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|  | **APPLICATION FORM – SCHOOLS** |  |
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| A close up of a sign  Description automatically generated |  | **Risedale School****Hipswell****Catterick Garrison****North Yorkshire DL9 4BD****01748 833501** |
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| **web:** [www.risedale.org.uk](http://www.risedale.org.uk) **email:** enquiries@risedale.org.uk  **: :** @RisedaleSchool@RisedaleFamily |
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| **Note to applicants:*** Please write in capital letters. Use black ink or type. For ‘Yes’ or ‘No’ boxes please enter ‘X’ in the relevant box
* Complete all parts to this form that are surrounded by a black border. Use ‘N/A’ if the box does not apply.
* Return completed application forms by post to the address above or by email to jobs@risedale.org.uk
* Please do not include a CV as only this application form can be used for shortlisting.
* This application form has been designed to exclude information that might lead to discrimination. Please refer to accompanying guidance notes when completing your application.
* You may receive a reply to this application either via post or email. If you have not heard from us within 21days of the closing date may we thank you for your application and you are asked to assume that it has been unsuccessful on this occasion.

**Notice to supply and recruitment agencies:*** Applications must be fully completed and sent directly to the school by the candidate personally. No referrals from any agency will be accepted at any time and notice is given that no referral or finder fees to such supply or recruitment agencies will be paid whatsoever.
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| **Which post are you applying for:** | Exam Invigilator |
| **Closing date for applications:** | 23:59 Sunday 12th October 2025 |
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|  |
| Your title: | Mr/Mrs/Miss/Ms/Dr | (or other title, specify): |  |
| Surname: |  |
| Former Surname(s): |  |
| First and other names: |  |
| Address: |  |
| Post code: |  |
| Resident at this address since: |  |
| Home telephone number: |  |
| Mobile telephone number: |  |
| Your email address: |  |
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| --- FOR SHORTLISTING PURPOSES THIS PAGE WILL BE REMOVED TO ENSURE FAIRNESS AND PREVENT THE IDENTIFICATION OF APPLICANTS --- |

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| **General information for applicants:** |
| Every post advertised is supported by a full person specification. The specification lists all the essential skills, experience and qualifications which are necessary for the job and the criteria against which you will be assessed, both through your application form and at interview. As part of the application process, you may have been asked to demonstrate within this application form how you meet some or all of the criteria or key competencies outlined in the person specification. Rather than simply repeating your career history, look at the skills and experience required by the job and provide evidence that you possess them by giving **specific and detailed examples** which include a focus on outcomes and on your own contribution to the scenario. Try to use different and varied examples wherever possible. When completing these sections, do not forget the skills and experience you have gained outside full-time work. Outlining your previous work experience or other responsibilities may help you to uncover skills which you have taken for granted and which are clear signs of your ability to do the job.**Rehabilitation of Offenders**The post you are applying for requires you to have an enhanced Disclosure and Barring Service criminal records check for work with children, with a barred list check if you work in regulated activity. This check for disclosure of criminal history will include spent convictions, pending prosecutions/current court proceeding and police enquiries. Should you be shortlisted, you will be asked to disclose details of your criminal history prior to your interview. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn. Please also see the policy statement on the Recruitment of Ex-offenders below.As an organisation assessing applicants’ suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), this school complies fully with the DBS [code of practice](https://www.gov.uk/government/publications/dbs-code-of-practice) and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed. This school can only ask an individual to provide details of convictions and cautions that it is legally entitled to know about. Where a DBS certificate can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 as amended, and where appropriate Police Act Regulations as amended) this school can only ask an individual about convictions and cautions that are not protected. This school is committed to the fair treatment of its staff and potential staff, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background. This school has this written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process. This school actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. Candidates are selected for interview based on their skills, qualifications and experience and criminal record information is only requested from short-listed candidates. As part of a robust safer recruitment process, the school will carry out online searches on shortlisted applicants to identify any safeguarding or suitability issues that can be explored at interview. A disclosure is only requested from the DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that a DBS certificate will be requested in the event of the individual being offered the position. This school ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. This school also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974. At interview, or in a separate discussion, this school ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. This school makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](https://www.gov.uk/government/publications/dbs-code-of-practice) and makes a copy available on request. This school undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment. |
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| **Further personal details:** |
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| Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? | Yes |  | No |  |
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| If you answered ‘Yes’ to the above question, please give details here: |  |
|  |
| If you are successful in your application would you require a work permit or visa prior to taking up this employment? | Yes |  | No |  |
|  |
| If you answered ‘Yes’ to the above question, please give the dates here: | From (MM/YYYY): | To (MM/YYYY): |
|  |  |
|  |
| Have you ever lived and/or worked outside of the UK? | Yes |  | No |  |
|  |
| If you have answered ‘Yes’ to living and/or working outside of the UK, please give details here: |  |
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| Do you hold a Certificate of Good conduct for your time spent abroad? | Yes |  | No |  |
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| If you answered ‘Yes’ to the above question, please provide the country and date of issue: |  |
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| Please give your full National Insurance Number here: |  |  |  |  |  |  |  |  |  |
|  |
| Please state where you saw the advert for this role: |  |
|  |
| Are you registered with the Institute for Learning (IfL)? | Yes |  | No |  |
|  |
| If you answered ‘Yes’ to the above question, please give the IfL registration number here: |  |
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| **(This rest of the section on this page is for teachers only)** |
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| Please give your Teacher Reference Number: re: |  |
|  |
| Date Qualified Teacher Status (QTS) was awarded: |  |
|  |
| Current Salary Point (e.g. M4/UPS2 + TLR2) |  |
|  |
| Do you hold a letter of professional standing for any countries where you have worked as a teacher? | Yes |  | No |  |
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| If you answered ‘Yes’ to the above question, please provide the country and date of issue: |  |
|  |
| Have you completed your induction period if you are newly qualified? | Yes |  | No |  |
|  |
| If you have answered ‘No’ to completing your induction period, which stage have you completed? | Not started |  | 1st Assessment Completed |  |
| Exempt |  |  |
|  |
| If Exempt, please state reason: |  |
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| **Declarations and consents** |
| Has any previous employer expressed concerns and/or taken any action, whether informal/formal (including suspension from duty) on any of the following (include any investigations taken by your professional body) |
|  |
| Employer to employee support for capability and/or performance? | Yes |  | No |  |
|  |
| If you have answered ‘Yes’ to the above question, please give details here: |  |
|  |
| Have you had any live disciplinary sanctions taken against you? (see below if they relate to safeguarding) | Yes |  | No |  |
|  |
| If you have answered ‘Yes’ to the above question, please give details here along with the result of the disciplinary: |  |
|  |
| Have you had any safeguarding allegations made against you? | Yes |  | No |  |
|  |
| If you have answered ‘Yes’ to the above question, please give details here along with how these have been categorised. Any disciplinary sanctions relating to safeguarding must also be declared, including those which have expired for disciplinary purposes. |  |
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| Are there any reasonable adjustments that you would require to enable you to participate in the interview/assessment event if you were selected to attend? |  |  |
|  |  |  |
| Are there any dates when you will not be available for interview? | Yes |  | No |  |
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| If you have answered ‘Yes’ to the above question, please give the dates here: |  |
|  |
| If you are successful in this application and are offered a position, on what date could you start your employment with us? |  |
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| Do you have a UK driving licence? | Full |  | Provisional |  | I do not hold a licence |  |
|  |
| Licence number: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Are you related to any member or employee of the Council or school governing body? If so, please provide details in the box to the right including the name(s) you have an association with. | Yes |  | No |  |  |
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| By ticking the ‘Yes’ box here, you are stating that you understand that the canvassing of any school Governors, Members or Officers of North Yorkshire Council, to act in your favour in connection with this application will disqualify you from the position offered. |  |
| Yes |  | No |  |  |
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| **Declarations and consents Continued** |
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| I declare that the information contained in this application form is correct and I understand that the council/school will request to see proof of my qualifications, identity and right to work in the UK at the time of interview. | Yes |  | No |  |
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| I consent to the school and North Yorkshire Council recording and processing the information detailed in this application. North Yorkshire Council will comply with their obligation under the Data Protection Act 2018. To find out about how we use your personal data for the purposes of recruitment please see our Privacy Notice at [www.northyorks.gov.uk/working-us](http://www.northyorks.gov.uk/working-us)  | Yes |  | No |  |
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| 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 will be judged as serious misconduct, which may result in dismissal, or may be a criminal offence.I understand it is an offence to apply for this role if I am barred from engaging in regulated activity relevant to children.If you submit this form via email you are declaring that the information stated is true and accurate. | Signed: |  | Date: |  |
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| **Equal opportunities and declarations** |
| North Yorkshire Council is committed to equality in employment. The Council’s aim is to ensure equality for all existing and prospective employees. In line with this North Yorkshire Council are required to publish work force data. In order to assist the Council with this aim please provide the information below in monitoring recruitment procedures for which your co-operation would be appreciated. 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 UK Data Protection Act. |
| Applicant name: |  |
| \*Date of Birth: |  |
| Post applied for: | Exam Invigilator |
| Closing date: | 23:59 Sunday, 12th October 2025 |
|  |  |  |  |  |  |  |
| Your gender? | Male |  | Female |  | Self-identification? |  |
|  |
| Please note: the categories below are taken from the 2001 Census. The Council is required to use this format for its monitoring exercises. Please state your ethnic group below. |
|  |
| White British |  | White Irish |  | White Other |  | Mixed:White and Black |  |
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| Mixed:White and Black African |  | Mixed:White and Asian |  | Asian orAsian British |  | Asian orAsian British Indian |  |
|  |  |  |  |
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| Asian orAsian British Pakistani |  | Asian orAsian British Bangladeshi |  | Asian orAsian British Other Asian |  | Black orBlack British Caribbean |  |
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| Black orBlack British African |  | Black orBlack British Other Black |  | Chinese orOther Ethnic Group |  | Other |  |
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| If you describe your ethnicity as other, please specify it here: |  |
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| Do you consider yourself to have a disability as described by the Equality Act 2010?You are disabled under the Equality Act if you have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities. Further information is available here: [Definition of disability under the Equality Act 2010 - GOV.UK (www.gov.uk)](https://www.gov.uk/definition-of-disability-under-equality-act-2010) | Yes |  | No |  |  |
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| \* For success candidates only, this information will be used as part of pre-employment vetting checks to assist in the confirmation of identity. |
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| **References:** |
| Please give the name and address of two referees (these must not be related to you). The first referee should be your present or most recent employer. If you are in, or have just completed, full-time education then one referee should be from your School, College or University. Ideally your referee(s) should be someone who was your line manager or another person in the organisation with authority. If you have previously worked with children but no longer do so, you will be asked for a referee from that employer. For teaching appointments, one referee should be the Headteacher of your most current teaching establishment. Character references must be from a professional i.e. doctor, solicitor, priest and not a friend or member of the family. |
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| Do you give permission for these referees to be contacted prior to a final offer of employment being made? | Yes |  | No |  |
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| Your first referee’s title: | Mr/Mrs/Miss/Ms/Dr | (or other title, specify): |  |
| Their full name: |  |
| Employer/Organisation name: |  |
| Address: |  |
| Post Code: |  |
| Telephone number: |  |
| Email address: |  |
| Their relationship to you: |  |
|  |
| Your second referee’s title: | Mr/Mrs/Miss/Ms/Dr | (or other title, specify): |  |
| Their full name: |  |
| Employer/Organisation name: |  |
| Address: |  |
| Post Code: |  |
| Telephone number: |  |
| Email address: |  |
| Their relationship to you: |  |
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| Please note: Employment references for shortlisted candidates will be requested prior to interview. For successful applicants, employment will offered subject to medical and DBS clearance as well as satisfactory receipt of references. |
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| **Employment details:** |
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| If you currently work for, or have previously worked for, North Yorkshire Council in a paid capacity please give details below. Please note that this does not include voluntary or agency workers. |
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| Job Title: |  | Manager’s name: |  |
| Place of work: |  | Employee Ref Number: |  |
| Start date (DD/MM/YY): |  | If you have left this role, please state reason for leaving: |  |
| Leave date (DD/MM/YY): |  |
| If this was a school, how many children were on roll? |  | Age range at this school? |  |
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| **Full other employment not with North Yorkshire Council:** |
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| Please now list your most recent employers (starting with your current one unless stated above) in order. |
| Last/Latest employer’s name: |  |
| Address: |  |
| Post code: |  |
| Telephone number: |  |
| Post held: |  | Main duties: |  |
| Grade/Salary: |  |  |
| Reason for leaving: |  |  | Start date (DD/MM/YY) |  |
| Leave date DD/MM/YY) |  |
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| Previous employer’s name: |  |
| Address: |  |
| Post code: |  |
| Telephone number: |  |
| Post held: |  | Main duties: |  |
| Grade/Salary: |  |  |
| Reason for leaving: |  |  | Start date (DD/MM/YY) |  |
| Leave date DD/MM/YY) |  |
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| **Employment details continued:** |
| Previous employer’s name: |  |
| Address: |  |
| Post code: |  |
| Telephone number: |  |
| Post held: |  | Main duties: |  |
| Grade/Salary: |  |  |
| Reason for leaving: |  |  | Start date (DD/MM/YY) |  |
| Leave date DD/MM/YY) |  |
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| Previous employer’s name: |  |
| Address: |  |
| Post code: |  |
| Telephone number: |  |
| Post held: |  | Main duties: |  |
| Grade/Salary: |  |  |
| Reason for leaving: |  |  | Start date (DD/MM/YY) |  |
| Leave date DD/MM/YY) |  |
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| **If you need to list more employers for your work history, please do so on a separate sheet of paper using the same information laid out above.** |
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| If you have any gaps in your employment, please detail them below. Continue on a separate sheet if you need to by following the same information as laid out below: |
| Gap date from? | To? | Reason for this gap? (e.g. travel, paternity, unemployment) |
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| **Education history:** |
| Please fully complete the following information detailing all of the qualifications you have received throughout your education in each phase. |
|  |
| **Secondary education attended:** | **Date attended from:** |
| [Name and Location]: | [MM/YYYY] |
|  |
| School | Subject | Qualification (e.g. GCSE) | Grade | Month and Year awarded (Mandatory) |
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| **Further college or school education (if more than one attended please detail where exams were taken):** |
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| School / College | Start date(MM/YYYY) | Subject | Qualification/Level(e.g. A-Level) | Grade | Year Obtained / Examination Date |
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| **Education history continued:** |
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| **University degree/other qualification (if applicable)** |
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| Name of University / Awarding Body | Start date(MM/YYYY) | Subject | Qualification (e.g. BSc/MA) | Year Obtained / Examination Date |
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| Please list any recent and/or significant in-service training and other courses, whether accredited or not, that you feel support your application. For teaching roles, early careers teachers are invited to outline key elements of their course and dissertation work. Please continue on a separate sheet if needed. |
| Nature or title of course | Organising Body | Date started(MM/YYYY) | Date completed(MM/YYYY) |
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| If you hold a membership for any professional body, please list it/them below: |
| Organisation or institute: | Type of membership: | Membership number: | Enrolment from date: | Enrolment to date: |
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| **Supporting evidence against the job description and person specification:** |
| Please ensure that you have read carefully the job description and person specification for the role you are applying for. In this section you should detail how your knowledge, skills and experience evidence that you meet the requirements for this post. Shortlisting and appointment to this post will be based upon your ability to meet these requirements. Write in the box below and, if needed, into the next page(s). |
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| **Further Information:** Please state in no more than 250 words, **“Why you want to work at Risedale School”.** |
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