**Think for the Future Application Form**

School Manager

To apply for a role as a School Impact Analyst with us, please complete all parts of this application form andsubmit it **along with your CV containing information on your qualification and previous experience** to[**recruitment@thinkforthefuture.co.uk**](mailto:recruitment@thinkforthefuture.co.uk)

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| How did you hear about this vacancy? |  |

**Part One:** Personal Details

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| **First Name:** |  | **Last Name**: | | |  | | | |
| **Address:** | | | | | | | | |
|  | | | | | | **Postcode:** | |  |
| **Home Number:** |  | | **Mobile Number:** | |  | | | |
| **Email Address:** |  | | | | | | | |
| **Do you have a right to live and work in the UK?** | | | | Yes | | | No | |
| *You will be required to provide appropriate documentary evidence of this at interview. For examples of acceptable documents please see* [*www.ukba.homeoffice.gov.uk*](http://www.ukba.homeoffice.gov.uk) | | | | | | | | |

**Driving Licence and transport**

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| **Do you hold a full, clean driving licence valid in the UK?** | Yes | No |
| *If no, please give details:* | | |
| **Do you have access to your own mode of transport?** | Yes | No |

**Convictions/ Disqualifications**

Please provide details below of any convictions which are not spent under the terms of the Rehabilitation of Offenders Act 1974. Note, we do not discriminate against most convictions/ disqualifications. Upon offer of employment we reserve the right to request a Disclosure and Barring Service check at Standard level and this disclosure will include details of cautions, reprimands or final warnings as well as convictions.

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**Previous experience**

**Please provide details below of any experience you have working within the education system and with stakeholder/customer management.**

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**Part Two:** Application Questions

Please answer the following questions*. Note: we are not looking for very long answers so please keep your answers concise*.

1. **Why does the role at Think for the Future appeal to you and what makes you suited to this role?**

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1. **Please outline a time you have worked independently to complete a project and how you will transfer the skills across to the role.** *Note: We want to see a candidate who can work independently to complete tasks in a timely manner and can complete tasks according to their deadlines.*

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1. **Please outline a time you have taken a strategic approach to a task or a project.** *Note: We are looking for a candidate that is able to set the strategic direction of their work and align to the companies strategy.*

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1. **Please list three strengths and/or qualities you have that will make you perfect for this role and provide a brief explanation for each one:**

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| **Strength** | **Details** |
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1. **Please list three weaknesses you have and provide a brief explanation for each one:**

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| **Weakness** | **Details** |
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| **Part Three:** References and availability  Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are. *We reserve the right to contact any of your other previous employers within the last three years.*  **Reference One:** | |
| Name: | How does this person know you? |
| Job Title: | Organisation: |
| Address: | |
| Email Address: | |
| **Reference Two:** | |
| Name: | How does this person know you? |
| Job Title: | Organisation: |
| Address: | |
| Email Address: | |

**Your Availability:**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Please state your preferred start date:** |  |  | |
| 1. **Please list any holidays already booked in 2019:** |  |  | |
| 1. **Please state any restrictions or regulations on the days/times you can work:** | | |
| 1. **Please state the minimum notice needed to work:** | | |

**Declaration**

## *Upon completing and submitting this application I agree that Think for the Future Ltd. can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 1998 and General Data Protection Regulation 2018.*

*I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn, or employment terminated.*

**End of application form**