therefore, one referee must be your Parish Priest or the Priest of the Parish where you regularly worship. In requesting a Priest's reference it is not our intention to deter applications. This reference will be taken up prior to short-listing.

It is your responsibility to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference. Please also ensure that you complete and return the consent to obtain references form with your application.

In accordance with Keeping Children Safe in Education (KCSIE) we will obtain and scrutinise references prior to interview and referees will be contacted to provide further clarification as appropriate. All information provided by referees will also be compared for consistency with the



information you provide on this form and you will be asked about any discrepancies. Please advise if you do not want us to take up references with your current employer at this stage and provide reasons.

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Referees will also be asked for information about:

- all disciplinary offences (including those where the penalty is “time expired” if related to children); and
- all child protection allegations including the outcome of any child protection investigations.

If any of your referees knew you by another name please specify that name alongside the details of the relevant referee.

Present Employer:

Name:	
Address	
Role:	
Telephone Number:	
Email:	

Other Professional (where you are not currently employed with children, this must be your most recent school / college / employer prior to your current employer):

Name:	
Address	
Role:	
Telephone Number:	
Email:	

Parish Priest / Priest of the Parish where you regularly worship:

Name:	
Address	
Role:	

Telephone Number:

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Email:

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Relations

If you or your spouse / civil partner / partner are related by marriage, blood or as a co-habitee to any member, director, employee of Kent Catholic Schools Partnership or a member of one of its school governing bodies please provide the relevant details here:

Name:

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Role and Location

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Relationship to you:

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Disclosure of Criminal and Child Protection Matters and Disclosure and Barring Service Checks

The Trust is obliged by law to operate a checking procedure for employees who have access to children and young people.

Please confirm whether you have ever been the subject of any child protection concern either in your work or personal life, or been the subject of, or involved in, any disciplinary action in relation thereto, including any which is time expired.

Yes No

If yes, please provide full details:

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It is an offence to knowingly apply for, offer to do, accept, or do any work in a regulated position if you have been disqualified from working with children. Any offer of employment will be subject to checks being carried out in order to ensure that you are not subject to a prohibition order or an interim prohibition order.

In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks ("DBS Checks") in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.

By checking the box you consent to a DBS Check(s) being made:

Rehabilitation of Offenders Act 1974

If 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 (as amended in 2013 and 2020), then the details of these must be disclosed if you are invited for interview.

Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website](#).

If you are invited for interview, please bring The Rehabilitation of Offenders Act 1974 – Disclosure Form with you to the interview in a sealed envelope marked “Confidential – Rehabilitation of Offenders Act 1974 – Disclosure Form”. You will be asked to hand the form to the interviewer at the end of the interview. If you do not have disclosable convictions, please complete the relevant sections of the Disclosure Form.

Request for Your Consent to Process Your Data

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this application form.

Important information regarding your consent

1. We are Kent Catholic Schools' Partnership of Barham Court, Teston, Maidstone, Kent, ME18 5BZ and we are the Data Controller.
2. Being a Catholic education provider we work closely with the Archdiocese of Southwark, the Local Authority, the Department for Education, the Catholic Education Service and the academies within our Trust, with whom we may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
3. The person responsible for data protection within our organisation Michelle Boniface, Data Protection Officer, and you can contact them with any questions relating to our handling of your data. You can contact them by emailing DPO@kcsp.org.uk.
4. We require the information we have requested on this form in order to process your application for employment.
5. To the extent that you have shared any special categories of personal data¹ this will not be shared with any third party except as detailed in paragraph 2 above, unless a legal obligation should arise.
6. If your application is successful, the information you have provided on this form will become part of your personnel file which shall be retained throughout the duration of your employment within our organisation and afterwards in accordance with our data retention policy.

¹ Article 9(1) UK GDPR sets out the special categories of personal data as follows: “personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation...”

Language requirements for public sector workers.

The ability to communicate with members of the public in accurate spoken English is an essential requirement for the post. This is because this is a public facing public sector post. Please note that this language requirement may be in addition to mandatory English language requirements associated with your immigration route.

Declaration

If you know that any of the information that you have given in this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment which comes to our attention then your application form may be withdrawn from the recruitment process. Please note that checks may be carried out in order to verify the information you have included.

Providing false information is an offence and may result in this application being rejected. If such a discovery is made after you have been appointed then you may be liable to be dismissed summarily. You may also be reported to the Teaching Regulation Agency (TRA) (England only) or the Education Workforce Council (Wales only) and/or the Police, if appropriate.

By signing below, I hereby certify that all the information given by me both on this form and in any supplementary pages and/or the supporting evidence provided, is correct to the best of my knowledge and belief, that all the questions relating to me have been fully answered and that I possess all the qualifications that I claim to hold.

I acknowledge that it is my responsibility as the applicant, if invited for interview, to disclose information to the panel which may affect my suitability and/or eligibility to work with children and/or vulnerable adults.

Signature:

Date: