

**Support Staff Application**

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| Please complete this form in **black ink** or typescript. Please return to:  [recruitment@morley.leeds.sch.uk](mailto:recruitment@morley.leeds.sch.uk) or Mrs A Scruton, The Morley Academy, Fountain Street, Morley, Leeds. LS27 0PD | | | | | | **Closing Date: Wednesday 18th July, 12 noon.** | | |
| **Application for Employment as: Administrative Assistant (General and Exams)**  **Grade: B1**  **Academy: The Morley Academy** | | | | | | **CONFIDENTIAL:**  The information you provide on this form will be used for recruitment & selection and employment contract purposes. | | |
| **1. PERSONAL DETAILS** | | | | | | | | |
| Title: First Name:  Home Address:  Postcode:  Mobile No:  Tel No (Home):  Email: | | | Surname:  Address for Correspondence (if different):  Postcode:  Work Tel No:  May we contact you at work? YES/NO  (Please delete as appropriate) | | | | | |
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| When would you be available for work? | | | National Insurance No: | | | | | |
| If you are selected for interview, are there any dates when it would be impossible for you to attend? | | | | | | | | |
| **For Full Time posts:** I am applying for Job Share / Part-Time (please delete as appropriate). Please indicate the range of days and the maximum number of hours you are able to work. | | | | | | | | |
| If the job includes driving, are you licensed to drive the appropriate vehicle? If you hold an HGV licence, please state class. (Please delete as appropriate). YES/NO | | | | | | | | |
| Are you related to any governor or staff at The GORSE Academies Trust?  (If YES please give details below) | | | | | | | YES/NO | |
| **CANVASSING DISQUALIFIES**  Please give details of any criminal convictions, bindovers or police cautions:  N.B. Under the rehabilitation of Offenders Act 1974, you are required to give details of any convictions, which are not ‘spent’. In addition, the Council requires you to disclose any cautions and binding over orders that you have received in the last 12 months. Failure to do so may render you liable to summary dismissal. Certain posts are exempt from the provisions of the Rehabilitation of offenders Act and job applicants must disclose all criminal convictions and cautions whether or not they are spent. If the post you have applied for comes within this category, it will be clearly indicated in the supporting information. | | | | | | | | |
| **References:** Please give the names and addresses of two referees. One should be your present employer or, if not employed, your last employer. If you have not been employed before, you will need to supply referees who are able to comment on your ability to do the job. | | | | | | | | |
| **1. Title: Name:**  **Position:**  **Address:**  **Postcode:**  **Telephone No:**  **Email:**  **Capacity in which known:** | | | | **2. Title: Name:**  **Position:**  **Address:**  **Postcode:**  **Telephone No:**  **Email:**  **Capacity in which known:** | | | | |
| **Your referees will be contacted if you are selected for Interview** | | | | | | | | |
| **EMPLOYMENT EXPERIENCE** | | | | | | | | |
| Current or last occupation/position/scheme  Salary: Grade/Scale: | | | Date Started: Permanent/Temporary  (Please delete as appropriate)  Date left (if applicable):  Reason for leaving: | | | | | |
| Employer:  Address: | | | | | | | | |
| Briefly describe your duties: | | | | | | | | |
| **Previous jobs or work experience** (most recent first) | | | | | | | | |
| Name of Employer | Date from  Month Year | Date to  Month Year | | | Position held and main duties | | | Reason for Leaving |
|  |  |  | | |  | | |  |
| **Training and qualifications relevant to the job** | | | | | | | | |
| Please show here that you have the training and qualifications asked for in the employee specification, including Apprenticeships and Membership of Professional or Technical Bodies | | | | | | | | Year Awarded |
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| **It is not necessary to complete this page if you are applying for a manual job** |
| **Knowledge** |
| Please show that you have the knowledge asked for in the Employee Specification gained either through work, education, home or voluntary activities. |
| **Experience** |
| Please show that you have the experience asked for in the Employee Specification gained either through work, home or voluntary activities. |
| **Skills** |
| Please show that you have the skills asked for in the Employee Specification gained either through work, home or voluntary activities. |

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| **Additional Information**  You must not exceed two sides of A4 paper (this does not apply to Disabled Applicants). CV’s are **NOT** allowed. |
| Please show how you meet the additional factors on the Employee Specification and use this section if there is any other information you wish to add in support of your application. |

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| **Additional Information** (continued) | | | | | | | | | | | | | | | | | | | | |
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| **Criminal Offences**  You are required to give details of any convictions, which are not ‘spent’. In addition you are required to disclose any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198. This will not necessarily bar you from applying but failure to disclose may lead to your later dismissal dependent on the nature of the position and the circumstances and background of your offences. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.  If you are invited for interview, a statement of these details should be sent under separate cover in an envelope marked ‘Private and Confidential – For the Addressee Only’ in the top left hand corner to the chair of the interview panel. | | | | | | | | | | | | | | | | | | | | |
| **Data Protection Act 1998**  The information you submit will be processed by the Trust. ‘Your data will be used for purposes of the Trust’s Recruitment and Selection process. It will be used to monitor the effectiveness of The GORSE Academies Trust’s policies and practices, in particular its Equal Opportunities Policy’. This monitoring is for statistical purposes only and if you will be identifiable from this process. However, your personal details, contained in the application form may be used in the prevention and detection of fraud. Where this occurs you will be identifiable.  Your information may also be disclosed to the following third parties:  Survey and research organisations (for monitoring purposes only) – Local Government Authorities – Central Government Authorities – Law Enforcement Authorities.  Application forms submitted by unsuccessful candidates will be destroyed after six months from the date the post was appointed to.  **Declaration**  I consent to The GORSE Academies Trust recording and processing the information detailed in this application form. I understand that this information may be used by the Trust in pursuance of its business purposes and my consent is conditional upon The GORSE Academies Trust complying with their obligations under the Data Protection Act 1998.  Please tick if you do not want this application to be shared.  I confirm that all information given in this application is accurate and I agree that if my application is successful, my appointment will be subject to satisfactory criminal vetting under the legislation for the protection of children.  **Signed: Date:**  This page is blank to ensure that equal opportunities documentation remains detached from the Application | | | | | | | | | | | | | | | | | | | | |
| **EQUAL OPPORTUNITIES**  We promote diversity and want a workforce which reflects the people of Leeds. We will use your answers to monitor and check the fairness of our recruitment. Any information you provide will be kept confidential. You do not have to answer these questions and if you do not then it will not make any difference to your application. | | | | | | | | | | | | | | | | | | | | | |
| **Date of Birth:**  / / | | | | | | **Male** | | | | | | | | **Female** | | | | | | | |
| **Are you Disabled?** | | | | | | **Yes** | | | | | | | | **No** | | | | | | | |
| **Where did you see this post advertised?** | | | | | | | | | | | | | |  | | | | | | | |
| **Please identify your relationships status:** | | | | | | | | | | | | | |  | | | | | | | |
| **Married** | **Civil Partnership** | | | | | | | | | **Co-habiting** | | | | **Single** | | | **Other** | | | | |
| **Please identify your religion:** | | | | | | | | | | | | | | | | | | | | | |
| **Buddhist** | | **Christian** | | | | | | | **Hindu** | | | **Jewish** | | | | | **Muslim** | | | | |
| **No Religion** | | **Rastafarian** | | | | | | | **Sikh** | | | **Other** | | | | |  | | | | |
| Please identify your sexual orientation: (definitions below) | | | | | | | | | | | | | | | | | | | | | |
| **Heterosexual** | | **Lesbian** | | | | | | **Gay man** | | | | **Bisexual** | | | |  | | | | | |
| Heterosexual – Someone who is attracted, emotionally and or physically, to persons of the opposite sex. | | | | | | | | | | | | | | | | | | | | | |
| Lesbian – A woman who is attracted, emotionally and or physically, to other women. | | | | | | | | | | | | | | | | | | | | | |
| Gay man – A man who is attracted, emotionally and or physically, to other men. | | | | | | | | | | | | | | | | | | | | | |
| Bisexual – Someone who is attracted, emotionally and or physically, to both sexes. | | | | | | | | | | | | | | | | | | | | | |
| **ETHNIC ORIGIN** | | | | | | |  | | | | | | | |  | | | | | | |
| **Asian or Asian British** | | | | | | | **Black or Black British** | | | | | | | | **Chinese or other ethnic groups** | | | | | | |
| Bangladeshi | | | AB |  | | | African | | | | BF  BC  BO | |  | | Chinese | | | CC  CO |  |  | |
| Indian | | | AI |  | | | Caribbean | | | |  | | Other (specify) | | |  |
| Kashmir | | | AK |  | | | Other (specify) | | | |  | |  | | |  | | | |
| Pakistani | | | AP |  | | |  | | | |  | | | |  | | |  | | | |
| Other (specify) | | | AO |  | | |  | | | |  | | | |  | | |  | | | |
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| **Mixed** | | | | | | | **White** | | | | | | | |  | | | | | | |
| White and Asian | | | MA  MF  MC  MO | |  | | British | | | | WB | |  | | Gypsy/Roma/Travellers GR | | | |  |  | |
| White and Black African | | |  | | Irish | | | | WI | |  | |  | | | | | | |
| White and Black Caribbean | | |  | | Other (specify) | | | | WO | |  | |  | | | | | | |
| Other (specify) | | |  | |  | | | |  | | | |  | | | | | | |
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