**Application form: Chief Executive Officer**

Please complete your application as fully as possible based on the information we have given you in the [Application Information Pack pdf](https://static.a-n.co.uk/wp-content/uploads/2018/01/an-CEO-application-information-pack.pdf), with reference to the Chief Executive Officer Job Description and Person Specification in particular.

Contact us if, for reasons of disability you wish to respond in an alternative format. Please note that stand-alone CVs cannot be considered.

Please return your application form, CV and completed Equal Opportunities Monitoring Form by email to Jade Brennen-Airey, Company Administrator at: Jade.Brennen-Airey@a-n.co.uk. The subject field of your email should read ‘Application: Chief Executive Officer, a-n’ followed by your name.

Alternatively, your completed application form, CV and Equal Opportunities Monitoring Form can be posted (marked CONFIDENTIAL) to:

Jade Brennen-Airey

Company Administrator

a-n

The Toffee Factory

Lower Steenbergs Yard

Newcastle upon Tyne

NE1 2DF

You will receive an email to acknowledge receipt of your application.

The deadline for receipt of applications is midnight on Monday 19 February 2018.

Shortlisting will take place on Friday 23 February and you will be notified whether you have been shortlisted (or not) for interview via email by Monday 26 February.

Interviews will be held on Thursday 1 March 2018, in London. In some instances, we may ask shortlisted applicants for a second interview.

**Personal details**

|  |  |
| --- | --- |
| Full name |  |
| Contact address |  |
| Home phone |  |
| Work phone (if we may use it) |  |
| Mobile phone |  |
| Contact email |  |

**Current or most recent employment**

|  |  |
| --- | --- |
| Organisation |  |
| Job title |  |
| Date from/to |  |
| Current or final salary |  |
| Notice period |  |
| Reason for leaving or seeking alternative employment |  |
| Main responsibilities |  |

**Work history**

Please complete for two previous posts, and enclose a CV to cover your career to date

|  |  |
| --- | --- |
| Organisation |  |
| Job title |  |
| Date from/to |  |
| Main responsibilities |  |
| Reason for leaving |  |

|  |  |
| --- | --- |
| Organisation |  |
| Job title |  |
| Date from /to |  |
| Main responsibilities |  |
| Reason for leaving |  |

**Educational qualifications**

|  |  |
| --- | --- |
| Educational establishment |  |
| Date from/to |  |
| Qualifications obtained |  |
| Educational establishment |  |
| Date from/to |  |
| Qualifications obtained |  |

**Other training and professional qualifications**

|  |  |
| --- | --- |
| Training body |  |
| Date from/to |  |
| Qualifications obtained |  |
| Training body |  |
| Date from/to |  |
| Qualifications obtained |  |
| Training body |  |
| Date from/to |  |
| Qualifications obtained |  |

**Your experience in relation to the post**

Using the job description and specification as a guide, please outline how your experience and skills meet the criteria for this post, providing specific examples drawn from your paid employment or voluntary work. Please limit your response to 2 x sides of A4.

|  |
| --- |
|  |

**References**

Please give the names, addresses, telephone numbers and positions of two people to whom reference may be made. If you do not wish referees to be contacted before a provisional offer of employment please indicate. All appointments are subject to receipt of references that we find to be satisfactory. No offer of employment can be finalised until two references have been received.

|  |  |
| --- | --- |
| Full name |  |
| Job title |  |
| Contact address |  |
| Contact phone |  |
| Contact email |  |

|  |  |
| --- | --- |
| May we approach at any time? |  |
| OR only after a conditional offer of employment has been made? |  |

|  |  |
| --- | --- |
| Full name |  |
| Job title |  |
| Contact address |  |
| Contact phone |  |
| Contact email |  |

|  |  |
| --- | --- |
| May we approach at any time? |  |
| OR only after a conditional offer of employment has been made? |  |

In order to comply with the Immigration Act 1996 we are required to see proof of your right to work in the UK. This will be requested once an offer of employment has been made. If you require a work permit to work in the UK please indicate.

|  |  |
| --- | --- |
|  I require a work permit and can provide this.  |  |

Please give details of any criminal convictions you have had, excluding any ‘spent’ under the Rehabilitation of Offenders Act 1974 (minor motoring offences may be disregarded).

|  |
| --- |
|  |

**Declaration**

By sending us your application by email or post you confirm all information given on this form is, to the best of your knowledge and belief, accurate and complete and that you have omitted nothing, which to the best of your knowledge might affect this application. You also agree the information included on this form may be used by a-n for assessment of your application.

If you prefer to send us your application by mail, please confirm the above by signing below.

|  |  |
| --- | --- |
| Signature\* |  |
| Date |  |

*\* There is no need for a signature if you are submitting the form electronically*