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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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1. PERSONAL DETAILS			
Surname:		Forename(s):	
Former Surname(s):			
Address:			
Postcode:			
Email:		Home phone:	
NI Number:		Mobile:	
Where the role requires travel as part of duties, do you hold a full driving licence?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
If you do not hold a driving licence, detail how you intend to travel between sites in a timely manner:			
Please answer 'Yes' or 'No' to the following questions and provide details if required:		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:		<input type="checkbox"/>	<input type="checkbox"/>
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:		<input type="checkbox"/>	<input type="checkbox"/>
Have you ever lived and/or worked outside the UK? If yes, provide details:		<input type="checkbox"/>	<input type="checkbox"/>

If applicable, do you hold a Certificate of Good Conduct for any time spent abroad? If yes, provide the country and date of issue:	<input type="checkbox"/>	<input type="checkbox"/>
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2. EDUCATION AND TRAINING (please continue on a separate sheet if necessary)

Please provide details of all education and training, starting with the most recent

School, college or university attended	Subject(s) studied	Result/grade achieved	Date Awarded

3. MEMBERSHIP OF PROFESSIONAL BODIES

Please provide details below of any membership(s) of professional bodies:

4. 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:	

5. 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			

6. VOLUNTARY OR UNPAID ACTIVITIES

Organisation	Position held	Brief description of duties

7. FURTHER INFORMATION

Taking account of the requirements set out in the person specification, 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).

8. 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:	Address:	
Postcode:	Postcode:	
Position:	Position:	
Email:	Email:	
Telephone:	Telephone:	
Relationship to you:	Relationship to you:	
Please state whether your referee may be approached prior to interview:	Please state whether your referee may be approached prior to interview:	
9. DECLARATIONS		
Please state where you heard of this vacancy:		
Please answer 'Yes' or 'No' to the following questions and provide details if required:	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:		
Have any safeguarding allegations been made against you? If yes, provide how these have been categorised: <i>Any disciplinary sanctions relating to safeguarding must be declared, including those which have expired for disciplinary purposes.</i>		
Have you ever been subject to formal capability proceedings? If yes, provide details:		
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. Should you be shortlisted, you will be asked to disclose details of your criminal history, in line with DBS filtering rules, prior to interview. 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.
- I understand that it is an offence to apply for this role if I am barred from engaging in regulated activity relevant to children.
- I consent to the recording and processing of information detailed in the application. Yorkshire Causeway Schools Trust will comply with their obligation under the Data Protection Act 2018.

Please use this space to detail any special adjustments you may need in the event that you are invited to attend an interview in relation to this position:

Signature:

Date:

Safeguarding and Child Protection

Yorkshire Causeway Schools Trust takes safeguarding very seriously and is committed to safeguarding and the promotion of the welfare of all children and the prevention of extremism. We expect all staff and volunteers to share this commitment.

Successful applicants will be required to provide references (we reserve the right to seek any additional references we consider appropriate) and undertake an enhanced check through the Disclosure and Barring Service (DBS). The DBS check will reveal both spent and unspent convictions, cautions and bind-overs, as well as pending prosecutions, which aren't "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

- Barred list checks are required for those working in regulated activity
- It's an offence to apply for a post in regulated activity if you are on a barred list
- It's an offence to provide or manage childcare covered by the Childcare Disqualification Regulations if you are disqualified.

Checks are also undertaken to verify identity, address, qualifications required for the post, right to work in the UK and previous employment history.

Applicants will be required to comply with the Safeguarding Policy and Child Protection Practices of Yorkshire Causeway.

Each Trust school has its own iteration of the Trust Child Protection Policy. Please visit the relevant school website below to view:

[All Saints CE Primary School](#)

[Richard Taylor CE Primary School](#)

[Hampsthwaite CE Primary School](#)

[Skipton Parish CE Primary School](#)

[North Rigton CE Primary School](#)

[St. Aidan's CE High School](#)

[Oatlands Infant School](#)

[St. Peter's CE Primary School](#)

[Pannal Primary School](#)

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 Yorkshire Causeway Schools Trust 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 Disclosure and Barring Service 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 Trust of convictions or to complete the declaration below will disqualify the applicant from the position in question.

The Trust policy on employing ex-offenders can be found here: **[Yorkshire Causeway Schools Trust Recruitment and Selection Policy and Procedure.](#)**

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		Prefer not to say
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):				
DISABILITY				
Do you consider yourself to have a disability as described in the Equality Act 2010? <i>You are disabled under the Equality Act if you have a physical or mental impairment that has a 'substantial' or 'long term' negative effect on your ability to do normal daily activities. Further information is available here: Definition of disability under the Equality Act 2010 – GOV.UK</i>	Yes		No	

Thank you for taking the time to complete this form.