



Support Staff Application

Please complete this form in black ink or typescript. Please return to:	Closing Date:
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Application for Employment as: Grade:	CONFIDENTIAL: The information you provide on this form will be used for recruitment & selection and employment contract purposes.
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1. PERSONAL DETAILS

Title: Home Address: Postcode: Mobile No: Tel No (Home): Email: 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	First Name: 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	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 can 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 Leeds Jewish Free School? 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 & 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 or see [here](#).

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 and have disclosures to make, 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.

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.

Privacy Notice

The information detailed in this application form will be used to process your application and in line with Leeds Jewish Free School Recruitment and Selection process. The lawful basis for processing this information is with a view to entering into 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.

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 school
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

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
Indian AI
Kashmir AK
Pakistani AP
Other (specify) AO

Black or Black British

African BA
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

GT

