**SECTION 1 - POST DETAILS**

**Job Title** :SCHOOL OFFICE ADMINISTRATOR

**Closing Date** : Friday 20 June 2025

**Interview Date** : Wednesday 25 June 2025

**Please write in capital letters in black ink**

**or type, do not include a CV.**

**This application form has been designed to exclude information that might lead to discrimination. Please refer to the accompanying guidance notes when completing your application.**

**SECTION 2 - PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** |  | **First forename:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Other forename:** |  | **Surname:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Former surname:** |  | **Other names:** |  |

|  |  |
| --- | --- |
| **Address Line 1:** |  |
| **Address Line 2:** |  |
| **Town:** |  |
| **County:** |  |
| **Postcode:** |  |
| **Country:** |  |
| **Resident at this address since:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Home phone no:** |  | **Work phone no:** |  |
| **Mobile No:** |  |
| **Email address:** |  |

**Please note correspondence regarding your application may be sent to your e-mail and/or postal address.**

**Applicants who have not heard within 21 days of the closing date are thanked for their application and are asked to assume that it has been unsuccessful on this occasion.**

**SECTION 2 - PERSONAL DETAILS continued**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Are there any restrictions to your residence in the UK which might****affect your right to take up employment in the UK?**  | Yes | 🞎 | No | 🞎 |

|  |
| --- |
| If yes, please provide details: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **If you are successful in your application would you require a work****permit prior to taking up employment?** | Yes | 🞎 | No | 🞎 |

If yes, please specify dates:

|  |  |  |  |
| --- | --- | --- | --- |
| Date (from month/YYYY): |  | Date (to month/YYYY): |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Have you ever lived and/or worked outside of the UK?** | Yes | 🞎 | No | 🞎 |

|  |
| --- |
| If yes, please provide details: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Do you hold a Certificate of Good Conduct for your time spent abroad?** | Yes | 🞎 | No | 🞎 |

|  |  |
| --- | --- |
| If yes, please provide the date of issue: |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Insert your National Insurance Number:**  |  |  |  |  |  |  |  |  |  |

**SECTION 3 – SOURCE OF APPLICATION**

|  |
| --- |
| **Where did you see the vacancy advertised?**Please specify: |

**SECTION 4 – SECONDARY EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **Qualification** | **Grade** | **Month and Year obtained (Mandatory)** |
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**SECTION 5 – FURTHER EDUCATION**

**Detail here any Further Education/Vocational/Professional Qualifications/Other Qualifications held or currently being studied (continue on a separate sheet if necessary)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School, College or University** | **Subject** | **Qualification/Level** | **Grade** | **Year Obtained / Examination Date** |
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**SECTION 6 – COURSES**

**Please give details of recent significant in-service training courses etc. attended. *(Teaching Roles Only - Newly Qualified Teachers are invited to outline key elements of their course and dissertation work).*** (Continue on a separate sheet if necessary).

|  |  |  |
| --- | --- | --- |
| **Organising Body** | **Nature/Title of Course** | **Dates** |
|  |  |  |
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**SECTION 7 – MEMBERSHIP OF PROFESSIONAL BODIES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Institute** | **Grade of Membership, Membership Number** | **Enrolment date** | **Examination date** | **Expiry** **date** |
|  |  |  |  |  |
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**SECTION 8 – REGISTERED COUNCILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Are you registered with the Institute for Learning?** | Yes | 🞎 | No | 🞎 |

|  |  |
| --- | --- |
| If you have answered yes, please provide your Registration number: |  |

|  |
| --- |
| **Teaching roles only:** |

|  |  |
| --- | --- |
| **Teacher Reference Number:** |  |
| **Current Salary Point:** |  |
| **Date QTS Awarded:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Induction period completed?** | Yes | 🞎 | No | 🞎 |

|  |  |
| --- | --- |
| If you have answered yes, please confirm the date: |  |

If you have answered no, please select the appropriate option below:

Not yet started 🞎

Stage 1 completed 🞎

Stage 2 completed 🞎

**SECTION 9 – EMPLOYMENT DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Have you previously worked for, or are currently working for, Yorkshire Collaborative Academy Trust?** *(An employee is defined as someone who is paid directly by YCAT and does not include those working in a voluntary capacity or via an agency)*: | Yes | 🞎 | No | 🞎 |

|  |  |
| --- | --- |
| **Headteacher’s Name:** |  |
| **Job Title:** |  |
| **Place of Work:** |  |
| **Employment Start Date (month/yyyy):** |  |
| **Employment End Date (month/yyyy)***(if applicable)***:** |  |
| **Number on roll** (*teaching roles only)* **:** |  |
| **Age Range** (*teaching roles only)* **:** |  |
| **Employee Reference Number:** |  |

**SECTION 10 – PRESENT OR MOST RECENT EMPLOYMENT**

|  |  |
| --- | --- |
| **Name of Employer:** |  |
| **Local Education Authority:** |  |
| **Address Line 1:** |  |
| **Address Line 2:** |  |
| **Town:** |  |
| **County:** |  |
| **Postcode:** |  |
| **Country:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Post held:** |  | **Grade:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Salary:** |  | **Employment Start Date (month/yyyy):** |  |

|  |  |
| --- | --- |
| **Number on roll** (*teaching roles only)* **:** |  |
| **Age Range** (*teaching roles only)* **:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Notice Required:** |  | **Telephone number:** |  |

|  |  |
| --- | --- |
| **Employment End Date (month/yyyy)** *(if applicable)***:** |  |
| **Reason for leaving** *(if applicable)***:** |  |

|  |
| --- |
| **Summary of current job role; duties and responsibilities:** |

**SECTION 11 – PREVIOUS EMPLOYMENT**

**List all your previous jobs (most recent first). Identify and account for any gaps in employment.**

|  |  |
| --- | --- |
| **Name of Employer:** |  |
| **Address Line 1:** |  |
| **Address Line 2:** |  |
| **Town:** |  |
| **County:** |  |
| **Postcode:** |  |
| **Country:** |  |

|  |  |
| --- | --- |
| **Post held:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Grade:** |  | **Salary:** |  |

|  |  |
| --- | --- |
| **Employment Start Date (month/yyyy):** |  |
| **Employment Leaving Date (month/yyyy):** |  |

|  |
| --- |
| **Job Role Summary:** |
| **Name of Employer:** |  |
| **Address Line 1:** |  |
| **Address Line 2:** |  |
| **Town:** |  |
| **County:** |  |
| **Postcode:** |  |
| **Country:** |  |

|  |  |
| --- | --- |
| **Post held:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Grade:** |  | **Salary:** |  |

|  |  |
| --- | --- |
| **Employment Start Date (month/yyyy):** |  |
| **Employment Leaving Date (month/yyyy):** |  |

|  |
| --- |
| **Job Role Summary:** |
| **Name of Employer:** |  |
| **Address Line 1:** |  |
| **Address Line 2:** |  |
| **Town:** |  |
| **County:** |  |
| **Postcode:** |  |
| **Country:** |  |

|  |  |
| --- | --- |
| **Post held:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Grade:** |  | **Salary:** |  |

|  |  |
| --- | --- |
| **Employment Start Date (month/yyyy):** |  |
| **Employment Leaving Date (month/yyyy):** |  |

|  |
| --- |
| **Job Role Summary:** |
| **Name of Employer:** |  |
| **Address Line 1:** |  |
| **Address Line 2:** |  |
| **Town:** |  |
| **County:** |  |
| **Postcode:** |  |
| **Country:** |  |

|  |  |
| --- | --- |
| **Post held:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Grade:** |  | **Salary:** |  |

|  |  |
| --- | --- |
| **Employment Start Date (month/yyyy):** |  |
| **Employment Leaving Date (month/yyyy):** |  |

|  |
| --- |
| **Job Role Summary:** |

**Please provide details for any gaps in your employment history when you have not been in education, training or employment. Please list dates and the reason (i.e. Travel, Parental leave etc)**

|  |
| --- |
| **Gaps in employment please include dates (Month/YYYY):** |

**SECTION 12 – REFERENCES OF PRESENT OR MOST RECENT EMPLOYMENT**

**Please give the name and addresses of two referees (not relatives) one of whom should be your present employer (or last employer if not currently employed). If you are in, or have just completed, full time education, one referee should be from your College/University.**

**REFERENCE 1 (reference of present or most recent employment):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** |  | **First Name:** |  |
| **Surname:** |  | **Telephone No:** |  |
| **Email Address:** |  |
| **Address Line 1:** |  |
| **Address Line 2:** |  |
| **Town:** |  |
| **County:** |  |
| **Postcode:** |  |
| **Country:** |  |
| **Occupation:** |  | **Relationship to you?** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Do you give permission for referees to be contacted prior to an offer of employment being made?** | Yes | 🞎 | No | 🞎 |

**Please note your referee should ideally be a previous line manager or someone in a position of authority.**

**REFERENCE 2:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** |  | **First Name:** |  |
| **Surname:** |  | **Telephone No:** |  |
| **Email Address:** |  |
| **Address Line 1:** |  |
| **Address Line 2:** |  |
| **Town:** |  |
| **County:** |  |
| **Postcode:** |  |
| **Country:** |  |
| **Occupation:** |  | **Relationship to you?** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Do you give permission for referees to be contacted prior to an offer of employment being made?** | Yes | 🞎 | No | 🞎 |

**SECTION 13 – DECLARATIONS AND CONSENTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Do you consider yourself to have a disability?** | Yes | 🞎 | No | 🞎 |

|  |
| --- |
| If yes, please detail any reasonable adjustments that you would require if you were selected to attend an interview/assessment event: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Are you related to any member or employee of the Yorkshire Collaborative****Academy Trust?** | Yes | 🞎 | No | 🞎 |

|  |
| --- |
| If you answered Yes, please provide details: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Are you related to a member of the School Governing Body?** | Yes | 🞎 | No | 🞎 |

|  |
| --- |
| If yes, please provide name(s) & relationship: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **I understand that canvassing of any Governors, Members or Trustees of Yorkshire Collaborative Academy Trust in connection with this appointment will disqualify me.** | Yes | 🞎 | No | 🞎 |

**Has any previous employer expressed concerns and/or taken any action, whether informal/formal (including suspension from duty) on the following: (Include any investigations or actions taken by your professional body)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Capability/Performance** | Yes | 🞎 | No | 🞎 |
| If yes, please provide details : |
| **Disciplinary** | Yes | 🞎 | No | 🞎 |
| If yes, please provide details : |

|  |  |
| --- | --- |
| **Please state the date on which you could take up duty if appointed:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Do you hold a current driving licence?** | Yes | 🞎 | No | 🞎 |

|  |  |
| --- | --- |
| **Driving Licence Number:** |  |
| **Date Valid From:** |  | **Issue Country:** |  |
| **What type of licence is it? (eg full, provisional, HGV, PSV):** |  |

|  |  |
| --- | --- |
| **Issue Country** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Do you have use of a car?** | Yes | 🞎 | No | 🞎 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **I declare that the information contained in this application form is correct and understand that Lothersdale Primary School will request to see proof of qualifications at the time of interview.** | Yes | 🞎 | No | 🞎 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **I consent to Lothersdale Primary School (YCAT) recording and processing the information detailed in this application. Lothersdale Primary School (YCAT) will comply with their obligation under the Data Protection Act 1998.** | Yes | 🞎 | No | 🞎 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Have you ever been convicted of a criminal offence/received a caution, reprimand or warning?** | Yes | 🞎 | No | 🞎 |

**Under the Safeguarding Vulnerable Groups Act 2006, it is a criminal offence for a barred person to knowingly work, or apply to work in regulated activity with vulnerable groups.**

**As you are applying for a post which requires a DBS clearance, under the Rehabilitation of Offenders Act 1974, you are required to disclose full details of any ‘spent’ and ‘unspent’ convictions. If you answered yes to this question, please provide details below.**

|  |
| --- |
|  |
| What was the date of the conviction(s)? (DD/MM/YY) |  |

**SECTION 14 – SUPPORTING EVIDENCE**

|  |
| --- |
| **Please ensure that you have read carefully the job description and person specification for this role that you are applying for. In this section you are required to detail how your knowledge, skills and experience evidence that you meet the requirements for this post as detailed in the person specification and advertisement. Shortlisting and appointment to this post will be based on your ability to meet these requirements.** |

**I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | **Date:** |  |

**Please return this completed application to Lothersdale Primary School by the deadline stated: Wednesday 20 June 2025.**

**Via email :** lothersdale@ycatschools.co.uk

**Via post : Lothersdale Primary School, Lothersdale, North Yorkshire, BD20 8HB**

**EQUAL OPPORTUNITIES MONITORING FORM**

Yorkshire Collaborative Academy Trust is committed to equality in employment. The Trust’s aim is to ensure equality for all existing and prospective employees. In line with this Yorkshire Collaborative Academy Trust are required to publish work force data.

In order to assist the Trust with this aim please provide the information below in monitoring recruitment procedures for which your co-operation would be appreciated.

|  |  |  |  |
| --- | --- | --- | --- |
| Gender | Male 🞎  | Female 🞎  | Prefer not to disclose 🞎 |

**Please note: the categories below are taken from the 2001 Census. The Trust is required to use this format for its monitoring exercises.**

|  |  |  |
| --- | --- | --- |
| What is your ethnic group? | White British  | 🞎 |
|  | White Irish | 🞎 |
|  | White Other | 🞎 |
|  | Mixed: White and Black | 🞎 |
|  | Mixed: White and Black African  | 🞎 |
|  | Mixed: White and Asian | 🞎 |
|  | Asian or Asian British | 🞎 |
|  | Asian or Asian British: Indian  | 🞎 |
|  | Asian or Asian British: Pakistani | 🞎 |
|  | Asian or Asian British: Bangladeshi | 🞎 |
|  | Asian or Asian British: Other Asian | 🞎 |
|  | Asian or Asian British: Other Asian | 🞎 |
|  | Black or Black British: African | 🞎 |
|  | Black or Black British: Other Black | 🞎 |
|  | Chinese or Other Ethnic Group | 🞎 |
|  | Other | 🞎 |

Please return this completed form with your Job Application Form. The information will not form part of our short listing, and will be separated from your application form upon receipt. The information provided will be used for statistical and monitoring purposes and to help us to develop our policies and practice and will be treated confidentially and be subject to the provisions under the current Equality Legislation and Data Protection Act.

Please refer to the Guidance Notes for Applicants for further information about this form.