**Title: Last Name: First Name:**

Address for Correspondence:

Postcode:

Home Tel No:

Mobile Tel No:

Work Tel No:

Email:

Correspondence relating to this application may be sent via email to the address supplied, please confirm you are happy to receive correspondence in this way

YES / NO

May we contact you at work? YES / NO

**(Please delete as appropriate)**

**National Insurance No:**

For Office use

**Application For Employment as: Administrative Assistant**

Please complete this form in **black ink**

**Please return completed application forms directly to the school.**

**Job Ref:**



**CONFIDENTIAL** SO(48)

The information you provide on this form will be used

for recruitment & selection and employment contract purposes

**Closing Date:**

**Midnight 14/7/20**

**For Full Time posts**:I am applying for Job Share / Part-Time

 **(please delete as appropriate)**

Please indicate the range of days and the maximum number of hours you are able to work

If the job includes driving, are you licensed to drive the appropriate vehicle? If you hold an HGV licence, please state class. YES NO (Please delete as appropriate)

**References**

Please give the names and addresses of two referees . One should be your present employer or, if not employed, your last employer.

If you have not been employed before, you will need to supply referees who are able to comment on your ability to do the job.

**1. Title: Name: 2. Title: Name:**

**Occupation: Occupation:**

**Address: Address:**

**Postcode:**  **Postcode:**

**Telephone No:**  **Telephone No:**

**Fax No:**  **Fax No:**

**Email:**  **Email:**

**Capacity in which known:**  **Capacity in which known:**

**Referees will be automatically contacted if shortlisted for an interview**

Is a member of your family or any person you have a close association to a Councillor or Employee of Leeds City Council ? YES/NO (If yes, give details)

When would you be available for work?:

If you are selected for interview, are there any dates when it

would be impossible for you to attend?:

**CRIMINAL CONVICTIONS (Please see Guidance Notes)**

You are required to give details of any convictions, which are not ‘spent’. In addition you are required to disclose 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) by SI 2013 1198. This will not necessarily bar you from applying but failure to disclose may lead to your later dismissal dependent on the nature of the position and the circumstances and background of your offences.

If you are invited for interview, a statement of these details should be sent under separate cover in an envelope marked ‘Private and Confidential – For the Addressee Only’ in the top left hand corner to the chair of the interview panel.

#### EMPLOYMENT EXPERIENCE

Date Started: Permanent/Temporary

 (Please delete as appropriate)

Date left (if applicable):

Reason for leaving :

Current or last occupation / position /scheme

Salary: Grade/Scale:

Employer:

Address:

Briefly describe your duties:

**Previous jobs** **or work experience** (Most recent first)

Name of Employer

Position held and main duties

Reason for

Leaving

Training and qualifications relevant to the job

Please show here that you have the training and qualifications asked for in the employee

specification, including Apprenticeships and Membership of Professional or Technical Bodies

Year Awarded

Date to

Month Year

Yr

Date from

Month Year Yr

**SKILLS**

Please show that you have the experience asked for in the Employee Specification gained either through work, home or voluntary activities.

|  |  |
| --- | --- |
|  |  |
|  |  |

**Experience**

Please show that you have the skills asked for in the Employee Specification gained either through work, home or voluntary activities.

|  |  |
| --- | --- |
|  |  |
|  |  |

Please show that you have the knowledge asked for in the Employee Specification gained either through work, education, home or voluntary activities.

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |

**Knowledge**

**It is not necessary to complete this page if you are applying for a manual job**

**Additional Information**

You must not exceed two sides of A4 paper (this does not apply to Disabled Applicants) . CV’s are **NOT** allowed.

Please show how you meet the additional factors on the Employee Specification and use this section if there is any other information you wish to add in support of your application.

**Data Protection Act 1998**

The information detailed in this application form will be used in the company’s Recruitment and Selection process. It will also be used to monitor the effectiveness of Leeds City Council policies and practices, and in particular its Equal Opportunities Policy. This monitoring is for statistical purposes only and you will not be identifiable from this process. However, your personal details contained in the application form may be used in the prevention and detection of fraud. Where this occurs you will be identifiable.

Your information may also be disclosed to the following third parties:

Survey and research organisations (for monitoring purposes only)

Organisations that handle or investigate the proper use of public funds

Local Government Authorities Central Government Authorities Law Enforcement Authorities

Application forms submitted by unsuccessful candidates will be destroyed after six months from the date the post was appointed to.

**Declaration**

I consent to Leeds City Council recording and processing the information detailed in this application form. I understand that this information may be used by the company in pursuance of its business purposes and my consent is conditional upon Leeds City Council complying with their obligations under the Data Protection Act 1998.

I can confirm that, to the best of my knowledge, the information provided on this form is correct and gives a fair representation of my qualifications and employment history.

**Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional Information (continued)**

|  |
| --- |
| **For Office use** **EQUAL OPPORTUNITIES**We promote diversity and want a workforce which reflects the people ofLeeds. We will use your answers to monitor and check the fairness of our recruitment. Any information you provide will be kept confidential. You do not have to answer these questions and if you do not then it will not make anydifference to your application.Where did you see this post advertised?Date of Birth: **Male  Female** Are you Disabled ? **Yes  No** Please identify your marital status:**Married  Civil Partnership  Co-habiting  Single  Other** Please identify your religion:**Buddhist  Christian  Hindu  Jewish  Muslim  No Religion** **Rastafarian  Sikh  Other** Please identify your sexual orientation: (definitions below)**Heterosexual  Lesbian  Gay man  Bisexual** Heterosexual – Someone who is attracted, emotionally and or physically, to persons of the opposite sex.Lesbian – A woman who is attracted, emotionally and or physically, to other women.Gay man – A man who is attracted, emotionally and or physically, to other men.Bisexual – Someone who is attracted, emotionally and or physically, to both sexes.**Ethnic Origin** |

## White

British WB Gypsy/Roma/Travellers GR 

Irish WI

Other (specify) WO

###### Mixed

White and Asian MA

White and Black African MF

White and Black Caribbean MC

Other (specify) MO

###### Chinese or other ethnic groups

Chinese CC

Other (specify) CO

###### Black or Black British

African BF

Caribbean BC

Other (Specify) BO

###### Asian or Asian British

Bangladeshi AB

Indian AI

Kashmir AK

Pakistani AP

Other (Specify) AO

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