

###### APPLICATION FOR EMPLOYMENT

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| Post Details | | |
| Post title: | | **Cover Supervisor** |
| Advert number:  (must be completed to ensure your application can be matched to the correct vacancy) | | **TMWS003302** |
| Personal Details | | |
| Title: |  | **Mr** |
| Forename: |  | **Samuel** |
| Surname: |  | **Clarke** |
| Date of birth: |  | **11/04/1999** |
| National Insurance Number: |  | **PE498506 C** |
| **Contact Details** | | |
| Email Address: |  | **samclarke1999@googlemail.com** |
|  |  |  |
| Contact Telephone Number |  | **07565436864** |
| **Address Details** | | |
| Address including postcode:  5 Ravenspurn  Bridlington  YO16 7NQ |  |  |
| **Preferences** | | |
| If there are alternative locations, hours, days or grade options for this post, please indicate below the options you wish to be considered for: | | |
| **Additional Personal Details** | | |
| Are you a current employee of East Riding of Yorkshire Council? |  | No |
| Are you applying for this post as a redeployee? |  | No |
| Period of notice required in current post: |  |  |
| Do you have a family or close relationship to a Senior Officer of this Authority? |  | No |
| If yes, please give name(s) and relationship: |  |  |

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| **Qualifications** |

Please enter all qualifications shown on the employee specification as essential for this post and any others you feel are relevant to the post.

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| Place of Learning | Subject | Qualification Level | Grade | Date obtained |
| Headlands School and Science College (2010-2015)  Bridlington School & Sports College (2015-2017)  York St John University (2017-2021) | Maths  English Language  English Literature  History  Religious Studies  PE  BTEC PE  Biology  Physics  BTEC Level 3 Extended Diploma in Sport  Physical Education and Sports Coaching | GCSE  GCSE  GCSE  GCSE  GCSE  GCSE  BTEC  GCSE  GCSE  A Level  Masters in Arts | C  B  B  B  B  A  Distinction\*  B  C  Distinction\* x3  Class II division i (2:1) | 07/15  07/15  07/15  07/15  07/15  07/15  07/15  07/15  07/15  08/17  07/21 |

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| **Learning/Training Courses** |

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| **Learning event/Training course** | **Start Date** | **End Date** | **Result/score** |
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| Membership of Professional Bodies |

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| Professional organisation/ awarding body | **Membership Level** | **Start date** | **Expiry date** |
| Sports Leaders UK - Sports Leadership Award  Sports Leaders UK- Volunteering Award  Sports Partnership Award - Rugby, Cricket and Tri Golf | **Level 1, 2, 3.**  **Bronze Award**  **Level 1** | 22/06/2017  02/17  04/17 |  |

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| **Current & Previous Employment** |

Please provide a FULL RECORD OF EMPLOYMENT FROM LEAVING SCHOOL with no unexplained gaps – include periods of unemployment, study, voluntary work, bringing up a family, part time work or multiple employments. It is especially important that reasons for leaving are given fully.

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| **Job Title** | **Key Duties** | **Name and Address of Employer** | **Salary** | **From/To** | **Reason for leaving** |
| **Lifeguard**  **GAP DUE TO STUDY**  **Thornwick Bay Holiday Camp**  **GAP DUE TO ADAPTING TO UNIVERSITY LIFE**  **Toymaster York**  **Burlington Jackdaws Summer School**  **Clarks Shoes York**  GAP TO COMPLETE FINAL YEAR OF DEGREE  **Morrisons Bridlington** | **This involved assisting a team during peak season, having to show exceptional concentration and overwatch slide control.**  **This involved assisting a team during peak season, having to show exceptional concentration and overwatch slide control.**  The role involved demonstrating good customer service, operation of the till database and ensuring that the shop was in peak condition at all times.  I took this to gain voluntarily experience with coaching a variety of age groups.  This entailed showing top level customer service skills and ensuring that the shop looked in top condition. Also, maintain a knowledge of stock and systems.  **This point of work was taken as the nation entered a nationwide lockdown. I vacated my university house as soon as the news of the lockdown was rumoured and within two weeks I managed to secure myself this job which has given me the foundation in which to build my desired career in education. I began working filling shelves however quickly made my way up the ranks and took the Team Leader position on the Checkout department** **that was challenging although I thrived on the responsibility that was required to manage a department consisting of over 100 colleagues.** | **Barmston Beach**  **Sands Ln, Barmston**  N Marine Rd, Flamborough, East Yorkshire YO15 1AU  22-24 Market St  York, YO1 8SJ  Campus, St Mary's Walk, Bridlington YO16 7JW  2-4, Coppergate Shopping Centre 10, Coppergate Walk, York YO1 9NT  Bessingby Rd, Bridlington YO16 4SH | **£8.30 an hour**  **£8.30 an hour**  **£6.15 an hour**  **N/A**  £8.80 an hour  **£10.20 an hour** | **May 2016 - September 2016**  **June 2017-September 2017**  **June 2018 - April 2019**  **June 2018 - August 2018**  **May 2019 - September 2019**  **March 2020 - September 2021** | **End of season**  **End of season**  **Closing of the store.**  **End of summer**  **End of summer.**  **To pursue dream to teach after finishing masters degree** |

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| Skills, Knowledge and Experience |
| Please refer closely to the employee specification for this post while completing this section of your application form. Please state the personal qualities, skills and experience that make you suitable for this post and how you meet the requirements on the employee specification, by providing clear examples, which can be drawn from your current and previous roles as well as any other experience that is relevant such as voluntary work.  **You must explain how you meet every essential requirement on the employee specification to be considered for shortlisting.**  **Supporting Statement** |
| I believe I am extremely suited for this role as I present a range of qualities that I believe suit the vacancy. I am a very competent communicator and extremely outgoing. This is an imperative quality to help ease myself into a team environment and make myself comfortable. I also present other qualities such as being very flexible with my time and having a thorough notion of time allowing me to really manage tasks well therefore always having them completed on time. I show good communication skills, which I have developed and improved through regular enrichment. This involves having to teach classes, communicating with students and demonstrating things to them. I am loud and clear when I speak and easy to understand, using formal language when I speak and delivering my sessions to a class of students in a clear and concise way. I strive to produce the best work possible. I’m motivated by work and this tends to rub off on to other people which results in a positive working environment. My exam results show that my performance was best in my favourite subject of PE as I achieved a Distinction\*. I achieved an A in GCSE PE and this is down to my enthusiasm in sport and competition. This then lead on to my University degree in which I achieved a Class II division i (2:1) in my Masters in Arts in Physical Education and Sports Coaching. Within my final year of this degree i gained valuable experience at St Augustines Secondary School within the PE Department. This involved supporting individuals with their learning, leading sessions and ensuring pupils were supervised competently in the absence of teachers. Also, handling databases like class registers and maintaining a concurrent audit trail throughout each day coupled with standing firm on behavioural management and following school protocol on criteria for punishment and reward. Within my year at this school, I took after school clubs which I would be very much keen to do at this school if the opportunity presented itself. Generally, I am competent within all subjects shown by my GCSE results and having worked at schools previously have the ability to work within a team and understand the knowledge that is presented within schools about policies that relate to health and safety and child protection. I have safeguarding qualifications that I had passed within my time at University. I believe during my time at University I mastered the element of time management with securing all of my assignments in on time and especially mastered the area of ICT as all of the assignments would be on differing software. Therefore, I would reflect on this with great competence. The future goals moving on from this include taking a PGCE course to go into a specific area of expertise within teaching and believe this role can allow me the platform to build from and take my passion and love for education to the next level. |

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| Driver Details | | |
| Do you hold a full valid driving licence? | | No |  | Yes / No |
| Do you have the use of a car? | | No |  | Yes / No |
| Criminal Record Declaration | | |
| This post is exempt from the Rehabilitation of Offenders Act, 1974 by virtue of the Rehabilitation of Offenders Act, 1974 (Exemptions) Order 1975 as amended. Applicants must declare all convictions, cautions, reprimands or final warnings which for other purposes are “spent” under the provisions of the Act. However, offences which have been removed due to rules for filtering old or minor offences and are now ‘protected’ need not be declared. Further information on the filtering of offences is available at <https://www.gov.uk/government/publications/dbs-filtering-guidance>  Any information given will be completely confidential and will be considered only in relation to your application for this post. Any disclosure information revealed will be discussed with you prior to a recruitment decision being made. In the event of employment, any failure to disclose such information could result in dismissal or disciplinary action.  All criminal record information is dealt with in accordance with the Disclosure & Barring Service Code of Practice, a copy of which can be supplied on request.  **A criminal record will only bar you from working with us if the circumstances and background of your offence(s) are incompatible with the duties of the post.** | | |
| Do you have 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? |  | No |
| If you have answered YES above, please state the nature of offence(s) and the date and place of the offence(s): |  |  |
| Any other names you have used with dates of usage e.g. maiden name, former marriage, change by deed poll: |  |  |

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| DISCIPLINARY RECORD | | |
| Please give details of any/all disciplinary action taken against you by any employer. You need not include action taken as the result of an allegation that was proven false, unsubstantiated, unfounded or malicious. Give a brief outline of the issue, process and the outcome: |  |  |

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| References | | |
| **Please give details of two employment referees, one of whom must be your present or most recent employer (internal applicants must give their current line manager as a referee).** (If you are not currently working with children or vulnerable adults, but have previously done so, you must also provide a referee for your most recent employment with these groups).  References are not accepted from relatives or friends writing solely in this capacity. Referees will be asked about your performance and by providing their details you are consenting to this. The Council reserves the right to contact any current or previous employer after interview.  **PLEASE ENSURE YOU GIVE TWO REFEREES – Please supply a contact email address for both referees to speed up the requesting of references** | | |
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| **Referee 1**  Name: |  | **Michael Smith** |
| Job Title: |  | **Morrisons** |
| Organisation: |  | **Customer Service Manager** |
| Email address: |  | **michael.6.smith@morrisonsplc.co.uk** |
| Address including postcode: |  | **5 Ravenspurn**  **Bridlington**  **YO16 7NQ** |
| Telephone number: |  | **07773151672** |
|  |  |  |
| **Referee 2**  Name: |  | **James Colclough** |
| Job Title: |  | **Manager** |
| Organisation: |  | **Toymaster** |
| Email address: |  | **james@emtcl.co.uk** |
| Address including postcode: |  | 22-24 Market St  York, YO1 8SJ |
| Telephone number: |  |  |
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| **Referee Contact** | | |
| Referees may be contacted before interview. Please indicate here if you do not wish this to happen: |  |  |

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| **Candidate Information** |

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| **Where You Saw This Vacancy Advertised** | | |
| Please state where you saw this vacancy advertised: |  | **eastriding.co.uk** |

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| **Commitment to Equality of Opportunity** |
| East Riding of Yorkshire Council will ensure that no job applicant receives less favourable treatment on the grounds of colour, race, nationality, ethnic origin, gender, disability, marital status, pregnancy, age, religion or belief, sexual orientation, gender reassignment, HIV status, trade union involvement or political activities. All Members, employees and agents of the Council must seek to eliminate discrimination and promote equality and good relations within all communities.  Applications from job seekers who require Tier 2 (skilled worker) sponsorship to work in the UK are welcome and will be considered alongside all other applications. However, non-EEA candidates may not be appointed to a post if a suitably qualified, experienced and skilled EU/EEA candidate is available to take up the post as the Council is unlikely, in these circumstances, to satisfy the Resident Labour Market Test. UK Visas and Immigration require employers to complete this test to show that no suitably qualified EEA or EU worker can fill the post. Applicants from outside the EEA can find out more about sponsorship and self-assess the likelihood of obtaining a Certificate of Sponsorship for this post by visiting the UK Visas and Immigration website at <https://www.gov.uk/government/organisations/uk-visas-and-immigration> |
| **Safeguarding Information** |
| East Riding of Yorkshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees to share this commitment. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.  In addition to candidates’ ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children and/or vulnerable adults. Referees will be asked about disciplinary action, excluding that resulting from an allegation proven false, unsubstantiated, unfounded or malicious, and whether the applicant has been the subject of any concerns relating to children, where the post has involved such contact.  If you are the preferred candidate, a Disclosure & Barring Service disclosure will be obtained before an offer of appointment is made. A copy of the council’s policy on the Recruitment of Ex-Offenders is available on request. |
| **General Information** |
| This application will be treated in the strictest confidence. East Riding of Yorkshire Council treats personal data collected during the recruitment process in accordance with the Council's data protection policy and in line with the General Data Protection Regulations (GDPR) 2018. Information about how your data is used and the basis for processing your data is provided in the Human Resources Privacy Notice for Recruitment Information, which can be found at: [www.eastriding.gov.uk/privacynotice](http://www.eastriding.gov.uk/privacynotice)  The Council reserves the right to verify claims made in this application.  Canvassing of any Member or Officer of the Council will disqualify a candidate for appointment. A candidate who knowingly fails to disclose a family or close relationship to a Member or Senior Officer will be disqualified from appointment.  Any false statement or withholding of relevant information may result in this application being rejected, dismissal or the withdrawal of an offer of appointment and possible referral to the police.  Please note that email is the Council's preferred and most cost effective method of communication and will be used wherever possible at all stages of the recruitment process up to and including contract issue. Therefore, please ensure you supply a valid email address if you have one, notify us of any changes to your email address and check regularly for any communication regarding vacancies you have applied for. |

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| **Declaration by Applicant** | |
| I agree that during the course of any employment I will inform my Headteacher immediately of any new conviction, caution, reprimand or final warning for a criminal offence (other than minor road traffic and parking offences).  **I certify that the contents of this application are, to the best of my knowledge and belief, a true statement.**  **I am not barred or disqualified from working with children or vulnerable adults or subject to sanctions imposed by a regulatory body relating to this type of work.**  **I have declared any existing convictions, cautions reprimands or final warnings which are not ‘protected’.** | |
| **Signature: SClarke** | **Date: 03/09/21** |

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| Workforce and Disability Monitoring Information | | | | | | | |
| These details enable the Council to meet its statutory obligations and will not be used to make selection decisions. This section will be removed from the application form and only used for the purpose of compliance with council policy and legislation in relation to health, safety and other employment matters, analysis for management purposes and statutory returns as defined under data protection legislation.   |  | | --- | | **Disability Monitoring Information** |   We are committed to recruiting a diverse workforce to make us a strong and successful Council. We are passionate about not only recruiting but supporting and retaining employees with a disability. To ensure we deliver our commitments we need to ask whether you have a disability, but why?   * Because we are committed to identifying and tackling barriers to employment. * C:\Documents and Settings\ilightfoot\Local Settings\Local Settings\Temp\Local Settings\amcrae\Desktop\work_attendance.gifEvery year the Council has to inform the government as part of our statutory responsibilities how many people with disabilities we employ.   You need not be registered disabled or in receipt of any benefit for your condition to count as a disability. | | | | | | | |
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| **Name: Samuel Clarke** | |  | | |  | | |
| **Post Title: Cover Supervisor**  **Post Number: TMWS003302** | |  |  | | | | |
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| **Please declare your disability status. Choose the option ‘Not declared’ if you do not wish to do so:** | | | | | |  | |
| **Not Disabled** | | | | | |  | |
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| |  | | --- | | **Workforce Monitoring Information** | | | | | | | | |
| **Age group** | Under 25 |  | | 45-54 | | |  |
|  | 25-34 |  | | 55-64 | | |  |
|  | 35-44 |  | | 65 or over | | |  |
|  |  |  | |  | | |  |
| **Gender** | Female |  | | Male | | |  |
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| **Marital status** | Married/Civil Partner |  | | Widowed/Surviving Civil Partner | | |  |
|  | Single |  | | Divorced/Civil Partnership Dissolved | | |  |
|  | Co-habiting |  | | Separated | | |  |
|  |  |  | | Separated but still legally married/ in same-sex civil partnership | | |  |

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| **My ethnic origin is:** |  | | |  |
| White |  | Mixed/ Multiple ethnic groups | |  |
| English/Welsh/Scottish/Northern Irish/British |  | White and Black Caribbean | |  |
| Irish |  | White and Black African | |  |
| Gypsy/Roma |  | White and Asian | |  |
| Traveller of Irish Heritage |  | Any other mixed/multiple ethnic background | |  |
| Any other white background |  |  | |  |
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|  |  | | |  |
| Asian / Asian British |  | Black / African / Caribbean / Black British | |  |
| Chinese |  | Caribbean | |  |
| Indian |  | African | |  |
| Pakistani |  | Any other Black/African/Caribbean background | |  |
| Bangladeshi |  |  | |  |
| Any other Asian background |  |  | |  |
|  |  | | |  |
| Other ethnic group | | | |  |
| Arab |  | | |  |
| Any other ethnic group |  | | |  |
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| Right to Work in the UK | | | | |
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| The Immigration, Asylum and Nationality Act 2006 places a duty on all employers to prevent illegal working and requires that employers confirm the right to work in the UK before making an appointment. To assist with this, please give your nationality: | | | English | |
| (This information will not be used for selection purposes. It will only be used if you are the preferred candidate for the post to assist in confirming right to work in the UK or in making an application for a Certificate of Sponsorship). | | | | |