OATLANDS INFANT SCHOOL

Part of Yorkshire Causeway Schools Trust

Hookstone Road, Harrogate, North Yorkshire, HG2 8BT

Tel: 01423 871036  
Email: admin@oatlandsinf.ycway.uk

# 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.**

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| Application for the post of: | **GTA/MSA** |

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| PERSONAL DETAILS |

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| --- | --- | --- | --- | --- |
| 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/NOIf YES, please provide details: | | | | |
| If you are successful in your application would you require a work permit prior to taking up employment?YES/NOIf YES, please provide specific dates:Date From: Date: To | | | | |
| Have you ever lived and/or worked outside the UK?YES/NOIf YES, please provide details: | | | | |
| Do you hold a Certificate of Good Conduct for your time spent abroad?YES/NOIf YES, please provide the date of issue: | | | | |

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| 1. **EDUCATION (INCLUDING FURTHER/HIGHER EDUCATION)** |

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| --- | --- | --- | --- |
| Secondary School/College/University | Examination taken or to be taken | Date | Results |
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| 1. **PRESENT EMPLOYMENT (do not complete this section if you are not currently employed)** |

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

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| 1. **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 |
|  |  |  |  |  |
| VOLUNTARY / UNPAID ACTIVITIES | | | | |

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| --- | --- | --- | --- |
| Time Input | Position Held | Organisation | Brief details of duties  (can be expanded in next section.) |
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| 1. **RELEVANT EXPERIENCE** |

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| 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.) |
| 1. **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 |

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| 1. **DECLARATIONS** |

* Please state where you learned of this vacancy?
* Are you, to your knowledge, related to any member of the School and/or 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)**
* Have you ever been convicted of a criminal offence/received a caution, reprimand or warning? **YES/NO (You must select one)**

Under the Safeguarding Vulnerable Groups Act 2006, it is a criminal offence for a barred person to knowingly work, or apply to work in regulated activity with vulnerable groups. As you are applying for a post which requires a DBS clearance, under the Rehabilitation of Offenders Act 1974, you are required to disclose full details of any ‘spent’ and ‘unspent’ convictions. If you answered Yes to this question, please provide details below.

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. 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 acadeny. 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

**OTH**

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| 1. **EQUALITY AND DIVERSITY MONITORING** |

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 complete in block capitals:

|  |  |
| --- | --- |
| Male | Female |

My ethnic/cultural origin is **(please tick one box only)**

|  |  |
| --- | --- |
| **Black or Black British** | **White** |
| Caribbean: | British: |
| African:  Any other black background (please specify): | Irish:  Any other white background (please specify): |
| **Asian or Asian British** | **Mixed** |
| Indian: | White and Black Caribbean: |
| Pakistani: | White and Black African: |
| Bangladeshi: | White and Asian: |
| Sri Lankan:  Any other Asian background (please specify): | White and Arab/Middle Eastern:  Any other mixed background (please specify): |
| **Chinese**  Chinese:  Any other Chinese background (please specify) | **Arabic or Middle Eastern/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, please ensure it is returned with your application form.**

**OTHER INFORMATION**

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| 1. **DECLARATION** |

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| * 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 |