

APPLICATION FOR CHIEF EXECUTIVE OFFICER (CEO)

1. Personal details

Full name	
Address	
Contact number	
Email	
National Insurance Number	

2. Current employment

If you are not currently employed, please write 'not applicable' into the first box.

Name of employer	
Role	
Start date	
Main duties	

3. Post-16 education and qualifications – if necessary, add extra rows or continue on a separate sheet.

Name of school, college and/or university	Dates attended	Qualifications & grades	Date of accreditation

4. Other relevant accredited and non-accredited professional learning (PL) – if necessary, add extra rows or continue on a separate sheet.

Awarding Body or PL provider	Dates	Qualification and/or title of course

5. Employment history (please explain any gaps in employment) – if necessary, add extra rows or continue on a separate sheet.

Employer	Role	Dates & FTE salary	Main duties	Reason for leaving

6. Personal statement

Please explain why you are applying for this role, including the skills, expertise and experiences you have in relation to the objectives and responsibilities in the job description that make you a strong candidate for the CEO position at Potential Plus UK.

A 'can do', solution-focussed attitude is crucial to this role. What relevant experience or expertise do you have that would demonstrate your skills in these areas?

7. References

Personal references will not be accepted; referees should be able to comment on your professional record and must not be related to you.

One of your references must be your present employer. If you have not been employed over the last 3 years, please provide suitable alternatives, such as from a volunteering role, or explain why you are unable to provide this.

Name of first referee:	Job title:
Organisation:	Contact number:
Email address:	
Work address:	Postcode:

Name of second referee:	Job title:
Organisation:	Contact number:
Email address:	
Work address:	Postcode:

8. Safeguarding and Child Protection

a. Criminal Records Disclosure

All applicants for posts interacting with children whilst working with Potential Plus UK are required to disclose all convictions, cautions, reprimands and final warnings, both spent and unspent as such posts are exempt from the provision of the Rehabilitation of Offenders Act 1974. If you are offered a post, it will be on a conditional basis, subject to a satisfactory enhanced Disclosure and Barring Service check.

All shortlisted applicants for the CEO role will need to bring the completed Self-Disclosure Form in a sealed envelope to the interview and handed to the Chair of Trustees. If successful, the Chair will open the Self-Disclosure Form and the information will only be shared with the Trustee with responsibility for safeguarding. All other unopened envelopes will be destroyed securely.

Withholding criminal record information may lead to the withdrawal of an offer of employment or volunteer post, or if following appointment, to disciplinary action, which may result in dismissal.

b. Online vetting check

In line with KCSIE (Keeping Children Safe in Education 2022) and safer recruitment practices, the charity may conduct an online search for all shortlisted candidates. This is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and may be asked to clarify their online presence.

9. Declaration

I declare that the information supplied in this application is true and complete and I consent to any of this information to be checked and verified. I understand that any deliberate omission, falsification or misrepresentation as part of my application may be grounds for rejecting my application or, should the discovery occur following appointment, termination of my employment.

Signed	
Date	