 **Great & Little Shelford CE (A) Primary School, Church Street, Great Shelford CB22 5EL**

# Head Girl and Head Boy Application 2024-2025

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Please ensure that you complete **all** sections of the application. Please note that providing false information will result in the application being rejected, withdrawal of any offer of the post or summary dismissal if you are in post. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink or type. CVs are not accepted.

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| --- | --- |
| Vacancy Job Title | Head Girl / Head Boy |

## Part 1: Information for Shortlisting and Interviewing

Initials: Surname or Family Name:

1. Why you are interested in the vacancy:

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1. Examples of how you demonstrate the skills and qualities needed to carry out the job description of Head Boy / Head Girl:

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1. Other Relevant Experience, Interests and Skills (please outline curricular and extra-curricular activities, along with other experience you feel demonstrates your own interests and transferable skills)

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1. Referees

Please provide details of two people to whom reference may be made. The referees should sign the form below to testify that they believe they have seen you demonstrate evidence of meeting the job and person specification. A referee may be a member of school staff or another person who knows you can demonstrate related skills. A member of your family should not provide a reference for you.

First Referee

|  |  |
| --- | --- |
| Title and name: |  |
| Relationship to applicant: |  |
| Job title: |  |
| Date: |  |
| Signature: |  |

Second Referee

|  |  |
| --- | --- |
| Title and name: |  |
| Relationship to applicant: |  |
| Job title: |  |
| Date: |  |
| Signature: |  |

Applicant signature:

|  |  |
| --- | --- |
| Sign: |  |
| Print: |  |
| Date: |  |

## Part 2 Internal Ref. No.

This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes.

1. Personal Information

|  |  |
| --- | --- |
| Surname or family name:  |  |
| Forenames: |  |
| Title: |  |
| Current address: |  |
| Postcode: |  |

1. Data Protection – Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR)

In compliance with the Data Protection Act 2018 and GDPR, we would like to inform you of the purpose for which we are processing the data we have asked you to provide on this application form. Further information is available in our Privacy Notice and Data Retention Policy.

The person responsible for Data Protection in our organisation is Cambridgeshire County Council ICT service and you can contact them with any questions relating to our handling of your data. You can contact them at the CCC ICT service 0300 300 0000 or DPO@theictservice.org.uk

The information you have provided on this form will be retained in accordance with our data retention policy.

To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can contact our Data Protection Officer. If you are unhappy with how your query has been handled you can contact the Information Commissioners Office via their [website](https://ico.org.uk/).

This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.

1. Declaration

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 10 above, and in particular that checks may be carried out to verify the contents of my application form.

|  |  |
| --- | --- |
| Signature of applicant: |  |
| Print name: |  |
| Date: |  |