

Support Staff

application form



Important note for completion of the application form

This application form is all the information we have about you as a candidate. It is therefore vital that you give as much relevant information as possible. In particular make sure you read and understand the job description and selection criteria which accompany this form. It is important that you fully complete section 10 telling us in detail how you meet each of the selection criteria in turn under appropriate criterion headings (using extra paper if you require).

N.B. Curriculum vitae will not be accepted. You must fill in all sections of the application form. Please refer to guidance notes for assistance.

1. Details of position

Post applied for

Catering Asistant

Grade

Scale 3-4

Closing date for receipt of this application

6 th September 2024

<p>Please complete and return to:</p> <p>michelle.foster@foxprimary.co.uk</p>
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2. Applicant's personal details

Applicant's surname

Initial(s)

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Permanent home address

Postcode

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Email address

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Home telephone no.

Work telephone no. Including extension (if

applicable)

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Have you lived or worked outside the UK in the last 10 years? YES NO

If YES, please state country/countries below

Are you aged over 18? YES NO

Do you require a work permit? YES NO

If YES, when does your current work permit expire?

3. Details of references

Please give the names and addresses of two people from whom a current reference may be obtained. They should NOT related to you. They must be able to provide professional references.

1st REFEREE

2nd REFEREE

Name

Name

<input type="text"/>	<input type="text"/>
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Address

Address

<input type="text"/>	<input type="text"/>
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Telephone no.

Telephone no.

<input type="text"/>	<input type="text"/>
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Connection with applicant

Connection with applicant)

<input type="text"/>	<input type="text"/>
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May we contact this person before
interview? YES NO

May we contact this person before
interview? YES NO

4. Rehabilitation of Offenders Act 1974

Do you have any criminal convictions, bindovers, formal warnings or cautions, including those considered 'spent' under the Rehabilitation of Offenders Act 1974.

For the purposes of employment in the education section, nothing is considered spent and everything must be declared.

YES NO

If YES please give details

5. Relationship to current employee/councillor

To your knowledge are you related to any borough Councillor and/or Governor of the school to which you are applying?

YES NO

If YES, please give details

6. Current/most recent appointment

Employer's name

Employer's address

Position held

Salary

Starting date

Leaving date (if applicable)

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Please give a description of the duties involved in this post.

7. Previous appointments

Please start with your most recent post

Dates to and from	Name of employer/company	Position held	Reason for leaving

8. Other experience

Please state other paid work experience in order of date

Dates to and from	Name of employer/company	Position held	Reason for leaving

9. Details of education

Please list Schools/Colleges you have attended since age16

Name of school/college

Qualification level/skills gained

Date

Name of school/college	Qualification level/skills gained	Date

You will be required to provide evidence of any academic qualifications stated where they are relevant to your appointment.

10. Other training

Please give details (e.g. relevant in-service training, etc.)

Description of course

Date

Description of course	Date

11. How you consider you meet the selection criteria

Drawing upon your experience/skills/abilities and qualifications explain how you meet each criterion and what makes you suitable for this position. Address each one in turn.

A large empty rectangular box provided for the applicant to write their response to the selection criteria.

IMPORTANT INFORMATION

Please read before signing this application form

The accuracy of information provided may be checked with other organisations. Provision of false or misleading information may amount to a criminal offence.

The council may obtain from or provide information to third parties for the purposes of the detection and prevention of crime.

The council may data match information it holds about its employees for the prevention and detection of crime.

Declaration

I accept that the offer of employment is conditional on the provision by me of true, accurate information with no material omissions.

I give my consent to the council making such reasonable enquiries as it sees fit in respect of my application.

As part of this application I agree to the provision of background character information being obtained from the criminal records bureau under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the checks requested are in accordance with the relevant legislation. I (the job applicant) confirm that the information provided in support of this application is accurate and true and that I have not omitted any material facts. I understand that knowingly to make a false statement for this purpose is a criminal offence and will mean that any provisional offer of employment made to me will be withdrawn, or if in post, will lead to the termination of my contract of employment without notice.

Signature

Date

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RECRUITMENT MONITORING

The School is committed to providing a working environment in which no person receives less favourable treatment because of their age, disability, ethnicity, gender, gender identity, nationality, religion/belief or sexual orientation. Information provided on this form will help us to monitor our progress towards meeting this commitment. This information will be treated confidentially and will only be used for statistical monitoring purposes.

Please select the most appropriate box in each section using a cross.

Full Name: _____

Department : _____ School: _____

GENDER: I am	Female	<input type="checkbox"/>	DISABILITY: Do you have a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities?	Yes	<input type="checkbox"/>
	Male	<input type="checkbox"/>		No	<input type="checkbox"/>
				Prefer not to say	<input type="checkbox"/>

ETHNIC GROUP: I would describe myself as:						
WHITE	British	<input type="checkbox"/>	English	<input type="checkbox"/>	Scottish	<input type="checkbox"/>
	Welsh	<input type="checkbox"/>	Northern Irish	<input type="checkbox"/>	Irish	<input type="checkbox"/>
	Gypsy or Irish Traveller	<input type="checkbox"/>	Any other White background	<input type="checkbox"/>		<input type="checkbox"/>
ASIAN OR ASIAN BRITISH	Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
	Chinese	<input type="checkbox"/>	Any other Asian background	<input type="checkbox"/>		<input type="checkbox"/>
Please turn over						

BLACK OR BLACK BRITISH	African	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	Any other Black background	<input type="checkbox"/>
MIXED	White and Black Caribbean	<input type="checkbox"/>	White and Black African		White and Asian	<input type="checkbox"/>
	Any other Mixed background	<input type="checkbox"/>				
OTHER ETHNIC GROUP	Arab	<input type="checkbox"/>	Any Other Ethnic background			<input type="checkbox"/>

RELIGION/BELIEF: I would describe myself as:

No Religion	<input type="checkbox"/>	Christian (including all Christian denominations)	<input type="checkbox"/>	Buddhist	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	Jewish	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
Sikh	<input type="checkbox"/>	Any other religion	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

SEXUAL ORIENTATION: I would describe myself as:

Heterosexual	<input type="checkbox"/>	Gay	<input type="checkbox"/>	Lesbian	<input type="checkbox"/>
Bisexual	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>		

Thank you for taking the time to complete this form.

Confidentiality

All personal data is processed in accordance with the terms and conditions of the Data Protection Act 1998.

Please return to: michelle.foster@foxprimary.co.uk