# *Application for Employment (Confidential)*

***Teachers and Support Staff***

**Please complete the form using black ink or type for photocopying purposes.**

**Post details**

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| **Job title: Office Administrator** | **Your application should be uploaded to:**    **www.prospectsonline.co.uk**  **unless otherwise specified by the school** |
| **School or unit: Silsden Primary School** |
| **Closing date: 12pm Thursday 17th October 2024** |

**Personal details**

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| **Surname:** | **Forename(s):** |
| **Previous Surname(s):**  **Ms**   **Mrs**  **Miss**   **Mr**    **Mx**   **Dr**  **Other (please state):** | |
| **Home Address (including postcode):** | **Address to which correspondence should be sent if not home address (including postcode):** |
| **Daytime telephone number:** | **Evening telephone number:** |
| **Email address:** | |
| **Do you hold a current driving licence? Yes**  **No** | |
| **National Insurance Number:** | |
| **Religious Denomination/Faith\***  **\* For vacancies in schools with a religious character only.**  The Governing Body may take religious denomination or faith into account for some posts in accordance with the School Standards and Framework Act 1998 and the Employment Equality (Religion or Belief Discrimination) Regulations 2003 | |
| **How did you learn of this vacancy?**  Prospects Online  Prospects Print  Schools own website  Other council website  Word of mouth  Other (please specify) …………………………………. | |

**Safeguarding Policy Statement**

We are committed to the rights of the child, the child’s safety and emotional well being, and the protection of the child from all forms of abuse.

**Language skills**

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| **Do you speak or write any languages other than English?** | **Speak** | **Write** |
| **Language:**  **Language:** |  |  |

**Employment history – Please give a complete history, detailing any breaks in employment**

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| **Current or most recent employment:** | |
| **Post title:** | **Employer’s name, address and telephone number:** *(including Local Authority, Diocese, school name, type and group number, if applicable)* |
| **Dates from** **to:** |
| **Salary or wage:** |
| **Allowances, or additional salary points:** |
| **If part time, please show weekly hours:** | **Length of notice or date able to commence:** |

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| **Has any previous employer expressed concerns and/ or taken any action, whether informal/formal (including suspension from duty) on your capability/performance or on any disciplinary matter (please tick if appropriate):** | |
| **Capability/Performance**  **Disciplinary** |  |

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| **Brief description of duties:** |

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| **Reason for wishing to leave (please indicate if you do not intend to resign from your current post):** |

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| **Previous Employment:** | | | | | |
| **Employer’s name**  **and address**  **(inc LA, Diocese and type of school if applicable)**  **Please also indicate breaks in employment** | **Position held**  **(if part time, show weekly hours)** | **Salary / wage** | **Dates**  **From To** | | **Reason for leaving**  **or break in employment history** |
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**Education and qualifications**

Please give details of your education and qualifications. Make sure you include professional qualifications. Please note that if you are appointed to a post where qualifications are an essential requirement you will be asked, before your appointment is confirmed, to present the original copies issued to you by the examining body (photocopies will not be acceptable).

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| **Qualifications**  **Examination subjects, if applicable, indicate main/subsidiary subjects** | **Results**  **Grade or classification** | **School, College**  **or University** | **How obtained**  **(Full time, part time**  **or correspondence)** |
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**Other training**

List all training undertaken including in-service courses. Please include membership and grade of professional organisations.

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| **Course and**  **training details** | **Results** | **Where obtained** | **Full time, part time, residential** | **Dates**  **From To** | |
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**Additional information / personal statement**

**Please ensure that you use the space below to submit a personal statement in support of your application. This should give any additional relevant information, including details of your professional, subject and leisure interests, and any skills, knowledge and experience to demonstrate that you meet the criteria specified in the personnel specification.**

     

**References**

It is our policy to take up references for shortlisted candidates. Give names and addresses of three referees, one of which should be your present or most recent employer, and if applying for a school with a religious character one of which should be from your parish priest or other religious leader. If you are known to your referee/s by a former name please supply the name by which you were known. Your referees should have direct knowledge of your professional capacities and performance.

We may contact you to ask you to provide additional referees who have knowledge of your professional work.

If you are applying for a teaching post or working with children and are employed by another LA or an independent school your employer will be asked to provide a reference. References requests will ask for information relating to safeguarding, disciplinary and job performance issues along with other matters relevant to the post. If you are not currently employed by an LA or independent school please name three referees, one of which should be your present or most recent employer. Referees should have direct knowledge of your professional capacities and performance.

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| **Name of referee** | **Status or job** | **Address for contact** |
| **1.**  **Tel. No:** |  | **Email address:** |
| **2.**  **Tel. No:** |  | **Email address:** |
| **Name of referee** | **Status or job** | **Address for contact** |
| **3.**  **Tel No:** |  | **Email address:** |
| **May we approach your present employer before the interview?** **Yes**   **No** | | |

**Important Notes**

**Declaration**

**Immigration, Asylum and Nationality Act (2006)**

In accordance with the Immigration, Asylum and Nationality Act 2006, the employer will require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, all candidates shortlisted for interview are required to complete a declaration and to produce acceptable specified documentary evidence at interview.

I confirm that I am legally entitled to work in the UK.

**Safeguarding Vulnerable Groups Act (2006)**

The employer is obliged by law to operate a checking procedure for employees who have substantial access to children and young people.

I confirm that I am not barred by the ISA from working with or applying to work with children (and/or vulnerable adults if appropriate), or included on the ISA Children’s Barred List (or the ISA Adults Barred List if appropriate).

**Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 (as amended)**

Posts which involve substantial access to children are exempt from provisions contained within this Act under which the job applicants are entitled to withhold information about any previous criminal background which would otherwise be considered ‘spent’ under the terms of the Act. If the job for which you have applied involves substantial access to children and you have been shortlisted for the post, you will be provided with a form on which you will be asked to discloseany convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198. Guidance and criteria on the filtering of these cautions and convictions can be found at the [Disclosure and Barring Service website](https://www.gov.uk/government/news/disclosure-and-barring-service-filtering).

If you are the successful applicant you will be provided with an Enhanced Disclosure & Barring Service (DBS) application and consent form. Failure to complete this form will result in your application not proceeding any further. The possession of a criminal record will not automatically debar you from consideration for the post for which you have applied. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

I agree that the appropriate enquiry may be made to the Disclosure & Barring Service or successor body.

**Data Protection Act (1998)**

Information from this application form may be held securely by Bradford Council or the employing school. The employers are registered under the Data Protection Act (1998); individuals have the right of access to personal data concerning them.

I hereby give my consent for the information provided on this form to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

**Disclosure**

A candidate for any appointment with the Council / Governing Body must state below any known relationship to a Councillor, Co-opted Member, Director or Assistant Director of the Council, any member of the Governing Body or existing employees of the Governing Body when making an application. A candidate failing to disclose such a relationship or seeking to improperly influence the recruitment and selection process shall be disqualified from appointment, or if appointed, shall be liable to dismissal without notice.

**Are you related to a Councillor or Senior Officer of the Council or any member of the Governing Body or existing employees of the Governing Body?**   **Yes**  **No**

**If YES, give details:**

**You are reminded that where the Governing Body are the employers the post will be subject to the terms and conditions of the appropriate model contract (eg CES, Church of England, Foundation Schools etc)**

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| **I DECLARE THAT ALL THE INFORMATION ON THIS FORM IS CORRECT TO THE BEST OF MY KNOWLEDGE AND I UNDERSTAND THAT THE WITHHOLDING, FALSIFICATION OR OMISSION OF RELEVANT INFORMATION BY A SUCCESSFUL CANDIDATE ARE GROUNDS FOR DISCIPLINARY ACTION WHICH MAY LEAD TO DISMISSAL.**  **Signed:**       **Date:**  **ALL CANDIDATES APPLYING FOR EMPLOYMENT ONLINE OR VIA EMAIL WILL BE REQUIRED TO SIGN AND DATE THIS FORM IF INVITED TO ATTEND AN INTERVIEW.** |

**Disability**

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| We are committed to a fair and equitable process and to ensure that no one is disadvantaged within the selection process. We need to be aware of any disability and any adjustments which need to be made in accordance with the Equality Act 2010 in relation to Disability Provision. The Disability Discrimination Act (1995), defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities. This information will be treated as confidential and will only be used to enable selectors to make a fair assessment of your capabilities, taking into account any adjustments that may be required.  **NOTE:** We have adopted a positive approach to the Equality Act 2010 and it is our policy to interview all people with disabilities as defined in the act, who meet essential criteria outlined in the personnel specification. Candidates are required to provide evidence of how they meet these criteria.  Do you consider you have any medical condition or disability which may be covered by the provisions of the Equality Act (2010).  **No**  **Yes**  **If YES, give details:** |
| Do you have any specific requirements to enable you to attend an interview?  **No**  **Yes**  **If YES, give details:** |

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| **Job Sharing**  If this post is full time and it has been advertised as being suitable for job sharing, please tell us whether you are applying for a full time post or willing to job share, or whether you would consider either:  **Full time**  **Job share**  **Either**  If you would like to job share this post but are unsure as to whether this is possible please contact the school or department concerned. |

**Health**

Please note that you may be required to complete a medical questionnaire and/or consent to a medical examination for certain posts.