

APPLICATION FORM

Ralph Thoresby School



Support Staff Application 2023

Application for employment as:

First Name	:	<input type="text"/>	Last Name	:	<input type="text"/>
NI Number	:	<input type="text"/>	Email	:	<input type="text"/>
Mobile Tel	:	<input type="text"/>	Home Tel	:	<input type="text"/>
Full Address	:	<input type="text"/>			
City / Country	:	<input type="text"/>	Postcode	:	<input type="text"/>

Correspondence relating to this application may be sent via email to the address supplied, please confirm you are happy to receive correspondence in this way?

Yes No

May we contact you at work?

Yes No

Is a member of your family or any person you have a close association to a Councillor or Employee of Leeds City Council ?

Yes No If yes, please give details:

If you are selected for interview, are there any dates when it would be impossible for you to attend?

:

When would you be available for work?

:

Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or see here.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.



References

Reference One

First Name : Last Name :
 Occupation : Email :
 Mobile Tel : Work Tel :
 Full Address :
 City / Country : Postcode :
 Capacity in which known :

Reference Two

First Name : Last Name :
 Occupation : Email :
 Mobile Tel : Work Tel :
 Full Address :
 City / Country : Postcode :
 Capacity in which known :

Referees will be automatically contacted if shortlisted for an interview

Employment Experience

Current or last occupation/ position/ scheme :
 Salary : Grade/ scale point :
 Date started : Date left (If applicable) :
 Employer : Reason for leaving :
 Full Address :
 City / Country : Postcode :





Previous jobs or work experience (most recent first)

Employer	Date from	Date to	Position held
<input type="text"/>	<input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/>	<input type="text"/>

Main duties

Reason for leaving

Employer	Date from	Date to	Position held
<input type="text"/>	<input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/>	<input type="text"/>

Main duties

Reason for leaving

Employer	Date from	Date to	Position held
<input type="text"/>	<input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/>	<input type="text"/>

Main duties

Reason for leaving

Employer	Date from	Date to	Position held
<input type="text"/>	<input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/>	<input type="text"/>

Main duties

Reason for leaving

If you require more space, please add to additional information at the back of this application form





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

Training/ Qualification	:	<input type="text"/>	Year Awarded	:	<input type="text"/>
Training/ Qualification	:	<input type="text"/>	Year Awarded	:	<input type="text"/>
Training/ Qualification	:	<input type="text"/>	Year Awarded	:	<input type="text"/>
Training/ Qualification	:	<input type="text"/>	Year Awarded	:	<input type="text"/>
Training/ Qualification	:	<input type="text"/>	Year Awarded	:	<input type="text"/>

If you require more space, please add to additional information at the back of this application form

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.

Empty text area for providing skills.

Additional Information

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

Large empty text area for providing additional information.





Additional Information (continued)

[Large empty grey box for additional information]

Privacy Notice

The information detailed in this application form will be used in order to process your application and in line with the school's Recruitment and Selection process. The lawful basis for processing this information is with a view to entering into a contract with you.

Your information may be shared may be shared with Leeds City Council HR in their role as data processor under the terms of the service level agreement where they have a legitimate business need to access it, and externally where required for the recruitment process, for example, in order to obtain references or where background checks are required. Your information will only be shared where necessary, and in accordance with data protection law.

If successful, this form will be retained on your personnel file and kept for a period of 6 years after the termination of your employment.

Application forms submitted by unsuccessful candidates will be destroyed after six months from the date the post was appointed to.

For more detailed information about how your information will be processed, and for details of their Data Protection Officer, contact the school direct. Information regarding your rights in relation to your personal data are available via the Information Commissioner's Office: www.ico.org.uk.

Declarartion

I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to a) references which are satisfactory to the school b) a satisfactory DBS certificate and check of the Barred list c) the entries on this form proving to be complete and accurate and d) a satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

Signature :

Date :





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.

Where did you see this post advertised? :

Date of Birth / / Gender : Male Female Other

Marital status : Married Civil Partnership Co-habiting Other

Are you Disabled? Yes No

Religion : Buddhist Christian Hindu No Religion Other
 Muslim Jewish Sikh Rastafarian

Sexual Orientation (definitions below) : Hetrosexual Lesbian Gay man Bisexual Other

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

- Bangladeshi
- Indian
- Kashmir
- Pakistani
- Other

Black or Black British

- African
- Caribbean
- Other

Mixed

- White & Asian
- White & Black African
- White & Black Caribbean
- Other

White

- British
- Irish
- Other

Other

- Chinese
- Gypsy/Roma/Travellers

