

**APPLICATION FORM**

Thank you for expressing an interest in joining Pudsey Grammar School.

**Please read the Job Description and Person Specification carefully before completing the application form**

**Do not attach/enclose your own CV with this application form as it will not be considered by the shortlisting panel.**

**POST APPLIED FOR: Reception & Administration Apprentice**

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| --- | --- |
| Title: Mr, Mrs, Miss etc. |  |
| Surname/family name |  |
| Previous surname/family name |  |
| First name(s) |  |

**Section A – Personal Details**

|  |  |
| --- | --- |
| Address |  |
| Postcode |  |
| Telephone number – Mobile |  |
| Telephone number – Home |  |
| Telephone number – work |  |
| Email address |  |

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| --- | --- | --- | --- |
| National Insurance number |  | **Teaching positions only:**DFES number |  |
| Current salary (if part time and/or term time only please state **actual** and **full time** equivalent salary |  | **Teaching positions only:** Current pay scale |  |

**Referees:**

Please give the name, email and address of two people, **at least one of whom should be your present/current employer** (if any). If you are currently working in education this **must** be your Principal or Headteacher. If you are not working in education this should be the most senior person at your workplace, e.g., Managing Director. Referees will be contacted if you are shortlisted for interview.

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| **Reference 1** |
| Title/Name |  |
| Company name |  |
| Position |  |
| Address |  |
| Postcode |  |
| Telephone number |  |
| Email address |  |
| Are you related/have a close personal relationship with this person? |  |

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| --- |
| **Reference 2** |
| Title/Name |  |
| Company name |  |
| Position |  |
| Address |  |
| Postcode |  |
| Telephone number |  |
| Email address |  |
| Are you related/have a close personal relationship with this person? |  |

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| Please list any personal relationships that exist between you and any of the following members of the school:* Governors
* Staff

If you have a relationship with a governor or employee, this does not necessarily prevent them from acting as a referee for you.  |
| **Name** | **Relationship** | **Role at Pudsey Grammar School** |
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**Section B – Employment Experience**

Please tell us about your work history, **starting with your present or most recent job**, including any part-time, casual or voluntary work of a regular nature.

Please remember to include periods of unemployment and provide a continuous record of your employment. If you require more space to provide information, please use a separate sheet.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer | Position held | Full or Part time | From(month & year) | To(month & year) | Reason for leaving |
|  |  |  |  |  |  |
| **Duties:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer | Position held | Full or Part time | From(month & year) | To(month & year) | Reason for leaving |
|  |  |  |  |  |  |
| **Duties:** |

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| --- | --- | --- | --- | --- | --- |
| Employer | Position held | Full or Part time | From(month & year) | To(month & year) | Reason for leaving |
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| **Duties:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer | Position held | Full or Part time | From(month & year) | To(month & year) | Reason for leaving |
|  |  |  |  |  |  |
| **Duties:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer | Position held | Full or Part time | From(month & year) | To(month & year) | Reason for leaving |
|  |  |  |  |  |  |
| **Duties:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer | Position held | Full or Part time | From(month & year) | To(month & year) | Reason for leaving |
|  |  |  |  |  |  |
| **Duties:** |

Please give details any unaccounted time where there are periods of time that have not been accounted for in your application (time spent raising a family, extended period(s) of travel). The information provided in this application must outline a complete chronology from the age of 16 years. Failure to provide a full account may lead to your application being withdrawn.

|  |  |
| --- | --- |
| Month/Year | Reason  |
| From | To |  |
|  |  |  |

**Section C – Qualifications**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Month/Year FromTo | Education Establishment | Full/Part time study | Qualifications gained(Include GCSE/A Level/Degree or equivalent) | Subject | Grade/Result |
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Starting with your most recent achievement (or any you are currently working towards), please list all academic and professional qualifications with grades and subjects, along with any training acquired. If you require more space to provide information, please use a separate sheet.

**All original documentation must be provided at the interview. Failure to provide this will result in you being withdrawn from the interview process.**

Please confirm if you have travelled overseas in the last 5 years for 3 months or more.

|  |  |  |
| --- | --- | --- |
| Month/Year | Country visited | Reason for stay |
| From | To |  |  |
|  |  |  |  |

**Section D – Skills, Knowledge and Experience**

Please refer to the Job Description. The Person Specification lists a number of key areas that are essential or desirable to the post. Please demonstrate how you meet these requirements. If you require more space to provide information, please use a separate sheet.

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**Section E – About Yourself**

Is there anything else you would like to say about yourself in support of your application? Please include any specific skills, aptitudes or personal qualities you have which would support your application for this post.

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Thank you for taking the time to complete this application form.

The shortlisting panel will consider all applications and if you are successfully shortlisted you will be contacted with details of the interview date and arrangements.

Please return your completed form to recruitment@pudseygrammar.co.uk

If you have any questions, please contact Claire Griffiths, HR Manager at the above email address.

**Criminal convictions, cautions, reprimands or final warnings**

**Section F – Disclosure and Barring**

You are required to give details of any convictions, which are not ‘spent’. In addition, you are required to disclose any 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. This will not necessarily bar you from applying, but failure to disclose may lead to your later dismissal dependent on the nature of the position, the circumstances and background of your offence(s).

If you are invited for interview, you will be asked to complete, sign and return to us a Self-Disclosure Form.

Candidates who are successfully shortlisted, online search/checks will be completed as part of our due diligence and Keeping children safe in education 2023 (KCSIE).

All applicants who are offered employment will be subject to an enhanced disclosure and barring service check and two satisfactory references before the appointment start date.

**Privacy Notice**

The information detailed in this application form will be used in order to process your application and in line with the school’s 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 Leeds City Council HR 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, in order 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.

For more detailed information about how your information will be processed, and for details of our Data Protection Officer, contact the school direct.

Information regarding your rights in relation to your personal data are available via the Information Commissioner’s Office: [www.ico.org.uk](http://www.ico.org.uk).

**Declaration**

It is an offence to knowingly provide false information or knowingly omit or conceal any relevant fact about your eligibility for employment and to accept the offer of employment. If such a discovery is made after you have been appointed this may lead to the offer of employment being withdrawn or disciplinary action being taken where you may be liable to be dismissed.

I declare that the information provided in this application is accurate and true to the best of my knowledge and belief.

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| --- | --- | --- | --- |
| Signed |  | Date |  |
| Name |  |

**Section G – Equal Opportunities Monitoring**

We are committed to promoting diversity and to being an equal opportunities employer, selecting staff on the basis of their ability and the requirements of the post. In order to monitor the effectiveness of our Equality and Diversity for School Based Staff Policy we would ask that you please complete the form below. **The interview panel will not see this section of your application.**

If you chose not to complete this section, it will not

affect you being selected for shortlisting.

Where did you see this post advertised?

Date of Birth:

Please identify your gender identity:

Woman  Man  Transgender  Non-binary/non-conforming 

Prefer not to respond 

Do you have a disability? Yes  No 

Please identify your marital 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:

Heterosexual or Straight  Gay or Lesbian  Bisexual 

Other sexual orientation not listed  Not known or not sure 

Prefer not to respond 

Please identify your ethnicity:

Mixed or Multiple ethnic groups: White:

White and Black Caribbean  English, Welsh, Scottish,

White and Black African  Northern Irish, Irish, British 

White and Asian  Gypsy or Irish Traveller 

Any other Mixed or Any other White background 

Multiple ethnic background 

Black, African, Caribbean or Black British: Asian or Asian British:

African  Indian 

Caribbean  Pakistani 

Any other Black, African or Bangladeshi 

Caribbean background  Chinese 

Any other Asian background 

Other ethnic group:

Arab 

Any other ethnic group 