

**National College for
School Leadership**
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PB178

application form 1

■ Please complete all sections on this form using CAPITAL LETTERS and BLACK INK

Position applied for	reference NCSL /			
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Personal information

Mr		Mrs		Miss		Ms		Other						
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Do you have the right to live and work in the UK without restriction?

Yes	
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No	
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Please Note In order to comply with the Asylum and Immigration Act 1995, any offer you receive from the College will be subject to proof of eligibility of the right to work in the UK, ie passport, appropriate visa, birth certificate, letter from the Home Office, work permit.

From which publication or other source did you hear about the post?

School/further/higher education please list all relevant

Schools/institutions	Subjects/courses	Results/class and division

Professional qualifications

Please give details of any professional qualifications you hold and details of your membership of any professional bodies, including the name of the awarding institute, class of your membership (Associate, Fellow etc).

Further details

Please give a description of other useful skills you possess, ie IT skills, languages spoken other than English.

Present/most recent employment history

Name, address and business of employer	Dates <i>from</i> <i>to</i>		Please give details of the position held and the nature of the work	Reason for leaving <i>(if appropriate)</i>
Basic salary <i>(and any benefits)</i>				

Previous employment history starting with the most recent

Supporting statement

Please use the following two pages to summarise how your skills and experience match the job description or if applicable to respond to the questions highlighted in the 'How to Apply'. *(Please confine your response to these two pages)*

Referees Please give details of two referees whom we can approach should you be shortlisted

[illegible]

Title, initials and surname																										
Address																										
																Postcode										
Telephone													Fax													
In what context does this referee know you?																										

Present/most recent employer Please give the senior representative of your present or most recent employer to whom we shall refer now or later

[illegible]

Additional information

Do you have any criminal convictions NOT regarded as being spent under the Rehabilitation of Offenders Act 1974?
(If yes, please describe the offence and date of conviction)

Yes		No	
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If you consider that you have a disability, what special arrangements, if any, would you require at our test or interview centre?

Declaration

The details given in this application are correct and complete. I understand that the data I have given will be processed and hereby give my permission for my details to be retained. I also understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information.

Signature	Date	d	d	m	m	2	0	y	y
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Equal opportunities statement

NCSL operates a policy of equal opportunity for employment and advancement. We recruit and select on the basis of merit regardless of other factors such as gender, age, religion or disability. To help us develop and implement our policies we have a monitoring procedure. We would be grateful if you would complete all the sections below. This information will be treated in the strictest confidence and will not form part of the recruitment and selection process.

We are committed to our equal opportunities policy and to monitoring it to ensure its full implementation. We aspire to be an equal opportunity employer.

Gender

Male		Female		Date of birth	d	d	m	m	y	y	y	y
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Ethnic Origin The Commission for Racial Equality and the British National Census Office currently recommend the following ethnic origin categories for use in the 2001 Census. Choose one selection from a) to e) then tick the appropriate box to indicate your cultural background.

a) White

British		Irish		Other	
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If other, please specify

b) Mixed

White and Black Caribbean		White and Black African		White and Asian		Other	
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If other, please specify

c) Asian or Asian British

Indian		Pakistani		Bangladeshi		Other	
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If other, please specify

d) Black or Black British

Caribbean		African		Other	
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If other, please specify

e) Chinese or Other Ethnic

Chinese		Other	
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If other, please specify

Disability

Do you have any disability, which may require reasonable adjustments to be made in the workplace?

Yes		No	
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