



**Leeds**  
CITY COUNCIL

**CONFIDENTIAL SO(48)**

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

**Please return completed application forms directly to the school via email to [recruitment@ouulton.leeds.sch.uk](mailto:recruitment@ouulton.leeds.sch.uk)**

**Job Ref:** Office2023\_1

**Application For Employment as:**

Office Assistant

**Closing Date:** 20/10/2023

**For Full Time posts:** I am applying for Full Time / Job Share / Part-Time (**please delete as appropriate**): Please indicate the range of days and the maximum number of hours you can work

Title		First Name		Surname	
National Insurance Number			Email Address:		
Address:			Mobile Number:		
			Home Number:		
Postcode:			Work Number:		

If you are selected for interview, are there any dates when it would be impossible for you to attend?

When would you be available for work?

Is a member of your family or any person you have a close association to a Councillor or Employee of Leeds City Council (If yes, give details)

#### **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 and cautions 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 before your appointment is confirmed.

**Oulton Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.**

We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Please make sure you fully complete this application form, and email completed forms to address given. Due to our stringent safeguarding policy, CVs will never be accepted. **All posts are contingent on advanced DBS clearance and satisfactory references.**

This role is based in the UK. Employment is conditional on confirmation of the right to work in the UK - either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply.

**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.

**Referee 1:**

Title		First Name		Surname	
Capacity in which they know you				Occupation:	
Address:			Email Address:		
Postcode:			Phone Number:		

**Referee 2:**

Title		First Name		Surname	
Capacity in which they know you				Occupation:	
Address:			Email Address:		
Postcode:			Phone Number:		

**Referees will be automatically contacted if shortlisted for an interview**

**Secondary/Further Education**

Date from/to (Month and Year)	School/College/University	Examinations taken/ Qualifications Obtained	Grade/result

**Training and qualifications relevant to the job**

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 Awarded

Please provide addition sheets if required by email to [recruitment@oulton.leeds.sch.uk](mailto:recruitment@oulton.leeds.sch.uk)

**Employment Experience**

Please provide your **FULL** employment history since leaving full time education. Please explain any gaps in employment (i.e. maternity/raising a family, unemployment, gap years, etc.)

**Current or most recent occupation / position/ scheme**

Job Title		Company Name		Grade/ Salary	
Date Started		End Date (if applicable)		Reason for Leaving	

Employer Address:

Postcode:

Briefly describe your duties:

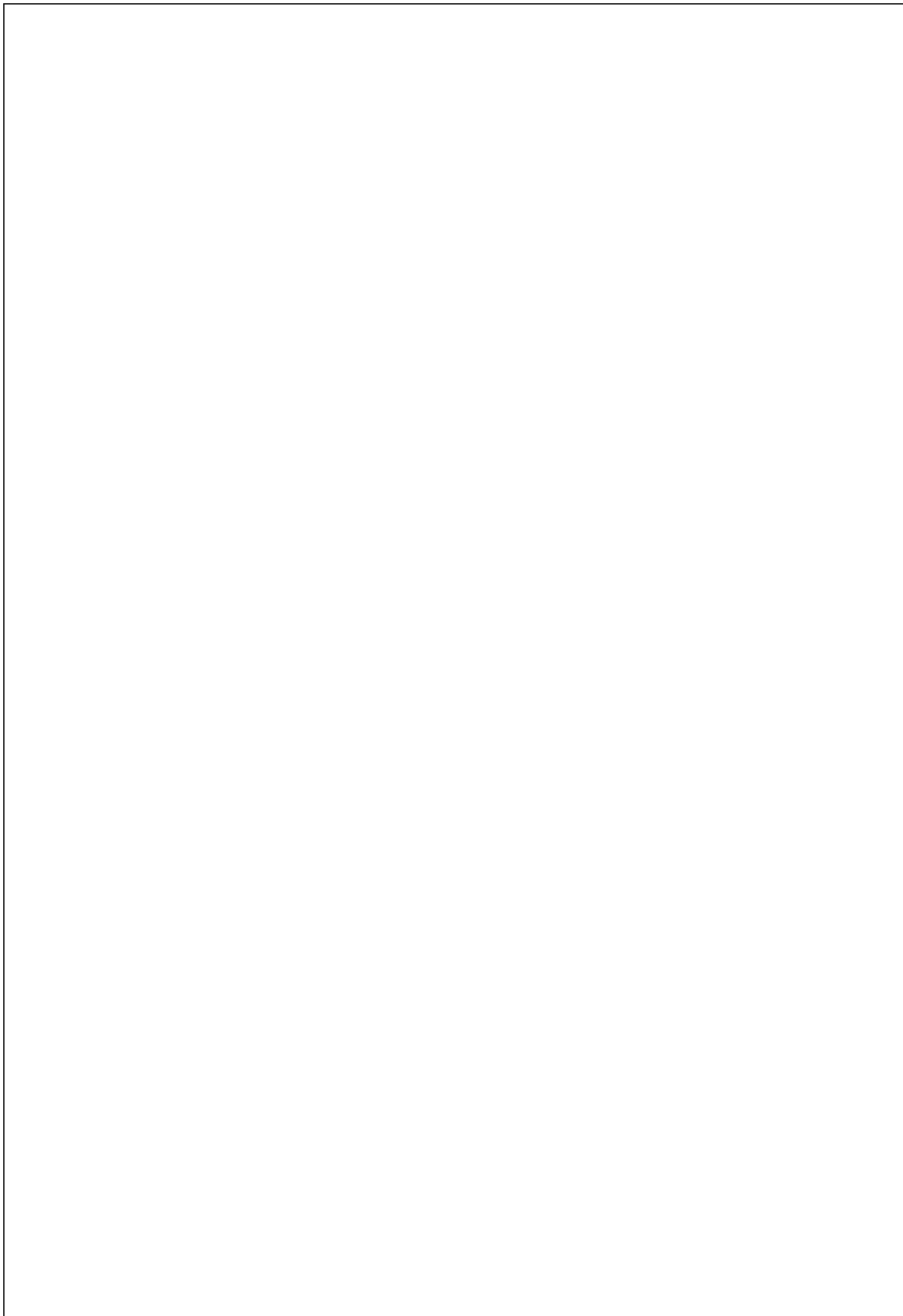
**Previous jobs or work experience (Most recent first)**

Name of Employer	Date from		Date to		Position held and main duties	Reason for Leaving
	Month	Year	Month	Year		

Please provide addition sheets if required by email to [recruitment@oulton.leeds.sch.uk](mailto:recruitment@oulton.leeds.sch.uk)

**INFORMATION IN SUPPORT OF THIS APPLICATION**

You may use this space to provide any information you wish, including any interests or unpaid activity. Ensure that you provide a full description of all skills, knowledge and experience that you feel are relevant to the post for which you are applying. Please restrict any information to these two sides.



**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, 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 their 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**

**I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to a) references which are satisfactory to the school b) a satisfactory DBS certificate and check of the Barred list c) the entries on this form proving to be complete and accurate and d) a satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Additional Space for additional Education, Training and Qualification details if required:

Additional Education Details:

Additional Training and Qualification Details: