

Education Leeds



CONFIDENTIAL SO(48)

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

Please complete this form in **black ink** or typescript and return it to:-

**CRAWSHAW SCHOOL
ROBIN LANE
PUDSEY
WEST YORKSHIRE
LS28 9HU**

For Office use

Ref:

Application For Employment as:

Grade:

Closing Date:

Title: Last Name:

First Name:

National Insurance No:

Address for Correspondence:

Postcode:

Home Tel No:

Mobile Tel No:

Work Tel No:

Email:

May we contact you at work? YES NO
(Please delete as appropriate)

If the job includes driving, are you licensed to drive the appropriate vehicle? If you hold an HGV licence, please state class. YES NO (Please delete as appropriate)

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

When would you be available for work?:

Are you related to any Councillor or Employee of Leeds City Council or Education Leeds? YES/NO (If yes, give details)

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

CRIMINAL CONVICTIONS (Please see Guidance Notes)

Those posts **with CB** in the reference number are exempted from the Rehabilitation of Offenders Act (1974). You are therefore required to provide details of any spent convictions, cautions, reprimands and final warnings you may have in addition to any unspent convictions or criminal proceedings pending against you. Applicants applying for posts **without CB** in the reference number must provide details of any unspent convictions, cautions, reprimands and final warnings or criminal proceedings pending against you.

If you are invited for interview, a statement of these details should be sent under separate cover in an envelope marked 'Private and Confidential – For the Addressee Only' in the top left hand corner with 'The Principal Personnel Adviser – Recruitment' in the centre of the envelope and with the words 'Conviction Information' marked in the bottom left hand corner.

References

Please give the names and addresses of two referees . One should be your present employer 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:

2. Title: Name:

Occupation:

Occupation:

Address:

Address:

Postcode:

Postcode:

Telephone No:

Telephone No:

Fax No:

Fax No:

Email:

Email:

Capacity in which known:

Capacity in which known:

Unless otherwise stated, Referees will be automatically contacted if shortlisted for an interview

Ref 1: Yes/No (Please delete as appropriate)

Ref 2: Yes/No (Please delete as appropriate)

It is not necessary to complete this page if you are applying for a manual job

Knowledge - (see Guidance Notes)

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

Experience - (see Guidance Notes)

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

SKILLS - (see Guidance Notes)

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

Additional Information (See Guidance Notes)

You must not exceed two sides of A4 paper (this does not apply to Disabled Applicants) . CV's 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.

Additional Information (continued)

Data Protection Act 1998

The information detailed in this application form will be used in the company's Recruitment and Selection process. It will also be used to monitor the effectiveness of Education Leeds' policies and practices, and in particular its Equal Opportunities 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)
Organisations that handle or investigate the proper use of public funds
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 Education Leeds recording and processing the information detailed in this application form. I understand that this information may be used by the company in pursuance of its business purposes and my consent is conditional upon Education Leeds complying with their obligations under the Data Protection Act 1998.

I can confirm that, to the best of my knowledge, the information provided on this form is correct and gives a fair representation of my qualifications and employment history.

Signature _____ **Date** _____

EQUAL OPPORTUNITIES

Applicants for jobs will not be unfairly discriminated against on the grounds of their sex, marital status, disability, colour, race, nationality or ethnic origin, sexuality or age. To ensure the effectiveness of the policy, and to assist in its development, it has been decided that all applicants will be monitored for employment and promotion.

For Office use

Date of Birth:

Where did you see this post advertised?

Male Female

Are you Disabled?

Yes No

Do you consider yourself to meet the Disability Discrimination Act definition of a Disabled Person? (See Guidance Notes)

Yes No

For Disabled Candidates only

To help recruiters decide whether a reasonable adjustment will be required, please answer the following questions.

Does your impairment prevent you from carrying out any of the duties of the post? If yes, you are still encouraged to apply as we may be able to make some changes to accommodate a suitable disabled candidate. It would be helpful if you let us know what the potential difficulties might be.

If called for an interview, does your impairment require us to make any particular arrangements? If yes, please describe. It would be useful if you could give us any information you have about how these might be overcome. If you do not let us know at this stage what your needs are, there is no guarantee that we can meet them if you let us know at a later date.

Ethnic Origin

Asian or Asian British

Bangladeshi AB
Indian AI
Kashmir AK
Pakistani AP
Other (Specify) AO

Black or Black British

African BF
Caribbean BC
Other (Specify) BO

Chinese or other ethnic groups

Chinese CC
Other (specify) CO

Mixed

White and Asian MA
White and Black African MF
White and Black Caribbean MC
Other (specify) MO

White

British WB
Irish WI
Other (specify) WO

Gypsy/Roma/Travellers GR