**St. Aidan’s Church of England High School**



Part of Yorkshire Causeway Schools Trust

Oatlands Drive, Harrogate, HG2 8JR

Tel: 01423 885814 Fax: 01423 884327

recruitment@staidans.co.uk [www.staidans.co.uk](http://www.staidans.co.uk)

**APPLICATION FORM – SUPPORT STAFF**

Please write in capital letters in black ink or type.

Please do not send your C.V.

Completed forms may be returned by post or email to the addresses above.

|  |  |
| --- | --- |
| **Application for the post of:** |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PERSONAL DETAILS** | | | | | | | | | | | | | | | | | | |
| Surname: | | | |  | | | | | | | Forename(s): | | | |  | | | |
| Former Surname(s): | | | |  | | | | | | | | | | | | | | |
| Address:  Postcode: | | | | | | | | | | | | | | | | | | |
| Email: | |  | | | | | | | | | Home Phone: | | | |  | | | |
| NI Number: | |  | | | | | | | | | Mobile: | | | |  | | | |
| Please answer ‘Yes’ or ‘No’ to the following questions and provide details if you have answered ‘Yes’ to any question: | | | | | | | | | | | | | | | | Yes | | No |
| Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?  If yes, provide details: | | | | | | | | | | | | | | | |  | |  |
| If you are successful in your application, would you require a work permit prior to taking up employment?  If yes, provide any relevant details and dates of permit: | | | | | | | | | | | | | | | |  | |  |
| Have you ever lived and/or worked outside the UK?  If yes, provide details: | | | | | | | | | | | | | | | |  | |  |
| If applicable, do you hold a Certificate of Good Conduct for any time spent abroad?  If yes, provide date of issue: | | | | | | | | | | | | | | | |  | |  |
| **EDUCATION AND TRAINING** | | | | | | | | | | | | | | | | | | |
| Please provide details of all education and training, starting with the most recent | | | | | | | | | | | | | | | | | | |
| School, College and/or University attended | | | | | From MM/YY | | | To MM/YY | | | | Subject | | | | | Result/Grade Achieved | |
|  | | | | |  | | |  | | | |  | | | | |  | |
| **PRESENT EMPLOYMENT** (do not complete this section if you are not currently employed) | | | | | | | | | | | | | | | | | | |
| Name of Employer: | | | | | |  | | | | | | | | | | | | |
| Address of Employer:  Postcode: | | | | | | | | | | | | | | | | | | |
| Post Held: | | |  | | | | | | | | | Current Salary: | | | |  | | |
| Date of Appointment: | | |  | | | | | | | | | Period of Notice: | | | |  | | |
| **PREVIOUS EMPLOYMENT** (most recent first) | | | | | | | | | | | | | | | | | | |
| Please give your complete employment history and continue on a separate sheet if necessary | | | | | | | | | | | | | | | | | | |
| Date | | Post held and Salary | | | | | | | Name and address of employer | | | | | | | Reason for leaving | | |
| From | To |
|  |  |  | | | | | | |  | | | | | | |  | | |
| Date | | Post Held and Salary | | | | | | | Name and address of employer | | | | | | | Reason for leaving | | |
| From | To |
|  |  |  | | | | | | |  | | | | | | |  | | |
| **VOLUNTARY OR UNPAID ACTIVITIES** | | | | | | | | | | | | | | | | | | |
| Position held | | Time input | | | | | Organisation | | | | | | Brief description of duties | | | | | |
|  | |  | | | | |  | | | | | |  | | | | | |
| **RELEVANT EXPERIENCE** | | | | | | | | | | | | | | | | | | |
| Describe how your knowledge, skills and experience relate to this post. These may have been gained through paid employment, domestic responsibilities, voluntary or community work, spare time activities and training. (Do not use more than two sides of A4 as continuation sheets). | | | | | | | | | | | | | | | | | | |
| **REFERENCES** | | | | | | | | | | | | | | | | | | |
| Please give the name and address 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 school, college or university. | | | | | | | | | | | | | | | | | | |
| Name: | | | | | | | | | | Name: | | | | | | | | |
| Address:  Postcode: | | | | | | | | | | Address:  Postcode: | | | | | | | | |
| Position: | | | | | | | | | | Position: | | | | | | | | |
| Email: | | | | | | | | | | Email: | | | | | | | | |
| Telephone: | | | | | | | | | | 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 | | | | | | | | |
| **DECLARATIONS** | | | | | | | | | | | | | | | | | | |
| Please state where you heard of this vacancy: | | | | | | | | | | | | | | | | | | |
| Please answer ‘Yes’ or ‘No’ to the following questions and provide details if you have answered ‘Yes’ to any question: | | | | | | | | | | | | | | | | Yes | | No |
| Are you, to your knowledge, related to any member of the Trust board or any holder of senior office in a Trust school?  If yes, provide details of person(s) and relationship(s): | | | | | | | | | | | | | | | |  | |  |
| Have you ever been the subject of formal disciplinary proceedings?  If yes, provide details including dates: | | | | | | | | | | | | | | | |  | |  |
| Are you registered with an Employment Agency?  If yes, provide details: | | | | | | | | | | | | | | | |  | |  |
| 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. 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. 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. | | | | | | | | | | | | | | | | | | |
| * 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 Trust. | | | | | | | | | | | | | | | | | | |
| Signature: | | | | | | | | | | | | | | Date: | | | | |

**THE REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) (ROA1) (AMENDMENTS) ORDER 1986**

The position for which you are applying is exempt from the provisions of Section 4(2) of the rehabilitation of Offenders Act 1974, (being a function giving substantial access in the course of normal duties to children, young people under the age of 18 or to vulnerable adults since it is carried out wholly or partly on premises where these persons are provided with accommodation, care, leisure and recreational facilities, social services, supervision or training).

Due to the nature of the work for which you have applied, it is therefore a condition of appointment that you inform the Governing Body of any convictions, including those “spent” under the provisions of the 1974 Act. Failure to disclose convictions when applying will result in withdrawal of any offer made or (if late in coming to light), dismissal in the case of a non-employee and either dismissal or disciplinary action in the case of an employee. Any information given will be completely confidential and will be considered only in relation to suitability to the post.

Details of successful candidates for positions with substantial access to children, young people or vulnerable adults will be submitted for clearance to the Criminal Records Bureau before an appointment is confirmed. Any Disclosures of information received as a result of this exercise will be destroyed as soon as the responsible person has decided upon its relevance to the task, in line with Home Office criteria. However, a note will be made that checks have been undertaken. Refusal to inform the Governors and Council of convictions or to complete the declaration below will disqualify the applicant from the position in question.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DECLARATION** | | | | | |
| I hereby certify that I have read and understood the above requirements (and I authorise the nominated Officer to request a confidential Disclosure) in respect of convictions, bind-over orders or cautions incurred by me, including those “spent” under the terms of the Rehabilitation of Offenders Act (1974). | | | | | |
| **Details of Convictions, Bind-over Orders or Cautions**  I wish to declare the following convictions, bind-over orders or cautions (if none, please mark NIL): | | | | | |
| Convictions, bind overs, cautions | | Date | | | |
|  | |  | | | |
| Please answer ‘Yes’ or ‘No’ to the following questions: | | | | Yes | No |
| Is your name currently on the Adults’ Barred List or Children’s Barred List? (Legally barred from working with children) | | | |  |  |
| Are you subject to sanctions imposed by a regulatory body such as the GTC?  If ‘Yes’ please state the nature of the sanctions imposed below (continue overleaf if necessary) | | | |  |  |
| Full name: |  | | | | |
| Position applied for: |  | | | | |
| Signature: |  | | Date: |  | |

This form must be completed and submitted with your application. Please put 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.

**Equality and Diversity Monitoring Form**

We have a legal duty to monitor information on equality and diversity in our recruitment process. We also want to make sure that our Equality and Diversity in Employment policy is working, so we need you to complete this form to help us to do this. The information you provide on this monitoring form is strictly confidential and will not be taken into account when deciding upon your suitability for the post you have applied for. Please tick as appropriate.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **GENDER** | | | | | |
| Male |  | Female | |  |  |
| **ETHNIC/CULTURAL ORIGIN** | | | | | |
| **Black or Black British** | | | | | |
| Caribbean |  | | African |  |  |
| Any other black background (please specify): | | | | | |
| **White** | | | | | |
| British |  | | Irish |  |  |
| Any other white background (please specify): | | | | | |
| **Asian or Asian British** | | | | | |
| Indian |  | | Pakistani |  |  |
| Bangladeshi |  | | Sri Lankan |  |  |
| Any other Asian background (please specify): | | | | | |
| **Mixed** | | | | | |
| White and Black Caribbean |  | | White and Black African |  |  |
| White and Asian |  | | White and Arab/Middle Eastern |  |  |
| Any other mixed backgrounds (please specify): | | | | | |
| **Chinese** | | | | | |
| Chinese |  | | Any other Chinese background (please specify): | | |
| **Arabic or Middle Eastern or Any Other Ethnic Group** | | | | | |
| Arab |  | | Iranian |  |  |
| Any other Arabic or Middle Eastern group (please specify): | | | | | |
| Any other ethnic group (please specify): | | | | | |

Thank you for taking the time to complete this form.