Ripley St Thomas Church of England Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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| **Application for appointment as CATERING ASSISTANT** |

1. **Personal Details**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title: |  | Forename: |  | | Surname: |  |
| Have you ever used any other names? | | | | Yes  No | | |
| If YES, please state in full | | | |  | | |

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| --- | --- | --- | --- |
| Address |  | Tel. Home |  |
|  |  | Tel. Mobile |  |
|  |  | Tel. Work |  |
|  |  |  | |
| Postcode |  | E-Mail Address |  |
| NI No. |  | This e-mail is | Personal  Work |

1. **Current Employment**

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| --- | --- | --- | --- |
| Employer Name |  | | |
| Address |  | Job Title |  |
|  |  | Date Started |  |
|  |  | Current Salary | £ |
|  |  | Current Notice Period |  |
| Postcode |  |

Please use the continuation sheet on Page 8 if space is limited in any of the following sections.

1. **Previous Employment**

Please give details of ALL posts held, including part time and unpaid work. If you have had any breaks in employment since leaving school, please give dates and details of your activities during these times e.g. unemployment, raising a family, study, voluntary work etc.

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| --- | --- | --- | --- | --- |
| Dates | | Employer | Role/ Position | Reason for leaving |
| From | To |  |  |  |
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*The successful applicant must produce original certificates for all qualifications shown in sections 4, 5 and 6 below before the offer of the post is confirmed.*

1. **Secondary Education (11-16)**

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| --- | --- | --- | --- | --- | --- | --- |
| School | Dates (MM/YYYY) | | Qualifications obtained | | | |
| From | To | Subject | Level  (eg GCSE) | Grade | Date  Obtained |
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1. **Further/ Higher Education (16+)**

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| --- | --- | --- | --- | --- | --- | --- |
| School / College | Dates (MM/YYYY) | | Qualifications obtained | | | |
| From | To | Subject | Level | Grade | Date  Obtained |
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1. **Higher Education**

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| --- | --- | --- | --- | --- |
| Institution | From | To | Qualifications obtained  (**including Classification**) | Date  Obtained |
|  |  |  |  |  |
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1. ***Relevant* Professional Development**

Please state any relevant professional development, including in house training or accredited qualifications obtained during your previous positions.

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| --- | --- |
| Training | Dates |
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1. **References**

Please supply the names and address of two people (one of which must be your present employer), to whom application may be made for a reference. **NB References will not be accepted from relatives or from people writing solely in the capacity of friends.**

Current or most recent employer

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | |  | Address |  |
| Name |  | |  |  |
| Position | |  |  |  |
| Place of Work | |  |  |  |
| Relationship to applicant | |  | Postcode |  |
|  | | | | |
| E-Mail Address | |  | This e-mail is | Personal  Work |

I do not wish my present employer to be contacted.

Second Reference

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | |  | Address |  |
| Name |  | |  |  |
| Position | |  |  |  |
| Place of Work | |  |  |  |
| Relationship to applicant | |  | Postcode |  |
|  | | | | |
| E-Mail Address | |  | This e-mail is | Personal  Work |

Faith Reference (if desired)

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| --- | --- | --- | --- | --- |
| Title | |  | Address |  |
| Name |  | |  |  |
| Position | |  |  |  |
| Place of Work | |  |  |  |
| Relationship to applicant | |  | Postcode |  |
|  | | | | |
| E-Mail Address | |  | This e-mail is | Personal  Work |

**The Equality Act 2010** defines a disabled person as: ‘A person with a physical (including sensory) or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day to day activities.’ Someone who has had such a disability but is now recovered. Someone with a severe disfigurement.

|  |  |
| --- | --- |
| **Do you have a disability?** | Yes  No |

**Requirements**

|  |  |
| --- | --- |
| Are there any special facilities you would like us to provide to help you attend or participate in an interview, or to perform this job. | Yes  No |
| If YES, please give details |  |

Are there any dates when you would not be available for interview in the near future? Please state below

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**LETTER OF APPLICATION**

Along with your application form, please also provide a letter outlining your experience relative to the job description and explaining what you will bring to the role. The letter should be addressed to Mr P Mashiter, School Business Manager, should be word processed (font Tahoma pt 11) and should not be longer than two sides of A4.

The letter and application form should be forwarded in an envelope marked **PRIVATE & CONFIDENTIAL** to:

**Mrs C Wilson**

**HR Associate**

**Bay Learning Trust**

**Ashton Road**

**Lancaster**

**LA1 4RS**

or email: [recruitment@ripley.lancs.sch.uk](file:///\\srv9\ReesJ\Documents\Recruitment\recruitment@ripley.lancs.sch.uk%20%20)

**IMPORTANT**

* PLEASE COMPLETE THE DECLARATION ON PAGE 7
* Failure to declare correct information could affect your application.
* It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.
* Ripley St Thomas supports the principle of equal opportunities in employment and a copy of the Ripley St Thomas equal opportunities policy is available on request**.** Please take time to complete the separate Equal Opportunities form and return it with your application to help us develop this policy further.
* PLEASE DO NOT SEND A CV.
* IF YOU SUBMIT THIS FORM BY POST, PLEASE ENSURE THERE IS ADEQUATE POSTAGE ON THE ITEM BEFORE SENDING

**Declaration**

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| --- | --- |
| I understand that any offer of employment will be subject to the information on this application form being complete and correct. I authorise Ripley St Thomas Church of England Academy to make any appropriate checks which may be necessary in relation to the post I have applied for. False information, or a failure to supply the details required in this application form could make an offer of employment invalid or lead to termination of employment.  I agree that personal data relating to me which has been, or is obtained by Ripley St Thomas Church of England Academy, including personal data given by me on this form, may be held and processed either on a computer or in manual records and may be disclosed to the Governors and authorised employees of the school and used by the school for any purpose relating to my application and prospective recruitment and employment within the school. | |
| Signed | Date |

**Applicants sending their application via e-mail will accept the above declaration on sending this document. A signature may be required at interview stage.**

**.**

**Continuation Sheet** for further information you wish to provide.