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

Applicants who are shortlisted will be required to provide details of any convictions, cautions, reprimands or final warnings as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order1975 (as amended in 2013). The amendments to the Exceptions order 1975 (2013) provide that certain spent convictions and cautions are ‘ protected’ and are not subject to disclosure to employers, these cannot be taken into account. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Shortlisted candidates will be sent a self-disclosure form and asked to return this to [recruitment@bentonpark.net](mailto:recruitment@bentonpark.net) prior to interview/assessment. Candidates will be asked to sign a copy of this Application Form and their self – disclosure prior to interview. Please see the Information for Applicants regarding what should be disclosed and what is protected under the Act and should not be disclosed. Further information and guidance can be found on the Disclosure and Barring Service website.

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

**CONFIDENTIAL**

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

Lisa Sykes

Benton Park School

Harrogate Road

Rawdon

LS19 6LX

lisa.sykes@bentonpark.net

For Office use

**Ref:**

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)**

**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



**Closing Date:**

**Grade:**

**Post Applied For:**

**National Insurance No:**

**Title: Last Name: First Name:**

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:**

**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)**

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?:

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). Please note 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.

**General Data Protection Regulations**

**Information provided on this Application Form and as part of the recruitment process will be used in line with our Privacy Notice for applicants. Please see the vacancy pages on our school website for details.**

The information you submit will be processed by Benton Park School. The lawful basis for processing this information is with a view to entering into a contract with you.

Please note the Equal opportunities data is voluntary and collected with your consent. It will be used to monitor the effectiveness of the school’s policies and practices, in particular its Equal Opportunities Policy. This monitoring is for statistical purposes only and you will not be identifiable from this process.

Your information may be shared may be shared with Leeds City Council in their role as data processor 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.

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**

I consent to Benton Park School and Leeds City Council recording and processing the information detailed in this application form. 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. I understand that if my application is successful my appointment will be subject to satisfactory criminal vetting under the legislation for the protection of children.

**Signed: Date:**

## If you are submitting this form electronically you will be required to sign a hard copy should you be selected for interview

Canvassing in any form, EITHER DIRECTLY OR INDIRECTLY, will be a disqualification.

**Additional Information (continued)**

|  |
| --- |
| **EQUAL OPPORTUNITIES**  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  Non Binary**  **Are you Disabled? (delete as appropriate) Yes No**  **Where did you see this post advertised?**  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: (definitions below)  **Heterosexual  Lesbian  Gay man  Bisexual  Other**  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. EthnicityAsian or Asian British Black or Black British Chinese or other ethnic groups Bangladeshi AB  Indian AI  Kashmir AK  Pakistani AP  Other (Specify) AO   Mixed White White and Asian MA  British WB  Gypsy/Roma/Traveller  White and Black African MF  Irish WI  White and Black Caribbean MC  Other WO  Other (specify) MO    **For Office use** |

Chinese CC 

Other (specify) CO 

African BF 

Caribbean BC 

Other (Specify) BO 