



**Pate's Grammar School Foundation &
The Richard Pate School ("the School")**

Application Form

Please use black ink so that it can be photocopied

Position Applied For:	Catering Assistant
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1. Personal Information

Title:	Forename(s):	Surname:
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Preferred Name:	Former Name(s) <i>(including maiden names)</i> :
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Contact Details:

Mobile Telephone: _____ Home telephone: _____

Email: -----

National Insurance Number:

Current Address:

Postcode:

How long have you lived at this address?
(If less than 5 years please provide previous addresses in the past 5 years below)

Previous Address 1:	Previous Address 2:
Postcode:	Postcode:
Length of Time at Address:	Length of Time at Address:

2. General

Do you have a current full UK driving licence? Yes No

Please provide full details of membership of any professional bodies:

3. Details of Present (or Last) Employment:Employer:
(including dates)

Position Held:

Reason for leaving:

Current (or Most Recent) Salary:

4. Further Education and Career History

(Please provide full details of all positions held, and of all training/further education, employment, self-employment and unpaid work since leaving secondary education.

Please provide explanations for any periods not in employment, further education or training.

Organisation:
(including dates)

Position Held:

Reason for Leaving:

If there is insufficient space, please continue on a separate sheet if necessary giving page number and title heading.

5. Qualifications

(Please provide details of all academic and vocational qualifications)

Qualification

Awarding Body

Date Obtained

Grade (if appropriate)

6. Outside Interests

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7. Supporting Statement – please give details of the personal qualities and experience that you believe are relevant to your suitability for the post advertised, and how you meet the Person Specification:

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If there is insufficient space, please continue on a separate sheet if necessary giving page number and title heading.

8. Please confirm if you know any existing employee, volunteer or Governor at the School and, if so, please provide full details of how you know them.

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9. Referees

Please provide two professional referees. One referee should be your current/most recent employer.

Referee 1		Referee 2	
Name		Name	
Address		Address	
Position		Position	
Organisation		Organisation	
Tel No.		Tel No.	
Email		Email	
Contact prior to interview?	Yes / No	Contact prior to interview?	Yes / No

10. Data Protection

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection Policy.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.

We may check the information provided by you on this form with third parties.

11. Declaration

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service (DBS), and, where appropriate, a check of the Barred List maintained by the DBS. Any offer of appointment will be made conditional on obtaining such satisfactory checks.

I have not been disqualified from working with children, I am not prohibited from working with children, and I am not subject to any sanctions imposed by a regulatory body (*e.g. the General Teaching Council for England, or the Teaching Regulation Agency*).

I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or, if appointed, may result in my dismissal.

Signature: _____ Date: _____

Please return your completed application form to:

Mrs Lucy Cox - Bursar
The Richard Pate School
Southern Road
Cheltenham
GL53 9RP

e-mail: bursar@richardpate.co.uk

12. Equal Opportunities Monitoring Form

This section of the form will be detached from your application and will be used solely for equality monitoring purposes. This form will be kept separately from your application.

The Richard Pate School recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity.

We welcome applications from all sections of the community.

You are not obliged to complete this form but it is helpful to the School in maintaining equal opportunities.

All information provided will be treated in confidence and used as set out in the School's Recruitment Privacy Notice and Data Protection Policy.

Please complete the form as you feel is most appropriate for you.

Position applied for: Catering Assistant

White:

- British Any other white background*

Mixed:

- White and Black Caribbean White and Black African White and Asian
 Any other mixed background*

Black or Black British:

- Caribbean African Any other Black background*

Asian or Asian British:

- Indian Pakistani Bangladeshi
 Any other Asian background*

Chinese or other Ethnic Group:

- Chinese Other Ethnic Group*

*Please specify

Gender Please specify

Date of Birth

Do you consider yourself to have a disability:

- Yes No

If yes, please state nature of disability:

The Equality Act defines disability as "A physical or mental impairment which has a substantial and long-term effect on a person's ability to carry out normal day-to-day activities".

If you wish, you may disclose information about yourself in this section about your:

Religion

Sexual orientation

How did you become aware of this vacancy?

Media:

Date:

Reference: