

GORSE

SUPPORT STAFF APPLICATION

PLEASE COMPLETE THIS FORM IN BLACK INK OR TYPESCRIPT.

Return to: recruitment@richmondhill.leeds.sch.uk

Or by post: Richmond Hill Academy, FAO Business Manager, Clarke Lane, Leeds LS9 8PN

Closing Date:

Tuesday 13th June 2023 (12pm)

POST(S) APPLIED FOR:

Application for Employment as: Business Manager

Grade: PO1

Academy/College/Service: Richmond Hill Academy

CONFIDENTIAL:

The information you provide on this form will be used for recruitment, selection and employment contract purposes.

1. PERSONAL DETAILS

Surname:

Forenames:

Address:

Telephone (Home):

(Mobile):

Postcode:

E-mail Address:

Correspondence relating to this application may be sent via email to the address supplied, please confirm you are happy to receive correspondence in this way YES / NO

When would you be available for work?

If you are selected for interview, are there any dates when it would be impossible for you to attend?

For full time posts: I am applying for Job Share / Part-Time (please delete as appropriate).

Please indicate the range of days and the maximum number of hours you can work.

National Insurance No:

If the job includes driving, are you licensed to drive the appropriate vehicle?

YES / NO

If YES, please give details:

Are you related to/ have a close relationship with any Governor, Trustee, or member staff at The GORSE Academies Trust?

YES / NO

If YES, please give details:

Please detail where you saw this post advertised:

2. PRESENT OR MOST RECENT EMPLOYMENT

Job Title:

Present Salary:

Period of Notice:

Date Joined:

Date Left: (if applicable)

Name and address of employer:

Main Duties:**3. PREVIOUS JOBS OR WORK EXPERIENCE**

- Please make sure that you state any gaps in employment and the reasons for these.
- Please start with your most recent role

Name of Employer	Date from Month Year	Date to Month Year	Position held and main duties	Reason for Leaving

4. REFERENCES

- Please provide two professional referees (who are not friends or relatives).
- At least one referee should be your present or last employer.
- It is expected that if ever employed in a school, you will name the Headteacher or Principal of that school.
- If you have not been employed before, you will need to supply referees who are able to comment on your ability to do the job. (If leaving further education, you should name your course tutor).

Name & Address	Occupation	Years known	Contact Details
REFERENCE 1			
			Tel No: Email:
REFERENCE 2			
			Tel No: Email:
REFERENCE 3 (Where applicable only)			

In addition to the above please provide a reference from the last time you worked with children (if not currently working with children)

			Tel No: Email:
--	--	--	-------------------------------------

Please note if you are shortlisted, we will contact your referees prior to Interview

5. QUALIFICATIONS AND ANY RELEVANT TRAINING

- Please provide details of GCSE, A Level and Degree Level qualifications including grades.
- Please demonstrate that you have the Essential and/or Desirable attributes asked for in the Person Specification

SUBJECT	YEAR AWARDED

6. PERSON SPECIFICATION

- Please demonstrate that you have the Essential and/or Desirable attributes asked for in the Person Specification (gained either through work, education, home, or voluntary activities)

KNOWLEDGE AND SKILLS

--

EXPERIENCE

ADDITIONAL INFORMATION

REHABILITATION OF OFFENDERS ACT 1974

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 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**. Candidates will be emailed a self-disclosure form together with a flow chart detailing what is 'protected' under the Act and should not be disclosed. Please complete and provide this form at interview in an envelope marked "Private & Confidential" - For the Chair of the Recruitment Panel.

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. **It is a criminal offence to apply for this post if you are included on the children's barred list held by the DBS.**

PRIVACY NOTICE

The information detailed in this application form will be used to process your application and in line with The GORSE Academies Trust Recruitment and Selection process. The lawful basis for processing this information is with a view to entering a contract with you.

Your information may be shared may be shared with Human Resources 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, 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.

Information on how The Gorse Academies Trust processes your personal data, organisations we may share your data with, your rights as a data-subject and contact details for any enquiries can be found on our website at the following link: <https://www.tgat.org.uk/privacy-notice/>. If you would like a written copy of this information, please email: info@tgat.org.uk

The GORSE Academies Trust reserves the right to conduct on-line searches on applicants as appropriate.

I confirm that the above information is complete and accurate, and I understand that any offer of employment is subject to:

1. References which are satisfactory to the Trust
2. A satisfactory DBS certificate and check of the Barred List
3. The entries on the form proving to be complete and accurate.
4. A satisfactory medical report (where appropriate)
5. Evidence of the right to work in the UK.

I confirm that I have not been disqualified from working with children, cautioned, or sanctioned in this regard and that all information given in this application is accurate.

Signed:

Date:

If you are selected for an interview, you will be asked to sign a hard copy of this form.