

CONFIDENTIAL



APPLICATION FORM

Safeguarding Statement:

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Name of Candidate:

Please return to jill.lwsp@leedsrhinosfoundation.org

**Please complete all sections of this application form fully before returning it
if all sections are not completed your application may not be processed**

DETAILS OF ROLE APPLIED FOR:

Application for the position of:

[Leeds Well School Partnership and North West Leeds School Game Organiser Role](#)

Full Time ☐ Part Time ☐ Job Share ☐

At:

Please state where you first learned of this vacancy:

Personal Details:

Title:

Surname:

First Name(s):

Known as (if applicable):

Address:

Telephone Numbers:

Home:

Mobile:

Email Address:

Details of Present Employment:

Are you presently employed: Yes ☐ No ☐

If no, please proceed to the next section.

Details of present post:

Role:

Name of employer:

Name of school / Academy /

Company

(if different):

Address:

Telephone Number:

Permanent ☐ Temporary ☐

Self Employed ☐

Full time ☐ Part time ☐ Job share ☐

Description of key duties / responsibilities (including subjects and key states taught (if applicable)):

Date of appointment:

Notice required:

If notice already given, date
it is due to expire:

Reason for leaving:

(If appropriate)

Employment History in Education (if applicable):

Please complete in chronological order, starting with the **most recent**:

Full name and address of school / college / academy / Organisation (state whether nursery / primary / secondary / comprehensive / selective etc.) include details of local authority if relevant	Post held and responsibilities	Dates employed month / year (from – to)	Reason for leaving

Other Employment outside of Education (if applicable):

Please complete in chronological order, starting with the **most recent**:

Employment / Experience	Employer / Location	Responsibilities	Dates employed month / year (from – to)	Reason for leaving

If there are any periods of time that have not been accounted for in your application, for instance, periods spent raising a family or of extended travel, please give details of them here with dates. The information provided in this form must provide a complete chronology from the age of 18. Please ensure that there are no gaps in the history of your education, employment and other experience. Failure to provide a full account may lead to your application being rejected.

Dates (from – to)	Activity

Qualifications and training relevant to the role:

Please include any safeguarding training

Please complete in chronological order, starting with the **most recent**:

Full name and address of establishment	Full or part time	Dates attended month / year From - to	Date of award	Qualification obtained
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Supporting Statement:

Please provide a written statement of **no more than 1,300 words** detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post advertised and how you meet the person specification applicable to the post. **This may be provided in a separate document.**

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References:

A referee who is a current or former employer should have full access to the applicant's personal records, to the extent that this is achievable in compliance with the General Data Protection Regulation.

In accordance with Keeping Children Safe in Education we will obtain and scrutinise references prior to interview and referees will be contacted to provide further clarification as appropriate. All information provided by referees will also be compared for consistency with the information you provide on this form and you will be asked about any discrepancies. Please advise if you do not want us to take up references at this stage and provide reasons.

Referees will also be asked for information about:

- all disciplinary offences (including those where the penalty is "time expired" if related to children); and
- all child protection allegations including the outcome of any child protection investigations.

If any of your referees knew you by another name please specify that name alongside the details of the relevant referee.

Present Employer:

Name:

Address:

Role:

Telephone:

Email:

Other Professional

(where you are not currently employed with children, this should be your most recent school / college / employer prior to your current employer):

Name:

Address:

Role:

Telephone:

Email:

If you or your spouse / civil partner / partner are related by marriage, blood or as a co-habitee to any member of organisation leadership or employee please provide the relevant details here:

Name(s) of Organisation leadership or Employee(s):

Relationship(s) to you:

Disclosure of Criminal and Child Protection Matters and Disclosure and Barring Service Checks

The Organisation is obliged by law to operate a checking procedure for employees who have access to children and young people.

Please confirm whether you have ever been the subject of any child protection concern either in your work or personal life, or been the subject of, or involved in, any disciplinary action in relation thereto, including any which is time expired.

Yes ☐ No ☐

If yes please provide full details:

It is an offence to knowingly apply for, offer to do, accept, or do any work in a regulated position if you have been disqualified from working with children. Any offer of employment will be subject to

checks being carried out in order to ensure that you are not subject to a prohibition order or an interim prohibition order.

In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks ("DBS Checks") in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.

By checking the box you consent to a DBS Check(s) being made: ☐

Rehabilitation of Offenders Act 1974

If you have 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 and 2020), then the details of these must be disclosed if you are invited for interview.

Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website](#).

If you are invited for interview, please bring The Rehabilitation of Offenders Act 1974 – Disclosure Form with you to the interview in a sealed envelope marked “Confidential – Rehabilitation of Offenders Act 1974 – Disclosure Form”. You will be asked to hand the form to the interviewer at the end of the interview. If you do not have disclosable convictions, please complete the relevant sections of the Disclosure Form.

Right to work in the UK.

The Governing Body / Academy Trust Company / Multi Academy Trust Company will require you to provide evidence of your entitlement to undertake the position applied for and/or of your ongoing entitlement to live and work in the United Kingdom in accordance with the current immigration rules. More information can be found in the Notes to Applicants. By checking the box below, you confirm that you are legally entitled to work in the United Kingdom and that you will promptly provide documentary evidence of such entitlement when requested: ☐

Language requirements for public sector workers.

The ability to communicate with members of the public in accurate spoken English is an essential requirement for the post. This is because this is a public facing public sector post. Please note that this language requirement may be in addition to mandatory English language requirements associated with your immigration route.

Declaration

If you know that any of the information that you have given in this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment which comes to our attention then your application form may be withdrawn from the recruitment process. Please note that checks may be carried out in order to verify the information you have included.

Providing false information is an offence and may result in this application being rejected. If such a discovery is made after you have been appointed then you may be liable to be dismissed summarily.

By signing below I hereby certify that all the information given by me both on this form and in any supplementary pages and/or the supporting evidence provided, is correct to the best of my knowledge and belief, that all the questions relating to me have been fully answered and that I possess all the qualifications that I claim to hold.

I acknowledge that it is my responsibility as the applicant, if invited for interview, to disclose information to the panel which may affect my suitability and/or eligibility to work with children and/or vulnerable adults.

Signature:

Date: