

**Assistant Principal (Strategic Human Resources Manager)**

**APPLICATION FORM**

|  |  |
| --- | --- |
| **Name** |  |
| **Contact Email Address** |  |
| **Contact Phone Number** |  |
| **Please specify if you require any special facilities or other reasonable accommodations for any aspect of the selection process e.g. wheelchair access, sign interpreter etc.** |  |

**(Please note: You will be contacted in the course of the competition using the above contact details.)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EDUCATIONAL QUALIFICATIONS. Please give details of your most relevant qualifications, and please ensure you include the result.** | | | | |
| Dates Attended  From To | | School/College/Institute Attended | Course Pursued/Qualification Awarded | Result |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **CURRENT EMPLOYMENT** | |
| **Name & Address of Current Employer** |  |
| **Current Role / Title** |  |
| **Dates of Employment** | **FROM: TO:** |
| **SUMMARY DESCRIPTION OF CURRENT ROLE** | |
| **Describe main duties and responsibilities of your role:** | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PREVIOUS EMPLOYMENT DETAILS (please add further rows as necessary)** | | | | |
| Name of Dept. / Organisation | Title of Post held | Brief Description of Duties | From Month/ Year | To Month/ Year |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Key Competency Questions

In this next section, we would like you to outline your experience or achievements during your career to date that clearly demonstrates your suitability for the position of Strategic Human Resources Manager. It may also be helpful to refer to the Competency Framework at Assistant Principal level when answering these questions. **Please limit your answers to 500 words**.

|  |
| --- |
| **Question 1**  Please provide details of your experience and achievements in human resource management, outlining your contribution to the performance of your organisation. |
|  |

|  |
| --- |
| **Question 2**  Outline your experience in your career to date of designing and implementing HR strategies in two of the following areas: Recruitment and selection; learning and development; leadership development; employee relations and engagement; talent management. |
|  |

|  |
| --- |
| **Question 3**  Provide an example that best demonstrates your HR Leadership Skills at an appropriate level. |
|  |

|  |
| --- |
| **Question 4**  Please describe your change management experience in an organisation undergoing significant organisational, cultural and business change. |
|  |

|  |
| --- |
| **Question 5**  Provide an example of how you have developed excellent working relationships with a range of stakeholders. |
|  |