

Application Form – Confidential

Applicant Name:

Job:

Lunchtime Supervisory Assistant

at

Carr Hill Community Primary School

Please state which job you wish to be considered for – you can apply for both if you wish:

10 hours 50 mins per week

7½ hours per week

Educational establishments attended (most recent first)

From	To	Establishment name

Educational and all relevant qualifications (most recent first). Please do not include a CV as it will not be considered.

Other courses you have been on that are relevant to your application (within last 3 years)

Name of Course	Dates		Details
	From	To	

Membership of organisations that are relevant to your application

Name of Organisation	Level of Membership	Year you Joined

Employment History (present or most recent first)

Name/Address of Employer	Job	Dates		Pay	Reason for Leaving
		From	To		

Please give details of your main duties and responsibilities in your present or most recent job:

Please give details of any periods when you were not in full-time employment, education or training – this is essential for safer recruitment procedures:

Please explain how your experience, skills and knowledge meet the requirements of the job you have applied for:

General

Do you have a current driving licence?	
If you are offered the job, when could you start?	
Are there any restrictions regarding your suitability to work with children? (If yes, please give details)	
Are there any restrictions regarding your right to work in the UK? (If yes, please give details)	

References

Please give details of two referees. If you are working or have just finished working, one referee should be your present/most recent employer. If you are in, or have just finished, full time education, one referee should be from your school or college. We may also take references from any of your past employers and may also follow up written references by phone. We will take references before we interview you.

Referee 1		Referee 2	
Name:		Name:	
Job Title:		Job Title:	
Organisation:		Organisation:	
Address:		Address:	
Tel No:		Tel No:	
Email:		Email:	

Disclosure

The school is committed to safeguarding and promoting the welfare of young children. If successful you will have to apply for an enhanced Disclosure. The post will also require disqualification under the Childcare Act 2006.

We will use this form for shortlisting. If you withhold or give false information or fail to give the information asked for in the job advert, we could disqualify you from applying for this job or dismiss you if we have already appointed you.

Declaration

I confirm that the information I have given on this application form is correct:

Signature:	Date:
------------	-------

Please return this form to mariecoates@gateshead.gov.uk before the closing date stated on the advert.

Please ensure that you have named the document as follows: your name – job title

Equal Opportunities Monitoring Form – Confidential

Applicant Reference:

Job:

at

‘Pursuing equal opportunities and diversity’

We want to make sure that our equal opportunities policy is working, so we need you to fill in this part of the form to help us do this. We hope you don't mind us asking for this personal information, but we have a legal duty to monitor information on equal opportunities.

The information requested in the Equal Opportunities and Monitoring form will be used for monitoring and administration purposes only, and is not seen by the recruitment panel. The Application Form is separated from this form when we receive your form, and given to the recruitment panel for shortlisting.

If you require this Application Form in Braille, audio tape, large print or accessible format please contact 0191 433 2244.

What is your title? (Mr / Mrs / Miss /Ms / Other):	
What is your name? (first name and surname):	
Do you have any previous surnames?	
What is your National Insurance Number?	
What is your date of birth?	
What is your email address?	
What is your address and postcode?	
What is your home phone number?	
What is your mobile phone number?	
What is your sex?	
Please give any other addresses you have lived at in the last five years:	
Teachers Only – What is your DCSF number?	
Are you being paid an occupational pension? If Yes, what type?	
What is your ethnic group?	
Do you have a disability as defined in the Equalities Act 2010 below:	

<p>“A physical or mental impairment which has a substantial and long-term adverse effect on the person’s ability to carry out normal day-to-day activities:</p>	
<p>What is your religion or belief?</p>	
<p>What is your sexual orientation?</p>	
<p>How did you find out about this job?</p>	
<p>Are you related to any councillors or senior employees of the Council? The Council may disqualify any applicant who directly or indirectly seeks the support of any councillor for any appointment within the Council. If Yes, please give details (relationship. Position or job title):</p>	
<p>Please give any dates you are not available for interview:</p>	