**CONFIDENTIAL**

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

Electronic applications should be returned to: [hr@elawnswood.co.uk](mailto:hr@elawnswood.co.uk)

Postal applications should be returned to: Lawnswood School, Ring Road, West Park, Leeds LS16 5AG

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| --- | --- | --- | --- |
| **Vacancy title** |  | **Closing date** |  |
| **Where did you see this vacancy advertised?** | |  | |

**Applicant Details**

|  |  |
| --- | --- |
| Applicant title and full name |  |
| Home address including postcode |  |
| Home/mobile number and email address |  |
| National Insurance number |  |
| Are you applying for full-time, part-time or job share? (delete as appropriate) | **Full-time / part-time / job share** |
| If the role you are applying for requires you to hold a driving licence, do you hold a valid driving licence? (delete as appropriate) | **Yes / No** |
| Are you in receipt of a public service pension? (delete as appropriate) | **Yes / No** |
| Are you related to any council member or senior officer of Leeds City Council or any governor or member of staff at this school?  \*If yes, please provide details. | **Yes\* / No** |
| If selected for interview, please list any dates you are unable to attend |  |
| When would you be available for work? |  |

Correspondence relating to this application may be sent via email to the address supplied, please confirm that you are happy to receive such correspondence via email (delete as appropriate):

Yes / No

**References - Important reference notes** (Referees will automatically be contacted should you be shortlisted for an interview)

* Please provide the details of **two** referees from within the last five years.
* One of your referees must be your current or (if you are unemployed) most recent employer.
* If either referee is from a school, the current Headteacher/Principal must be listed as the referee.
* Referees must be work related and not members of your family, friends or family friends.
* Referee email addresses must be work related, we cannot accept a reference from a personal email address.
* If you have worked with/alongside children or young people in a paid or voluntary capacity, but neither of your two referees relate to this role, please ensure this position is listed on your application and please list the current Headteacher/Principal/Leader of that setting as an additional referee.
* University leavers should name their course tutor.
* If you have not previously been employed, please give the name of a responsible person who knows you well but is not a relative.

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| --- | --- | --- | --- |
| Referee 1 name |  | Referee 2 name |  |
| Job title |  | Job title |  |
| Capacity known to you |  | Capacity known to you |  |
| Work email address |  | Work email address |  |
| Work contact number |  | Work contact number |  |

**Employment experience –**

Please list your full employment and / or work experience history in chronological order, including details of all paid and unpaid / voluntary work. If you cannot remember specific dates, provide as good an indication of the dates as possible. All gaps in employment since leaving school must be clearly accounted for, and where these do exist, you must clearly explain the reasons why and outline what you were doing during this time.

**Current or most recent employer**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer name and address |  | | |
| Your job title |  | Start/end date |  |
| Salary/Scale point |  | If left, reason for leaving |  |
| Brief description of  duties |  | | |

**Employment experience *–* previous jobs or work experience (please provide most recent first, and continue on a separate page if required)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer name | Employment start (mm/yy) | Employment end  (mm/yy) | Position held and main duties | Reason for leaving |
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**Education, training and qualifications relevant to the job *–***

Please show that you have the training/qualifications required in the person specification, including all secondary education, apprenticeships and membership of professional bodies.

|  |  |  |
| --- | --- | --- |
| Qualification title or name of training course (from secondary school onwards) | School/College/University/Training provider | Date |
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**Knowledge/Experience/Skills –**

Please use this section to show that you have the knowledge, experience and skills outlined in the Job Description and Person Specification gained either through work, education, home or voluntary activities.

|  |
| --- |
| Knowledge |
|  |
| Experience |
|  |
| Skills |
|  |

**Additional Information –**

Please show how you meet any additional requirements on the Person Specification and use this section if there is any other information you wish to add in support of your application.*You must not exceed two sides of A4 paper (this does not apply to disabled applicants).* ***CV’s will NOT be accepted.***

|  |
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| **Additional information (cont’d)** |

**Rehabilitation of Offenders Act 1974**

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| 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 DBS filtering guide](https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide) or in the document [Which cautions and convictions will be removed from a standard or enhanced DBS?](http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf) on [www.unlock.org.uk](http://www.unlock.org.uk)    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. |

**Privacy notice**

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| 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, please contact us.  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 and an online search, results of which are satisfactory to the school b) a satisfactory DBS check 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 (please use the space below)** | **Date (below)** |

Leeds City Council and Lawnswood School are committed to fair treatment of all our existing and potential customers, employees, and our partners.  We are committed to ensuring that our practices and services are free from unlawful discrimination, and they meet the needs of all sections of the community.

We would appreciate it if you could complete the equality monitoring questions below.  This will help us in monitoring the fairness and effectiveness of our service delivery and employment practices and to develop future policies and services.  You are under no obligation to provide the information requested and it will not make any difference to the service you receive if you do not answer them.  However, the more information we can collect the more effective our equality monitoring will be. The categories included have been informed by the National Census 2011 and characteristics protected by equality legislation as well as other questions that are relevant to local communities in Leeds.

The information you supply will be used for monitoring and reporting purposes around the fairness and effectiveness of our service delivery and employment practices only. You will not be identified in any statistics that the council publishes. The information you supply will be treated in the strictest confidence and will be held in accordance with the GDPR and Data Protection Act 2018. If we need to share any information with a third party, we will make sure the same levels of protection are in place.

**Sex and gender identity:**

Male (including trans male)

Female (including trans female)

Non-binary

Other

\*If other, please state:

I prefer not to say

Is your gender the same as the sex you were assigned at birth?

Yes

No

I prefer not to say

**Date of birth:**

Date:

☐ I prefer not to say

**Ethnic origin:**

Please indicate which best describes your ethnic origin:

1. White

English

Welsh

Scottish

Northern Irish

British

Irish

Any other white background – please state:

1. Mixed / multiple ethnic group

White and Asian

White and Black African

White and Black Caribbean

Any other mixed/multiple ethnic group – please state:

1. Asian or Asian British

Asian or Asian British - Bangladeshi

Asian or Asian British - Chinese

Asian or Asian British - Indian

Asian or Asian British - Kashmiri

Asian or Asian British – Pakistani

Any other Asian background – please state:

1. Black or Black British

Black or Black British - African

Black or Black British – Caribbean

Any other Black background – please state:

1. Other ethnic groups

Other ethnic groups - Arab

Other ethnic groups - Gypsy or Traveller

Any other background – please state:

I prefer not to say

**Disability:**

Do you consider yourself to be disabled?

Yes

No

I prefer not to say

If you have said yes, you consider yourself to be disabled, what is the nature of your impairment?

Physical impairment

Visual impairment

Hearing impairment

Mental health condition

Learning disability or cognitive impairment

Long-standing illness or health condition

I prefer not to say

**Sexual orientation:**

Please indicate which best describes your sexual orientation (please note: if you are under the age of 16 years old you do not need to complete this section):

Heterosexual / straight

Lesbian / gay woman

Gay man

Bisexual

Other – please specify:

I prefer not to say

**Religion or belief:**

Please indicate which best describes your religion or belief:

Buddhist

Christian

Hindu

Jewish

Muslim

Sikh

No religion

No belief

Other

\*If other, please state:

I prefer not to say

**Carers:**

The council considers a 'carer' is someone who provides care for a relative, neighbour or friend who is dependent on them because they cannot manage without their help because of physical or mental ill-health, disability, frailty, sensory impairment, old age or substance misuse. In the context of employment, a ‘working carer’ is someone who balances these unpaid caring responsibilities with full or part-time employment.

Please indicate whether you consider yourself to be a carer:

Yes

No

I prefer not to say

**Where you live:**

What is the first part of your postcode?

For example, LS10:

I prefer not to say

Thank you for completing this equality monitoring form.