For Office use

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

***Please return form to school***

**Ref:**



**CONFIDENTIAL** SO(48)

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

**Closing Date:**

**29th April 2024**

**Grade: A1/B1 point 2-6**

**Application For Employment as:**

**Administrative Support Assistant**

**National Insurance No:**

**Last Name: First Name:**

Address for Correspondence:

Postcode:

Home 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)

**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:**

 **May Be Contacted If Selected For Interview Yes/No May be contacted if selected for interview Yes/No**

 (Please delete as appropriate) (Please delete as appropriate)

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

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?:

**CRIMINAL CONVICTIONS (Please see Guidance Notes)**

**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

This post is 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.

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 Headteacher’ in the centre of the envelope and with the words ‘Conviction Information’ marked in the bottom left hand corner.

Year Awarded

Training and qualifications relevant to the job

Employer:

Address:

Please show here that you have the training and qualifications asked for in the employee

specification, including Apprenticeships and Membership of Professional or Technical Bodies

Date Started: Permanent/Temporary

 (Please delete as appropriate)

Date left (if applicable):

Reason for leaving :

Date from

Month Year Yr

Date to

Month Year

Yr

Reason for

Leaving

Position held and main duties

Name of Employer

**Previous jobs** **or work experience** (Most recent first)

Briefly describe your duties:

Current or last occupation / position /scheme

Salary: Grade/Scale:

#### EMPLOYMENT EXPERIENCE

**SKILLS - (see Guidance Notes)**

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

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**Experience - (see Guidance Notes)**

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

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

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**Knowledge - (see Guidance Notes)**

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

**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.

**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 Leeds City Council 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** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional Information (continued)**

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| --- |
| **For Office use** **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.**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** |

## White

British WB

Irish WI

Other (specify) WO

###### Mixed

White and Asian MA

White and Black African MF

White and Black Caribbean MC

Other (specify) MO

###### Chinese or other ethnic groups

Chinese CC

Other (specify) CO

###### Black or Black British

African BF

Caribbean BC

Other (Specify) BO

###### Asian or Asian British

Bangladeshi AB

Indian AI

Kashmir AK

Pakistani AP

Other (Specify) AO

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