



Leeds
CITY COUNCIL

CONFIDENTIAL SO(48)

The information you provide on this form will be used for recruitment & selection and employment contract purposes

Please complete this form in **black ink**

Please return completed application forms directly to the school.

Job Ref: ATD OFF

**Closing Date:
23rd Feb 2026**

Application For Employment as: Attendance Officer

For Office use

Title: Last Name:

First Name:

National Insurance No:

Address for Correspondence:

Postcode:

Home Tel No:
Mobile Tel No:
Work Tel No:

Email:

Correspondence relating to this application may be sent via email to the address supplied, please confirm you are happy to receive correspondence in this way
YES / NO

May we contact you at work? YES / NO

If the job includes driving, are you licensed to drive the appropriate vehicle? If you hold an HGV licence, please state class. YES NO (Please delete as appropriate)

If you are selected for interview, are there any dates when it would be impossible for you to attend?

When would you be available for work?

Is a member of your family or any person you have a close association to a Councillor or Employee of Leeds City Council? YES/NO (If yes, give details)

For Full Time posts: I am applying for Job Share / Part-Time (please delete as appropriate)

Please indicate the range of days and the maximum number of hours you are able to work

Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or see [here](#).

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

References

Please give the names and addresses of two referees. One should be your present employer or, if not employed, your last employer. If you have not been employed before, you will need to supply referees who are able to comment on your ability to do the job.

1. Title: Name:

2. Title: Name:

Occupation:

Occupation:

Address:

Address:

Postcode:

Postcode:

Telephone No:

Telephone No:

Fax No:

Fax No:

Email:

Email:

Capacity in which known:

Capacity in which known:

Referees will be automatically contacted if shortlisted for an interview

It is not necessary to complete this page if you are applying for a manual job

Knowledge

Please show that you have the knowledge asked for in the Employee Specification gained either through work, education, home or voluntary activities.

Experience

Please show that you have the experience asked for in the Employee Specification gained either through work, home or voluntary activities.

Skills

Please show that you have the skills asked for in the Employee Specification gained either through work, home or voluntary activities.

Additional Information

You must not exceed two sides of A4 paper (this does not apply to Disabled Applicants). CV's are **NOT** allowed.

Please show how you meet the additional factors on the Employee Specification and use this section if there is any other information you wish to add in support of your application.

Additional Information (continued)

Privacy Notice

The information detailed in this application form will be used in order to process your application and in line with the school's Recruitment and Selection process. The lawful basis for processing this information is with a view to entering into a contract with you.

Your information may be shared may be shared with Leeds City Council HR in their role as data processor under the terms of the service level agreement where they have a legitimate business need to access it, and externally where required for the recruitment process, for example, in order to obtain references or where background checks are required. Your information will only be shared where necessary, and in accordance with data protection law.

If successful, this form will be retained on your personnel file and kept for a period of 6 years after the termination of your employment.

Application forms submitted by unsuccessful candidates will be destroyed after six months from the date the post was appointed to.

For more detailed information about how your information will be processed, and for details of their Data Protection Officer, contact the school direct.

Information regarding your rights in relation to your personal data are available via the Information Commissioner's Office: www.ico.org.uk.

Declaration

I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to a) references which are satisfactory to the school b) a satisfactory DBS certificate and check of the Barred list c) the entries on this form proving to be complete and accurate and d) a satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

Signature _____ **Date** _____

EQUAL OPPORTUNITIES

We promote diversity and want a workforce which reflects the people of Leeds. We will use your answers to monitor and check the fairness of our recruitment. Any information you provide will be kept confidential. You do not have to answer these questions and if you do not then it will not make any difference to your application.

Where did you see this post advertised?

Date of Birth:

Male

Female

Are you Disabled ?

Yes

No

Please identify your marital status:

Married Civil Partnership Co-habiting Single Other

Please identify your religion:

Buddhist Christian Hindu Jewish Muslim No Religion
Rastafarian Sikh Other

Please identify your sexual orientation: (definitions below)

Heterosexual Lesbian Gay man Bisexual

Heterosexual – Someone who is attracted, emotionally and or physically, to persons of the opposite sex.

Lesbian – A woman who is attracted, emotionally and or physically, to other women.

Gay man – A man who is attracted, emotionally and or physically, to other men.

Bisexual – Someone who is attracted, emotionally and or physically, to both sexes.

Ethnic Origin**Asian or Asian British**

Bangladeshi

AB

Indian

AI

Kashmir

AK

Pakistani

AP

Other (Specify)

AO

Black or Black British

African

BF

Caribbean

BC

Other (Specify)

BO

Chinese or other ethnic groups

Chinese

CC

Other (specify)

CO

Mixed

White and Asian

MA

White and Black African

MF

White and Black Caribbean

MC

Other (specify)

MO

White

British

WB

Irish

WI

Other (specify)

WO

Gypsy/Roma/Travellers GR