



The Rose Learning Trust Staff Application Form

CONFIDENTIAL - The information you provide on this form will be used for recruitment, selection and for employment contract purposes.

Please complete this application in black ink or by typing and submit as stated below:

By email to: pa@richmond.doncaster.sch.uk

Or post to: Richmond Hill Primary Academy, Melton Road, Sprotbrough, Doncaster. DN5 7SB.

POST APPLIED FOR (It is essential that candidates complete all details in this box so their application can be considered.)	Job Title:	
	Closing Date	

PART A: PERSONAL DETAILS

Surname/Family Name											
Forenames or Initials											
Address:											
Town / City											
Post Code											
NI Number	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>										
Contact Phone Number											
Email Address*											

* We would prefer to contact you by email throughout the recruitment process, please provide an email address if possible

Have you ever been dismissed from a post within Education? If so, please provide details in the additional information box.	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are there any dates when you would not be available for interview? If so please provide details in the additional information box.	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you legally entitled to live and work in the United Kingdom in the accordance with the Asylum & Immigration Act 1996?	YES <input type="checkbox"/> NO <input type="checkbox"/>

Additional Information:

Please use this section to expand on any of the questions in Part A above.

References: References for ALL shortlisted candidates will be requested prior to interview

Please see notes below before completing	Reference 1 (Current/Most Recent Employer)	Reference 2 (Employer prior to current/most recent)
Referee's Name		
Job Title		
Name/Address of organisation		
Email of organisation		
Telephone number of organisation		
<p>Please note:-</p> <ul style="list-style-type: none"> ▪ At least TWO references for ALL shortlisted candidates will be requested prior to interview. However, we may need to take up additional references from any previous employer. We will contact you for further information if we need to do so. ▪ Open references ('to whom it may concern') will not be accepted. ▪ To ensure the validity of the organisation, the email address of a referee should always be directed to the work/organisation email and not to a private email address. ▪ Referees should be an employer (i.e. manager) and not co-workers. 		

PART B: INFORMATION IN SUPPORT OF APPLICATION

Employment Record - Please provide details of your employment history during the past 10 years.			
Name & Address of Employer	Dates from/to (Month & Year)	Job Title, Brief Description of Duties & Salary	Reason for Leaving

Please provide details of any breaks in employment (exceeding 6 weeks) during the last 10 years.

Educational, Training & Vocational Qualifications - Please provide details (including dates) of qualifications achieved. Please include short courses, apprenticeships, & any other training that supports your application & demonstrates your continuous professional development.

Professional Memberships - Please provide details (including membership number and level).

Additional Information in support of your application – Please read the Job Description and Person Specification carefully; then explain how your knowledge, skills and experience relate to the post for which you are applying. These may have been gained through paid employment, domestic responsibilities, voluntary/community work, spare time activities, education and training.

We advise applicants that the data held by Richmond Hill Primary Academy in respect of employment will be used for cross-system comparison purposes for the prevention & detection of fraud.

I understand that a medical examination may be necessary in connection with this post and that my appointment would be subject to satisfactory medical clearance.

I understand that any offer of employment is subject to obtaining suitable references and a satisfactory DBS check.

I declare that the information that I have given in this application is accurate and true.

I understand that providing misleading or false information will disqualify me from the appointment OR if appointed may result in disciplinary action including dismissal.

Signed

Date

PART C: RECRUITMENT & EQUAL OPPORTUNITIES MONITORING

The information collected in this form is used for statistical purposes and will be recorded on a computer database and access to this information will be security controlled and limited to staff.

This data helps Richmond Hill Primary Academy to do all it can to ensure that appointments are made on merit and to create a workforce representative of the community.

Surname/Family Name		Job Title:	
Forenames or Initials			

Gender	
Female	<input type="checkbox"/>
Male	<input type="checkbox"/>
Trans-Gender	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

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

Age Band	
16-24 years	<input type="checkbox"/>
25-34 years	<input type="checkbox"/>
35-49 years	<input type="checkbox"/>
50-54 years	<input type="checkbox"/>
55 and over years	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Do you consider yourself to have a disability?	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Prefer not say	<input type="checkbox"/>

Where did you see post advertised?	
www.jobsdoncaster.co.uk	<input type="checkbox"/>
www.jobsgopublic.com	<input type="checkbox"/>
www.schooljobsearch.co.uk	<input type="checkbox"/>
www.richmondhillprimary.co.uk	<input type="checkbox"/>
Guardian Website	<input type="checkbox"/>
Doncaster Free Press	<input type="checkbox"/>
Metro newspaper	<input type="checkbox"/>
Yorkshire Post	<input type="checkbox"/>
Jobcentre Plus	<input type="checkbox"/>
Other	<input type="checkbox"/>

Ethnic Origin	
White	
• British	<input type="checkbox"/>
• Irish	<input type="checkbox"/>
• White Other	<input type="checkbox"/>
Asian or Asian British	
• Bangladeshi	<input type="checkbox"/>
• Indian	<input type="checkbox"/>
• Pakistani	<input type="checkbox"/>
• Any Other Asian	<input type="checkbox"/>
Black and Black British	
• African	<input type="checkbox"/>
• Caribbean	<input type="checkbox"/>
• Any Other Black	<input type="checkbox"/>
Mixed	
• White & Asian	<input type="checkbox"/>
• White & Black African	<input type="checkbox"/>
• White & Black Caribbean	<input type="checkbox"/>
• Any Other Mixed	<input type="checkbox"/>
Other	
• Chinese	<input type="checkbox"/>
• Any Other	<input type="checkbox"/>
• Prefer not say	<input type="checkbox"/>

Religion / Belief	
Buddhist	<input type="checkbox"/>
Christian	<input type="checkbox"/>
Hindu	<input type="checkbox"/>
Jewish	<input type="checkbox"/>
Muslim	<input type="checkbox"/>
Sikh	<input type="checkbox"/>
Other	<input type="checkbox"/>
None	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>