



**POSITION APPLIED FOR: Chief Executive Officer**

# PERSONAL INFORMATION

Forename(s):

Surname:

National Insurance Number:

Daytime telephone number (if different from above):

Preferred contact telephone number:

e-mail:

Address:

Date of Birth:

Previous name(s)

Title (Dr, Mr, Mrs, Miss, Ms, etc):

# REQUEST FOR GUARANTEED INTERVIEWS

The ESO is committed to the employment of disabled people. To demonstrate our commitment we guarantee an interview to anyone with a disability whose application meets the minimum criteria for the post.

The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment, which has a substantial and adverse long-term effect on his or her ability to carry out normal day to day activities.

**I consider myself to have a disability and wish to claim an interview** [ ]

We will try to provide access, equipment or other practical arrangements to ensure that people with disabilities can compete on equal terms with non-disabled people.

Please give details of any special facilities or arrangements you may require in the recruitment process.

# EQUAL OPPORTUNITIES MONITORING

VACANCY REFERENCE (for office use only):

 FEMALE [ ]  MALE [ ]

ETHNIC BACKGROUND (Please tick the box that describes your ethnic origin)

|  |  |  |
| --- | --- | --- |
| **Asian or Asian British** |  | **Black or Black British** |
|  |  |  |  |  |
|[ ]  Bangladeshi |  |[ ]  African |
|  |  |  |  |  |
|[ ]  Indian |  |[ ]  Caribbean |
|  |  |  |  |  |
|[ ]  Pakistani |  |[ ]  Other black background (please specify) |
|  |  |  |  |  |
|[ ]  Other Asian background (please specify) |  |  |  |  |
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| White |  | Chinese |
|  |  |  |  |  |
|[ ]  White |  |[ ]  Chinese or other ethnic group |
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|[ ]  White Irish |  |[ ]  Other ethnic background (please specify) |
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|[ ]  Other white background (please specify) |  |  |  |  |
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| Mixed |  |  |
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|[ ]  White and Asian |  |  |  |
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|[ ]  White and Black African |  |  |  |
|  |  |  |  |  |
|[ ]  White and Black Caribbean |  |  |  |
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|[ ]  Any other mixed background (please specify) |  |  |  |  |
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## Disability

The Equality Act 2010 defines a disabled person who has a physical or mental impairment, which has a substantial and adverse long-term effect on his or her ability to carry out normal day to day activities.

Do you consider yourself to be a disabled person under the terms of the Equality Act 2010? YES [ ]  NO [ ]

# EDUCATION AND QUALIFICATIONS OBTAINED (you may leave this section blank if this information is in your CV)

**School attended from age 11 to age 16:**

**Qualifications with grades and subject:**

|  |  |  |  |
| --- | --- | --- | --- |
| GCSE etc | Subject | Grade achieved | Date awarded |
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**School attended from age 16 - 18**

**Qualifications with grades and subject:**

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| --- | --- | --- | --- |
| AS/A LEVELBTEC etc | Subject | Grade achieved | Date awarded |
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 Date awarded:

**University/College attended:**

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| --- | --- | --- | --- |
| BA/BSc/MA etc | Subject | Classification | Date awarded |
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# PRESENT POST (you may leave this section blank if covered in your cv)

Name of employer:

Your job title:

Address of employer:

Telephone Number:

Current salary:

Date of appointment:

Exact Responsibilities:

Reason for leaving:

**PREVIOUS EMPLOYMENT ( You may leave this section blank if covered in your cv)**

**Please start with the most recent and work backwards. You must include details of your full employment history and account for any gaps in employment – continue on a separate sheet if necessary**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| NAME OF EMPLOYER | POST | FROM | TO | REASON FOR LEAVING |
|  |  |  |  |  |

**Significant courses attended (in last four years):**

## Membership of Professional Bodies:

## Interest/Leisure activities:

**Please use this section and the back of the form to provide a letter of application or provide the letter in a separate document.**

**Please indicate here if you are related to or have a close personal relationship with any member of the ESO Board or Management:**

**REFEREES (please supply names, addresses and telephone numbers of two referees, one should be your current or most recent employer)**

Name:

Address:

Telephone Number:

Email address:

In what capacity is this person known to you:

May we approach this person prior to interview?

YES/NO

Name:

Address:

Telephone Number:

Email address:

In what capacity is this person known to you:

May we approach this person prior to interview?

YES/NO

**CONVICTIONS:** Due to the nature of the work for which you are applying, this post is exempt from the provision of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions, which for other purposes are ‘spent’ under the Provisions of the Act and, in the event of employment any failure to disclose such convictions could result in a dismissal or disciplinary action. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies. You are asked to note that all applicants who are offered employment will be subject to a criminal record check from the Disclosure and Barring Service. This will include details of cautions, reprimands or final warnings, as well as convictions. The appointment is subject to a satisfactory response to this check. You may attach detailed explanations if you wish and may use a sealed envelope if you prefer.

Have you been convicted of any criminal offence? YES/NO\* (\*please delete as appropriate)

**DECLARATION: I declare that the information given in this application is correct to the best of my knowledge. I agree to the ESO processing personal data contained in this form for statistical, monitoring and funding purposes and providing data to ESO agents to support pension and payroll provisions.**

Signed:

Date:

**CORRESPONDENCE WILL ONLY BE SENT TO SHORT LISTED CANDIDATES.**