Application Form – Part C

Lunchtime Supervisory Assistant

# Guidance notes

# Thank you for considering working for us. We want to choose the best person for the job, no matter what their gender identity, relationship status, race, disability, sexual orientation, religion, belief or age. We believe the best way of assessing your future performance is to look at your performance and behaviour in the past, which is why our recruitment process focuses on what the job involves and how you have shown you can do the job. We ask for qualifications, experience and skills relevant to the job. We ask you to provide dates of employment and qualifications so we can confirm your work history. We value experience you have gained at work and experience you have gained in other situations, and we encourage you to support your application with examples of how you think you have the skills, experience, qualifications and so on to do the job.

# Part A of this form asks for personal information. We use this information to contact you and provide any extra support you may need if we ask you to come for an interview.

# We use part B of this form to decide whether to interview you. This part of the form asks you to provide information about your past jobs, experience, qualifications and skills. When you fill in this part of the form, you should link your answers to the job description and person specification, which gives details of what skills, experience and qualifications you need to be able to do the job. If you do not provide enough evidence of how you meet the requirements of the post, we may not be able to interview you.

**Part C** of this form is for monitoring equality and diversity only. We separate it from the rest of your form when we receive it, so that it is not seen by anyone involved in deciding whether to offer you a job. However, if you tell us that you have a disability, we will give this information to the shortlisting organiser to make sure they comply with equality legislation.

Please fill in this application form in black ink or use a black font. This is because we may need to photocopy it. We do not accept CVs.

As this job requires regular contact with children and young people, if we choose you for the job we will also need to contact the Disclosure and Barring Service to find out if you have a criminal record and we will check if you are barred from working with children and young people. A criminal record will not automatically stop you from getting the job but we will consider the nature of the offence when assessing how suitable you are for the job. If you are barred from working with a vulnerable group it is an offence for you to apply for a job working with that group. If you fail to fill in a disclosure form when we ask, we will not be able to employ you.

Unfortunately, we are not able to contact everyone who applies for a job with us. If you do not hear from us within six weeks of the closing date, you should assume that your application has not been successful.

We look forward to receiving your application.

# Application form

# Part C

## Monitoring equality and diversity

|  |
| --- |
| Name:       |
| Job you are applying for:       | Job reference number:       |

Equality in employment

We aim to have a workforce that reflects the different stakeholders we have. To measure our performance in meeting this aim, we collect information from people applying for jobs. We separate this part of your application from the rest of your application form. The information you give is confidential and will not be seen by anyone involved in the recruitment process. It will not affect our decision on your application.

**Please provide details about yourself by ticking the relevant boxes.**

### Gender

Are you: male? [ ]  female? [ ]

### Disability

The Equalities Act 2010 defines a disability as ‘a physical or mental impairment which has a substantial and long-term adverse effect on the person’s ability to carry out normal day-to-day activities’.

Do you consider you have a disability under this definition? Yes [ ]  No [ ]

# Are you responsible for caring for anyone?

### I am not responsible for caring for anyone. [ ]

I care for children or a child. [ ]

I care for another relative. [ ]

I care for someone else (please say who). [ ]

### Your date of birth

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

### People who already work for us

Do you work for us? Yes [ ]  No [ ]

If ‘Yes’, would this job be a promotion for you? Yes [ ]  No [ ]

**How would you describe your ethnic background?**

**White:** **Black or black British:**

British [ ]  Caribbean [ ]

Irish [ ]  African [ ]

Any other white background [ ]  Any other black background [ ]

**Asian or Asian British:** **Mixed:**

Indian [ ]  White and black Caribbean [ ]

Pakistani [ ]  White and black African [ ]

Bangladeshi [ ]  White and Asian [ ]

Any other Asian background [ ]  Any other mixed background [ ]

**Chinese or other ethnic group:** **Any other ethnic group**

Chinese [ ]  Please say which

**Relationship status**

Divorced or my civil partnership has ended [ ]  Single [ ]

Married or in a civil partnership [ ]  Prefer not to say [ ]

Widow or widower [ ]

**How would you describe your sexual orientation?**

Bisexual [ ]  Gay man [ ]

Gay woman or lesbian [ ]  Heterosexual [ ]

Prefer not to say [ ]

**How would you describe your religion and belief?**

Buddhist [ ]  Christian [ ]

Hindu [ ]  Jewish [ ]

Muslim [ ]  Sikh [ ]

Other [ ]  No religion [ ]

Prefer not to say [ ]

**Where did you find out about this vacancy?**

Agency [ ]  Website [ ]

Local press [ ]  National press [ ]

Other (please say which)

Applications must comprise these completed papers:

* Part A,
* Part B,
* Part C,
* Safer Recruitment Form
* Covering Letter (optional)

Please send your completed application to recruitment.saps@smartacademies.net and mark it for the attention of Kelly Oliver, School Business Manager. If you have any questions, please call the school office on 0191 2748434.

Please ensure you send a Word document**.**

We do not accept postal applications. An application pack can be obtained from the School reception.