



ST. AIDAN'S CHURCH OF ENGLAND HIGH SCHOOL

Part of Yorkshire Causeway Schools Trust

Oatlands Drive, Harrogate, North Yorkshire, HG2 8JR

Tel: 01423 885814 Fax: 01423 884327

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JOB APPLICATION FORM

APPOINTMENTS – SUPPORT STAFF

Please write in capital letters in black ink or type. Please do not include CV. Once completed the form can be either posted or e-mailed into the school.

Application for the post of:	
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1. PERSONAL DETAILS

Surname:		Forename(s):	
Address:		Postcode:	
Home Tel:		Mobile:	
Email:		National Insurance No	
Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? YES/NO			
If YES, please provide details:			
If you are successful in your application would you require a work permit prior to taking up employment? YES/NO			
If YES, please provide specific dates:			
Date From:			
Date: To			
Have you ever lived and/or worked outside the UK? YES/NO			
If YES, please provide details:			
Do you hold a Certificate of Good Conduct for your time spent abroad? YES/NO			
If YES, please provide the date of issue:			

2. EDUCATION (INCLUDING FURTHER/HIGHER EDUCATION)

Secondary School/College/University	Examination taken or to be taken	Date	Results

3. PRESENT EMPLOYMENT (do not complete this section if you are not currently employed)

Name of Employer:			
Address of Employer (inc Postcode):			
Employer's Tel No:			
Post Held:			Salary:
Date of Appointment:			Notice required:

4. PREVIOUS EMPLOYMENT (MOST RECENT FIRST)

(Please give your complete employment history and continue on a separate sheet if necessary)

Date From To		Post Held & Grade	Name and Address of Previous Employers	Reason for Leaving

5. VOLUNTARY / UNPAID ACTIVITIES

Time Input	Position Held	Organisation	Brief details of duties (can be expanded in next section.)

6. RELEVANT EXPERIENCE

Describe how your knowledge, skills and experience relate to this post. These may have been gained through paid employment, domestic responsibilities, voluntary/community work, spare time activities and training. (Do not use more than two sides of A4 as continuation sheets.)



7. REFERENCES

Please give the name and addresses of two referees (not relatives) one of whom should be your present employer (or last employer if not currently employed). If you are in, or have just completed, full time education, one referee should be from your College/ University.

Name: Address: Position held: Email: Telephone:	Name: Address: Position held: Email: Telephone:
Relationship to you:	Relationship to you:
May your referee be approached prior to interview? Yes / No	May your referee be approached prior to interview? Yes / No

8. DECLARATIONS

- Please state where you learned of this vacancy?
- Are you, to your knowledge, related to any member of the Governing body or any holder of senior office in the Academy? **YES/NO (You must select one)**

If **YES**, please state the person(s) and relationships(s):

- Have you ever been the subject of formal disciplinary proceedings? **YES/NO (You must select one)**

If **YES**, please give details including dates:

- Are you registered with an Employment/Recruitment Agency **YES/NO (You must select one)**

Form ROA1 must be completed and submitted with your application. Please put the completed form in a sealed envelope marked 'Confidential – For the Headteacher'. You are required **before appointment** to disclose any conviction, caution or binding over, including 'spent convictions', under the terms of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.

This post is subject to medical clearance and to national procedures for the disclosure of criminal background of those with access to children, which will be checked by the Disclosing and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986, Section 4 (2) of the Rehabilitation of Offenders Act 1974 does not apply to this question. You are **not** entitled to withhold information about a previous conviction on the grounds that it is for other purposes spent under the act. In the event of employment, any failure to disclose such convictions will normally result in dismissal by the Authority. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the order applies. A criminal conviction does not preclude consideration for employment

9. DECLARATION

- I understand that if I return the application form by email and am subsequently invited to interview, I will be required to sign a printed copy of my form.
- I declare that to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action will be taken which may include dismissal from the post.
- I confirm that I have a legal right of work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the school.

SIGNATURE:

DATE