**Roundhay School – Non-teaching application form**Please only enter information in the white (non-shaded) sections of the forms

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| **Vacancy title** |  | **Closing date** |  |

*For full time posts: I am applying for Job Share/Part-Time (delete as appropriate), please indicate the days & maximum hours you are able to work* **The Right to Work**

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| In accordance with the Immigration Act 2016, all UK employers have a responsibility to prevent illegal working. Employment is conditional on the applicant having the right to work in the UK, either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not currently have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply. Right to work checks will be undertaken on all shortlisted candidates. |

**Applicant Details**

|  |  |
| --- | --- |
| Applicant title and full name |  |
| Home address including postcode |  |
| Home/mobile number and email address |  |
| If selected for interview, please list any dates you are unable to attend |  |
| When would you be available for work? |  |
| If the job includes driving, do you have the correct license. If an HGV licence holder, please state class |  |
| Do you or anyone you know have a close association to a Councillor or Employee of LCC? |  |

**References - Important reference notes**

* Please provide the details of two referees from within the last five years.
* One of your referees must be your current or (if you are unemployed) most recent employer.
* If either referee is from a School or Academy, the current Headteacher/Principal must be listed as the referee (Headteacher applicants should list their LEA or Employing Body).
* Referees must be work related and not members of your family, friends or family friends.
* Referee email addresses must be work related, we cannot accept a reference from a personal email address (e.g. Hotmail/Yahoo)
* If you have worked with/alongside children or young people in a paid or voluntary capacity, but neither of your two referees relate to this role, please ensure this position is listed on your application and please list the current Headteacher/Principal/Leader of that setting as an additional referee
* University leavers should name their course tutor.
* If you have not previously been employed, please give the name of a responsible person who knows you well, but not a relative.
* Referees will automatically be contacted should you be shortlisted for an interview

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| --- | --- | --- | --- |
| Referee 1 name |  | Referee 2 name |  |
| Occupation/job title |  | Occupation/job title |  |
| Capacity known to you |  | Capacity known to you |  |
| Work email address |  | Work email address |  |
| Work contact number |  | Work contact number |  |

**Employment experience – current or most recent employer**

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| --- | --- | --- | --- |
| Employer name and address |  | | |
| Your occupation/job title |  | Start/end date |  |
| Salary/Scale point |  | If left, reason for leaving |  |
| Brief description of duties |  | | |

**Employment experience *–* previous jobs or work experience (please provide most recent first)**

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| --- | --- | --- | --- | --- |
| Employer name | Employment start (mm/yy) | Employment end  (mm/yy) | Position held and main duties | Reason for leaving |
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**Training and qualifications relevant to the job *–* Please show that you have the training/qualifications required in the person specification, including apprenticeships and membership of professional bodies**

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| --- | --- | --- |
| Qualification title or name of training course | School/College/University/Training provider | Date awarded |
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**Knowledge/Experience/Skills – Please use this section to show that you have the** **knowledge, experience and skills outlined in the Person Specification gained either through work, education, home or voluntary activities.**

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| --- |
| Knowledge |
|  |
| Experience |
|  |
| Skills |
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**Additional Information – Please show how you meet any additional requirements on the Person Specification and use this section if there is any other information you wish to add in support of your application.** *You must not exceed two sides of A4 paper (this does not apply to disabled applicants). CV’s are NOT allowed.*

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| **Additional information (cont’d)** |

**Rehabilitation of Offenders Act 1974**

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| All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.    Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process.  If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. |

**Privacy notice**

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| The information detailed in this application form will be used in order to process your application and in line with the school’s Recruitment and Selection process. The lawful basis for processing this information is with a view to entering into a contract with you.  Your information may be shared may be shared with Leeds City Council HR in their role as data processor under the terms of the service level agreement where they have a legitimate business need to access it, and externally where required for the recruitment process, for example, in order to obtain references or where background checks are required. Your information will only be shared where necessary, and in accordance with data protection law.  If successful, this form will be retained on your personnel file and kept for a period of 6 years after the termination of your employment. Application forms submitted by unsuccessful candidates will be destroyed after six months from the date the post was appointed to.  For more detailed information about how your information will be processed, and for details of our Data Protection Officer, please contact us.  Information regarding your rights in relation to your personal data are available via the Information Commissioner’s Office: [www.ico.org.uk](http://www.ico.org.uk) |

**Declaration**

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| I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to a) references and an online search, results of which are satisfactory to the school b) a satisfactory DBS check and check of the Barred list c) the entries on this form proving to be complete and accurate and d) a satisfactory medical report, if appropriate.  I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard. | |
| **Signature (please use the space below)** | **Date (below)** |
|  |  |