

## Chief Executive Officer – Application Form

### 1. Personal Details

|                                       |  |
|---------------------------------------|--|
| <b>Full Name:</b>                     |  |
| <b>Preferred Name:</b>                |  |
| <b>Preferred Pronouns (optional):</b> |  |
| <b>Address:</b>                       |  |
| <b>Phone Number:</b>                  |  |
| <b>Email Address:</b>                 |  |

### 2. Eligibility & Right to Work

Please answer yes or no for the following questions:

|                                                             |  |
|-------------------------------------------------------------|--|
| <b>Do you have the legal right to work in this country?</b> |  |
| <b>Will you require sponsorship?</b>                        |  |

### 3. Education, Qualifications & Training

Please list any relevant qualifications in the table below (*please expand the table as required*):

| Qualification/Professional certification | Awarding Body | Institution/Provider | Level (e.g., Degree, Diploma etc.) |
|------------------------------------------|---------------|----------------------|------------------------------------|
|                                          |               |                      |                                    |
|                                          |               |                      |                                    |
|                                          |               |                      |                                    |
|                                          |               |                      |                                    |
|                                          |               |                      |                                    |

Please list any relevant training in the table below (*please expand the table as required*):

*e.g. safeguarding, leadership, governance training etc. or any relevant sector-specific learning*

| Training | Institution/Provider |
|----------|----------------------|
|          |                      |
|          |                      |
|          |                      |
|          |                      |
|          |                      |

#### 4. Employment History

*Please provide details of all positions (both paid and unpaid) you have held over the past 10 years, starting with the most recent. Please also include any periods not in employment. Please expand the table as required.*

| Employer | Job Title | Length of Service | Key Responsibilities & Achievements<br>[3–6 bullet points per role] |
|----------|-----------|-------------------|---------------------------------------------------------------------|
|          |           |                   |                                                                     |
|          |           |                   |                                                                     |
|          |           |                   |                                                                     |
|          |           |                   |                                                                     |
|          |           |                   |                                                                     |
|          |           |                   |                                                                     |

#### 5. Vision for the Charity

*Describe your vision for leading an organisation that supports young people, carers, and families affected by a loved one's substance use over the next 3–5 years. (500 words max)*

#### 6. Professional Summary

*Please provide a summary of your experience in strategic and operational leadership, governance and safeguarding, and the values which inform your professional life. (500 words max)*

## 7. Personal Statement

*Please explain why you believe you are a strong candidate for this role and your motivation in applying. (500 words max)*

## 8. General Experience, Skills & Competencies

*Describe any other skills, experience and/or knowledge that would be relevant to your application (500 words max)*

## 9. Safeguarding & Compliance

*Please answer yes or no for the following questions:*

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Have you ever been subject to safeguarding concerns? <i>(If yes, please provide details in a confidential attachment marked FAO Janet Murphy.)</i>                                                                                                                                                                                                                                                                                                                  |  |
| Do you have any unspent convictions? <i>(If yes, please provide details in a confidential attachment marked FAO Janet Murphy.)</i><br><i>Note: this should exclude any spent convictions under Section 4(2) of the Rehabilitation of Offenders Act 1974, unless the job for which you are applying involves working with vulnerable adults or children in which case cautions, bindovers, pending prosecutions, spent and unspent convictions must be declared.</i> |  |

## 10. Additional Information

|                                                                                                                                       |  |
|---------------------------------------------------------------------------------------------------------------------------------------|--|
| Where did you hear about this vacancy?                                                                                                |  |
| Do you hold a current full driving licence?                                                                                           |  |
| Do you have any current driving convictions? If yes, please provide details of those convictions.                                     |  |
| Are you related to, or do you have a personal relationship with, any ESCAPE employee or board member? If yes, please provide details. |  |

## 11. References

*Please provide the names, addresses, and telephone numbers of two referees (not friends or relatives). Personal or character references are not accepted. If you have been unemployed or out of work for a period of time, it is helpful to include referees from organisations you have been involved with, such as voluntary groups, school committees, or community activities. References will only be contacted with your permission.*

### Reference 1

|                                             |  |
|---------------------------------------------|--|
| Name:                                       |  |
| Relationship:                               |  |
| Organisation:                               |  |
| Email:                                      |  |
| Phone:                                      |  |
| Request reference before interview? Yes/ No |  |

### Reference 2

|                                             |  |
|---------------------------------------------|--|
| Name:                                       |  |
| Relationship:                               |  |
| Organisation:                               |  |
| Email:                                      |  |
| Phone:                                      |  |
| Request reference before interview? Yes/ No |  |

## **12. Declaration**

In accordance with the UK GDPR and the Data Protection Act 2018, the information provided on this form will be used for recruitment and selection purposes and may be shared with those involved in the process. For the successful candidate, it will also form part of their confidential personnel record.

I confirm that the information I have provided in this application is accurate and complete to the best of my knowledge. I understand that providing false or misleading information may result in my application being disqualified or, if appointed, my employment being terminated.

I confirm that I do not object to the information on this form being stored electronically for the purposes of anonymous statistical reporting, in line with statutory requirements, and to support ESCAPE's equal opportunities monitoring of job applications.

I agree that ESCAPE may verify any of the information I have provided.

I confirm that I understand the appointment is subject to a DBS disclosure check and will be made before a candidate is offered the post.

**Signature:**

**Date:**

**Please return this form by 17.00 on 26/06/2026 to ESCAPE's Chair Holly Scarfe at:**

**[admin@escapefamilysupport.org.uk](mailto:admin@escapefamilysupport.org.uk)**