

Job Application Form

Job Title: General Teaching Assistant

Closing Date: Monday 5th December 2022

Please email completed applications to vicky.harris@roecliffeschool.co.uk

Personal details

Name:	
Address:	
Postcode:	
Phone number:	
Email address:	
National Insurance Number:	

Eligibility

	Yes	No
<p>Do you have the right to work in the UK? (Please tick as appropriate)</p> <p>We require proof of this before an offer of employment can be confirmed. You must provide any relevant documentation which confirms your right to work in the UK as required by the Immigration, Asylum and Nationality Act 2006.</p>		
<p>Are there any reasons (including but not limited to any criminal convictions or charges) which may be considered by the school to raise questions around your suitability to work in a school and or with children?</p>		
<p>Have you ever been dismissed by an employer due to concerns or allegations about child safeguarding issues; or have you ever resigned following allegations being raised with you about child safeguarding issues?</p>		

	Yes	No
Have you ever lived/worked outside the UK? (Please tick as appropriate) If yes please provide details:		
Do you hold a Certificate of Good Conduct for your time spent abroad? If yes, please provide the country and date of issue?		

Education

Please list your educational history in reverse chronological order, starting with the last institution you attended.

Name of institution	Qualifications

Employment history

Please list your employment history in reverse chronological order, starting with your most recent employer.

Name of Company	Date Commenced	Date Ended	Job Title	Reason for leaving
Main Responsibilities				

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Additional qualifications and training

Please list any training you have received that you consider advantageous for this role:

Teaching Posts Only

Teacher Reference Number			
Current Salary Point			
Date QTS Awarded			
Induction period completed?	Yes / No	Date of Completion:	
If you have answered No, please select the appropriate option:	Not Started		
	First formal assessment satisfactorily completed		
	Exempt – please state reason		

Special arrangements

If you require any special arrangements to be made in order to assist you if called for interview, please provide any details in the box below:

References

Please give the name and address of two references (not relatives) one of whom should be your present employer (or last employer if not currently employed).

Name:	Name:
Position:	Position:
Company:	Company:
Address:	Address:
Telephone no:	Telephone no:
Email:	Email:
Nature of relationship:	Nature of relationship:
Do you give permission for referee to be contacted prior to interview? Yes/No	Do you give permission for referee to be contacted prior to interview? Yes/No

Suitability

Please detail your suitability for this position under the heading below, stating when and where your skills and experience were gained.

Criteria specifically required for the role (including working in schools where applicable)

Declaration

I certify that all information that I have provided is correct. I understand that any false information given may result in a job offer being withdrawn or disciplinary proceedings.

Name:

Signed:

I confirm that I am not barred by the Disclosure & Barring Service from working with or applying to work with children or included on the DBS Children's Barred List.

Notes and terms of advertisement

1) References

- a. It is our policy to take up references for shortlisted candidates. Give names and addresses of two referees, one of which should be your present or most recent employer. For teaching vacancies please include your last teaching role.
- b. If you are known to your referee/s by a former name please supply the name by which you were known. Your referee should have direct knowledge of your professional capacities and performance.
- c. We reserve the right to take up references with any previous employer.
- d. Your current employer will be asked to provide a reference, in which details of the following will be asked
 - i. any disciplinary action taken relating to any offence against children or disadvantaged adults, including any in which the penalty has expired
 - ii. whether you have been the subject of any child protection concerns and any outcomes from this.

2) Immigration, Asylum and Nationality Act (2006)

- a. In accordance with the Immigration, Asylum and Nationality Act 2006, the school requires new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, all candidates shortlisted for interview are required to complete a declaration and to produce acceptable specified documentary evidence at interview.

3) Safeguarding Vulnerable Groups Act (2006) and Keeping Children Safe in Education

- a. The School is obliged by law to operate a checking procedure for employees who have substantial access to children and young people.
- b. The School will undertake an online check of publicly available material – to highlight any potential concerns regarding working with children.

4) Data Protection Act 2018

- a. The information provided by you on this form as an applicant will be stored securely either on paper or electronically in accordance with our obligations under the Data Protection Act 2018 and General Data Protection Regulation. The information provided will be processed solely for the purpose of recruitment and any other activity relating to this recruitment. For more information in relation to how we process your personal data, please see our privacy policy or contact us for more information.
- b. I hereby give my consent for the information provided on this form to be held on computer or other relevant filing system and to be shared with other Third Party Processors for the purpose of this recruitment in accordance with Data Protection 2018.

5) Conditions

- a. A candidate for any appointment with the School must state below any known relationship to any member of the School, Trust, governing body or trustees or related to an employee of the School or Trust when making an application. A candidate failing to disclose such a relationship or seeking to improperly influence the recruitment and selection process shall be disqualified from appointment, or if appointed, shall be liable to dismissal without notice.
- b. By submitting this form online, you agree that this is equivalent to you signing the declaration.