



(most recent first):

Please give full information from the date you left secondary education. Attach a separate sheet if necessary.

This information may be used to calculate your pay rate. If relevant please also give details of any placements.

From MM/YY	To MM/YY	Establishment & Job Title	Salary	LEA	Was this work with children? Please answer yes or no for each	Reason for leaving

Current/Previous Voluntary/Unpaid Work

Attach a separate sheet if necessary.



From MM/YY	To MM/YY	Establishment & Job Title	Organisation	Was this work with children? Please answer yes or no for each	Reason for leaving

Further & Higher Education (Degree/Diploma/BTEC/C&G/NVQ etc or equivalent)

We may ask for original evidence of your qualifications and we reserve the right to approach any education providers to verify the qualifications stated.

Establishment	Subject	Level	Was this work with children? Please answer yes or no for each	Reason for leaving

Secondary Education (CSE,GCSE,RSA, A Levels or equivalent)

You may be asked for original evidence of your qualifications and we reserve the right to approach any education providers to verify the qualifications stated.

Establishment	Subject	Level	Grade	Date of exam/award



Please give details of recent relevant training courses attended. Please indicate the organising body, dates, and nature/title of the course.
 Attach a separate sheet if necessary.

Further information (personal qualities and experience making you suitable for supply work, your approach to supply work, previous supply experience)

Type of Supply Work you want to be considered for (please tick)

- Teaching Assistant Level 1
- Teaching Assistant Level 2
- Teaching Assistant Level 3
- Teaching Assistant Level 4 (HLTA)
- Teaching Assistant - level to be assessed

- Clerical/Administrative Assistant
- Finance Assistant
- Laboratory Technician
- Midday Supervisory Assistant
- Nursery/Creche Assistant
- Other (please state)

Do you have Special Needs experience?*

Learning *	<input type="checkbox"/>	Physical *	<input type="checkbox"/>	Sensory *	<input type="checkbox"/>
Behavioural *	<input type="checkbox"/>	Developmental *	<input type="checkbox"/>		

***Please give details of your Special Needs experience**
 (Attach a separate sheet if necessary)

I WISH TO WORK IN THE FOLLOWING:- please tick all those which apply

- ALL PRIMARY CLASSES
- FOUNDATION STAGE (FS) CLASSES (nursery & reception)
- KEY STAGE ONE (KS1) CLASSES (yr1 & 2)
- KEY STAGE TWO (KS2) CLASSES (yrs3 to 6)
- ALL SECONDARY CLASSES (yrs 7 to 13)
- OTHER (PLEASE STATE)



SECTION 4 – AVAILABILITY

Date available to commence work (please do not apply more than 3 months before you are available)	
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DURATION (tick one box only)		AVAILABILITY (Please tick)		
No limit			am	pm
Occasional days only		Monday		
Short term only		Tuesday		
Long term only		Wednesday		
Pension Limits (Early Retired)		Thursday		
		Friday		

Do you have your own transport?	YES / NO
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Have you taken premature retirement?	YES / NO	
If YES please give reason (please tick)	Redundancy	
	Efficiency Exercise	
	Ill Health	

Are you registered with any other supply agency?	YES / NO If YES which one(s)
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Available to work in (please tick one box only)		
All schools (including special schools)		
All schools (excluding special schools)		
The following schools only		(please name below)



SECTION 5 - REFERENCES AND DECLARATIONS

References

Please supply the names and addresses of two people to whom we may write for references.

One of these must be your current or most recent employer. If your current employment does not involve work with children, then your second referee should be your employer with whom you most recently worked with children.

References will not be accepted from relatives or from people writing solely in the capacity of friends.

Both references should be able to comment on your work. Both references will be taken up prior to interview.

As this position involves working with children, any number of your previous employers may be contacted without seeking further permission from you in relation to your employment history as part of the vetting process (this includes vetting of internal candidates).

Referee 1	Referee 2
Name (including title)	Name (including title)
School Name	School Name
Address	Address
Postcode	Postcode
Telephone Number	Telephone Number
Relationship/Job Title	Relationship/Job Title



Declarations

Acceptance is subject to the following: Occupational Health clearance, Enhanced Criminal Records Bureau Disclosure, satisfactory references, evidence of eligibility to work in the UK, appropriate qualification(s) and membership of relevant body (if appropriate).

Please see guidance notes attached for more details. Under these procedures you are required to furnish a statement of any previous convictions, which will be checked by the police.

<ul style="list-style-type: none">• Have you ever been dismissed from a post because of misconduct or resigned whilst disciplinary action has been taken against you? <p>YES/NO (if YES please give further details on a separate sheet)</p>
<ul style="list-style-type: none">• Please state whether you have, to your knowledge, any family or close relationship with any existing employee of City of York Council, including councillors or school governors. <p>YES/NO (if YES please give further details on a separate sheet)</p>
<ul style="list-style-type: none">• This post is exempt from the Rehabilitation of Offenders Act 1974, and therefore all convictions, cautions and bind-overs, including those regarded as “spent”, must be declared.• Please complete the separate sheet entitled “Declaration of Criminal Records, Convictions and Cautions for posts working with children and/or vulnerable adults”
<ul style="list-style-type: none">• Are you on List 99, disqualified from work with children, or subject to sanctions imposed by a regulatory body? <p>YES/NO (if YES please give further details on a separate sheet and sealed in an envelope marked “Confidential”)</p>
<ul style="list-style-type: none">• I understand that any appointment is conditional on these declarations and the checks explained above. I also understand that any incorrect, false or misleading information may make this application void. In addition, I am aware, that should this situation occur after I join the employment of City of York Council, I would be liable to disciplinary action that may result in my dismissal and possible referral to police.

I confirm that the information I have provided is true and accurate.	
Signature	Date



**Declaration of Criminal Records, Convictions and Cautions
For posts working with children and or vulnerable adults**

Please answer all the questions and sign the declaration

1. The post for which you are applying is exempt from the provisions of the Rehabilitation of Offenders Act (1974) as it involves working with children (under 18's) and or vulnerable adults. **This means that you must disclose information about any spent or unspent convictions in applying for this post.** You must also provide any information about cautions, no matter how long ago they occurred and regardless of whether the offences were committed as an adult or juvenile.

2. City of York Council will check through the Disclosure Service provided by the National Criminal Records Bureau. In signing this declaration you will be providing the City of York Council with confirmation of your understanding of the provisions and permission to carry out this check, if you are successful at interview.

3. You are also giving permission for any number of past employers to be contacted regarding this application for employment.

4. Having a criminal conviction will not necessarily exclude you from appointment and any information you supply will be treated as confidential and will not necessarily prejudice your application.

5. Please tick the relevant box

1. Do you have a criminal record? If yes, nature of offence Date of conviction Penalty	Yes	No
2. Have you ever been banned from working with children (up to age 18) or vulnerable adults?	Yes	No
3. Have you ever been the subject of any proven/unproven investigation(s), complaints(s) in relation to your work with children or vulnerable adults, whether in a paid or voluntary capacity or carried out privately?	Yes	No
4. Are you subject to a ban under either the Protection of Children's Act 1999, Care Standards (Vulnerable Adults) Act 2001; Disqualification from Working with Children Regulations; or serving a Disqualification Order under the Criminal Justice and Court Services Act 2000?	Yes	No

If you answer is yes to any of these questions and you are short listed, the panel will discuss this at interview. You may wish to provide documentation concerning these.

Name _____
Signed _____ Date _____

Failure to complete and the signing of this declaration, will invalidate your application for this post. Failure to disclose information regarding any of the above and which for other purposes are 'spent' under the provisions of the Act, will normally result in the offer being withdrawn. Dismissal may also happen if we find out any relevant information after we have appointed you.



EQUAL OPPORTUNITIES MONITORING FORM – CONFIDENTIAL

Mr/Mrs/Miss/Ms	Surname	Forenames
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Marital Status (please circle)			
Married	Separated/Divorced	Single	Other

Ethnic Origin (please circle)				
Black or Black British : Please circle	Caribbean	African	Any other please specify	
White : Please circle	British	Irish	Any other please specify	
Asian or Asian British : Please circle	Indian	Pakistani	Bangladeshi	Any other please specify
Mixed : Please circle	White and Black Caribbean	White and Black African	White and Asian	Any other please specify
Chinese : Please circle	Chinese			Any other please specify

Do you consider yourself disabled ? (please circle)	
YES	NO



SECTION 6 – GUIDANCE NOTES AND RECRUITMENT INFORMATION

PLEASE DETATCH THIS SHEET AND RETAIN IT FOR YOUR FUTURE USE

When you have completed this application form please return it to :-

Karen Bull
Supply Agency Manager
City of York Supply Agency
Mill House
North Street
York YO1 6JD

For the time being please retain any other forms and documents you have.

WE WILL THEN REQUEST YOUR REFERENCES.

Information about the reference requests...

- If you have worked in a school or child related setting, we will ask about group control, behaviour management, ability to establish a rapport with children and to work with other school staff. We will seek your referees' views on your curriculum knowledge, honesty and reliability, commitment to helping children achieve and ability to keep accurate and up-to-date records. Referees are sent a tick-box form for these elements with possible assessments of "poor"; "acceptable"; "good"; "excellent" and "don't know/not applicable".
- Non-school/childcare related referees will be asked about attitude to work, abilities, productivity, working with people, honesty and attendance/sickness record.
- We may also approach previous employers for information to verify particular experience or qualifications.
- If you are currently working with children either on a paid or voluntary basis, your current employer with children will be asked about disciplinary offences relating to children, including any where the penalty is "time expired" (that is whether a warning could no longer be taken into account in any new disciplinary hearing for example) and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, your previous employer will be asked about those issues.

When we receive the references...

If both of your references are of the standard we require, we will contact you to arrange for further checks to be carried out and to arrange an appointment at Mill House.

If the references are not of an acceptable standard, we will write to you to let you know, and your application will not be taken further.

As references are the most common reason for us turning people down for supply work we now request all references before committing to the expense of further checks.



OTHER CHECKS AND ATTENDING AN INTERVIEW

If you are called for interview, you will be required to complete a Criminal Records Bureau enhanced disclosure application form and an Occupational Health questionnaire.

The CRB & OH forms (together with Equal Opportunities Monitoring Form and Bank Details Form) will be sent out to you when satisfactory references are received and should be filled in and brought to your appointment. The interview with the Supply Agency Manager will be held at...

Mill House
North Street
York, YO1 6JD

The interview will explore your work history, your reasons for wanting to do supply work and for wanting to work with children and young people. You will be asked to complete a questionnaire about your training needs and specifically whether you've recently undertaken child protection training.

You will be given information as to how the Supply Agency operates and what is required of you if accepted by the Agency. Your identity will be checked and the CRB form completed. Documents you bring in may be photocopied. You will be told about the likely timescale for the rest of the application process.

Documents you should bring to your interview...

1. CRB Disclosure Application Form;
2. Equal Opportunities Monitoring Form;
3. Bank Details Form;
4. Original documents showing your eligibility for employment in the UK – an official document with your National Insurance Number (e.g. a wage slip, P45 or NI card) **and** your passport (confirming citizenship or residency/employment rights) – these are requirements of the Asylum and Immigration Act 1996 – at interview both will be photocopied and returned to you.
5. For the CRB form, please provide as many original proofs of identity as possible - your photo-driving licence (or paper licence if not) **and** passport **and** P45 or P60 **and** birth certificate **and** marriage certificate if you have one. If you do not hold any of these documents please contact Karen Bull for further guidance. At interview these may be copied and will then be returned to you.
6. For the CRB form please provide **two** recent documents from the following list: gas, water, electricity, telephone or council tax bill, bank statement, credit card statement, mortgage or insurance statement showing **your name** and **current address**. The two documents must be from different sources. At interview these may be copied and will then be returned to you.
7. Certificates verifying any qualifications you have obtained.

Please send off your pre-employment medical questionnaire direct to our Occupational Health Adviser in the enclosed envelope **after** your appointment at Mill House.

We will then contact you again once the CRB and Occupational Health clearances are back.