

Support Staff Application

Please complete this form in black ink or typescript. Please return to: kerry.gall@gorsescitt.org.uk . Or Ms K Gall, GORSE SCITT c/o Bruntcliffe Academy, Bruntcliffe Lane, Morley, Leeds, LS27 0LZ	Closing Date: Friday 27 th November 2020 (noon)
Application for Employment as: Administrative Officer (GORSE SCITT) Support Grade: C1 (SCP 12-17) Academy/College/Service: GORSE SCITT	CONFIDENTIAL: The information you provide on this form will be used for recruitment & selection and employment contract purposes.

1. PERSONAL DETAILS

Title: First Name: Home Address: Postcode: Mobile No: Tel No (Home): Email:	Surname: Address for Correspondence (if different): Postcode: Work Tel No: May we contact you at work? YES/NO (Please delete as appropriate)
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When would you be available for work?	National Insurance No:
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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 are able to work.

If the job includes driving, are you licensed to drive the appropriate vehicle? If you hold an HGV licence, please state class. (Please delete as appropriate).

YES/NO

Are you related to any governor or staff at The GORSE Academies Trust? YES/NO
 (If YES please give details below)

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) 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 Disclosure and Barring Service website or at Unlock:

<https://hub.unlock.org.uk/knowledgebase/what-will-be-filtered-by-dbs/>

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 (DBS) before your appointment is confirmed.

If you are invited to the next stage of the selection process (for example interview or assessment) you must complete the attached criminal record declaration form. You will be asked to present this in an envelope marked 'Private and Confidential' to the Chair of the recruitment panel but do not need to do anything at this stage.

References: Please give the names and addresses of two referees. One should be your present employer (**Principal or Head Teacher** if employed in a school) or, if not employed, your last employer. 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.

1. Title: Name: Position: Address: Postcode: Telephone No: Email: Capacity in which known:	2. Title: Name: Position: Address: Postcode: Telephone No: Email: Capacity in which known:
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Your references will be contacted if you are selected for Interview

EMPLOYMENT EXPERIENCE

Current or last occupation/position/scheme	Date Started:	Permanent/Temporary (Please delete as appropriate)
Salary:	Grade/Scale:	Date left (if applicable):
		Reason for leaving:
Employer:		
Address:		

Briefly describe your duties:

Previous jobs or work experience (most recent first)				
Name of Employer	Date from Month Year	Date to Month Year	Position held and main duties	Reason for Leaving

Qualifications	
Please provide details of GCSE, A Level and Degree Level qualifications including grades.	Year Awarded

Training	
Please show here that you have the training asked for in the employee specification, including apprenticeships and membership of professional or technical bodies	Year Awarded
It is not necessary to complete the next three sections on Knowledge, Experience and Skills if you are applying for a manual job	
Knowledge	
Please show that you have the knowledge asked for in the Employee Specification gained either through work, education, home or voluntary activities.	

Experience

Please show that you have the experience asked for in the Employee Specification gained either through work, home or voluntary activities.

Skills

Please show that you have the skills asked for in the Employee Specification gained either through work, home or voluntary activities.

Additional Information

You must not exceed two sides of A4 paper (this does not apply to disabled applicants). CVs are **NOT** allowed.

Please show how you meet the additional factors on the Employee Specification and use this section if there is any other information you wish to add in support of your application.

Data Protection Act 1998 and General Data Protection Regulations (GDPR)

The information you submit will be processed by the Trust. Your data will be used for purposes of the Trust's recruitment and selection process. It will be used to monitor the effectiveness of The GORSE Academies Trust's policies and practices, in particular its Single Equality Policy. This monitoring is for statistical purposes only and you will not be identifiable from this process. However, your personal details, contained in the application form may be used in the prevention and detection of fraud. Where this occurs you will be identifiable.

Your information may also be disclosed to the following third parties:

Survey and research organisations (for monitoring purposes only) – Local Government Authorities – Central Government Authorities – Law Enforcement Authorities.

Application forms submitted by unsuccessful candidates will be destroyed after six months from the date the post was appointed to.

Declaration

I consent to The GORSE Academies Trust recording and processing the information detailed in this application form. I understand that this information may be used by the Trust in pursuance of its business purposes and my consent is conditional upon The GORSE Academies Trust complying with their obligations under the Data Protection Act 1998 and GDPR.

☐

Please tick if you do not want this application to be shared.

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:

This page is blank to ensure that the equality monitoring documentation remains detached from the application form.

EQUALITY MONITORING

We promote diversity and want a workforce which reflects the people of Leeds. We will use your answers to monitor and check the fairness of our recruitment. Any information you provide will be kept confidential. You do not have to answer these questions and if you do not then it will not make any difference to your application.

Date of Birth: / / **Male** ☐ **Female** ☐

Are you Disabled? **Yes** ☐ **No** ☐

Where did you see this post advertised?

Please identify your relationships status:

Married ☐ **Civil Partnership** ☐ **Co-habiting** ☐ **Single** ☐ **Other** ☐

Please identify your religion:

Buddhist ☐ **Christian** ☐ **Hindu** ☐ **Jewish** ☐ **Muslim** ☐

No Religion ☐ **Rastafarian** ☐ **Sikh** ☐ **Other** ☐

Please identify your sexual orientation: (definitions below)

Heterosexual ☐ **Lesbian** ☐ **Gay man** ☐ **Bisexual** ☐ **Other** ☐

*Other entries comments:

Heterosexual – Someone who is attracted, emotionally and or physically, to persons of the opposite sex.

Lesbian – A woman who is attracted, emotionally and or physically, to other women.

Gay man – A man who is attracted, emotionally and or physically, to other men.

Bisexual – Someone who is attracted, emotionally and or physically, to both sexes.

ETHNIC ORIGIN

Asian or Asian British

Bangladeshi	AB	<input type="checkbox"/>
Indian	AI	<input type="checkbox"/>
Kashmir	AK	<input type="checkbox"/>
Pakistani	AP	<input type="checkbox"/>
Other (specify)	AO	<input type="checkbox"/>

Black or Black British

African	BA	<input type="checkbox"/>
Caribbean	BC	<input type="checkbox"/>
Other (specify)	BO	<input type="checkbox"/>

Chinese or other ethnic groups

Chinese	CC	<input type="checkbox"/>
Other (specify)	CO	<input type="checkbox"/>

Mixed

White and Asian	MA	<input type="checkbox"/>
White and Black African	MF	<input type="checkbox"/>
White and Black Caribbean	MC	<input type="checkbox"/>
Other (specify)	MO	<input type="checkbox"/>

White

British	WB	<input type="checkbox"/>
Irish	WI	<input type="checkbox"/>
Other (specify)	WO	<input type="checkbox"/>

Gypsy Travellers

GT	<input type="checkbox"/>
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