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**Application for the post of Higher Level Teaching Assistant.**

***Please write in black ink or type. Do NOT include a CV. Please refer to the accompanying job description and job specification when completing the application.***

**Section 1 - Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:** | Click or tap here to enter text. | **Forename(s):** | Click or tap here to enter text. |
| **Former surname(s) (for pension purposes):** | Click or tap here to enter text. |
| **Postal Address:** | Click or tap here to enter text. | **Telephone** |
| **Mobile:** | Click or tap here to enter text. |
| **Home:** | Click or tap here to enter text. |
| **Postcode:** | Click or tap here to enter text. | **Resident Since:** | Click or tap here to enter text. |
| **e-mail:** | Click or tap here to enter text. |
| **National Insurance Number:** | Click or tap here to enter text. |

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? Yes [ ]  No [ ]

If successful in your appointment, would you require a work permit prior to taking up employment? Yes [ ]  No [ ]

If yes, please give details: Click or tap here to enter text.

Have you ever lived and/or worked outside of the UK? Yes [ ]  No [ ]

If yes, please give details: Click or tap here to enter text.

Do you hold a Certificate of Good Conduct for your time spent abroad? Yes [ ]  No [ ]

If yes, please provide the date of issue: Click or tap here to enter text.

***For office use only - please remove sections 1 and 11 of this application form before presenting to the selection panel for shortlisting.***

**Section 2 - Education & Qualification**

|  |  |  |  |
| --- | --- | --- | --- |
| **University** | **Date** | **Qualification** | **Date of Award** |
| **From** | **To** | **Degree** | **Classification** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **College or Further Education** | **Date** | **Qualification** | **Date of Award** |
| **From** | **To** | **Subject** | **Qualification** | **Grade** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Secondary School** | **Date** | **Qualification** | **Date of Award** |
| **From** | **To** | **Subject** | **Qualification** | **Grade** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Date of Qualified Teacher Status:** | Click or tap here to enter text. |
| **DFE Teacher Reference Number:** | Click or tap here to enter text. |
| **Induction period completed?** | Click or tap here to enter text. |

**Section 4 - Professional Development**

***Please provide details of any recent significant in-service training courses etc. (Early Career Teachers are invited o outline key elements of their course and dissertation work.)***

|  |  |  |
| --- | --- | --- |
| **Organising Body** | **Date** | **Nature/Title of Course** |
| **From** | **To** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**Section 5 - Employment Details**

Have you previously worked for or are currently working for North Yorkshire Council? (An employee is defined as someone who is paid directly by NYCC and does not include those working in a voluntary capacity or via an agency) Yes [ ]  No [ ]

|  |  |
| --- | --- |
| **Place of work:** | Click or tap here to enter text. |
| **LEA or Trust:** | Click or tap here to enter text. |
| **Address:** | Click or tap here to enter text. |
| **Post code:** | Click or tap here to enter text. |
| **Telephone:** | Click or tap here to enter text. |
| **Job title:** | Click or tap here to enter text. |
| **Employment start date:** | Click or tap here to enter text. |
| **Employment end date:** | Click or tap here to enter text. |
| **Salary/grade:** | Click or tap here to enter text. |
| **Earliest leaving date:** | Click or tap here to enter text. |
| **Age range (teaching roles):** | Click or tap here to enter text. |
| **Reason for leaving:** | Click or tap here to enter text. |
| **Summary of current role:** | Click or tap here to enter text. |

**Section 6 - Previous Employment**

List all of your previous jobs (most recent first).

|  |  |
| --- | --- |
| **Place of work:** | Click or tap here to enter text. |
| **LEA or Trust:** | Click or tap here to enter text. |
| **Address:** | Click or tap here to enter text. |
| **Post code:** | Click or tap here to enter text. |
| **Telephone:** | Click or tap here to enter text. |
| **Job title:** | Click or tap here to enter text. |
| **Employment start date:** | Click or tap here to enter text. |
| **Employment end date:** | Click or tap here to enter text. |
| **Salary/grade:** | Click or tap here to enter text. |
| **Age range (teaching roles):** | Click or tap here to enter text. |
| **Reason for leaving:** | Click or tap here to enter text. |
| **Summary of role:** | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Place of work:** | Click or tap here to enter text. |
| **LEA or Trust:** | Click or tap here to enter text. |
| **Address:** | Click or tap here to enter text. |
| **Post code:** | Click or tap here to enter text. |
| **Telephone:** | Click or tap here to enter text. |
| **Job title:** | Click or tap here to enter text. |
| **Employment start date:** | Click or tap here to enter text. |
| **Employment end date:** | Click or tap here to enter text. |
| **Salary/grade:** | Click or tap here to enter text. |
| **Age range (teaching roles):** | Click or tap here to enter text. |
| **Reason for leaving:** | Click or tap here to enter text. |
| **Summary of role:** | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Place of work:** | Click or tap here to enter text. |
| **LEA or Trust:** | Click or tap here to enter text. |
| **Address:** | Click or tap here to enter text. |
| **Post code:** | Click or tap here to enter text. |
| **Telephone:** | Click or tap here to enter text. |
| **Job title:** | Click or tap here to enter text. |
| **Employment start date:** | Click or tap here to enter text. |
| **Employment end date:** | Click or tap here to enter text. |
| **Salary/grade:** | Click or tap here to enter text. |
| **Age range (teaching roles):** | Click or tap here to enter text. |
| **Reason for leaving:** | Click or tap here to enter text. |
| **Summary of role:** | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Place of work:** | Click or tap here to enter text. |
| **LEA or Trust:** | Click or tap here to enter text. |
| **Address:** | Click or tap here to enter text. |
| **Post code:** | Click or tap here to enter text. |
| **Telephone:** | Click or tap here to enter text. |
| **Job title:** | Click or tap here to enter text. |
| **Employment start date:** | Click or tap here to enter text. |
| **Employment end date:** | Click or tap here to enter text. |
| **Salary/grade:** | Click or tap here to enter text. |
| **Age range (teaching roles):** | Click or tap here to enter text. |
| **Reason for leaving:** | Click or tap here to enter text. |
| **Summary of role:** | Click or tap here to enter text. |

Please identify and account for any gaps in employment here, or use this space to add additional previous employers if required.

Click or tap here to enter text.

**Section 7 - Reference - Present or Most Recent Employer**

|  |  |
| --- | --- |
| **Name:** | Click or tap here to enter text. |
| **Job title:** | Click or tap here to enter text. |
| **Address:** | Click or tap here to enter text. |
| **Post code:** | Click or tap here to enter text. |
| **Telephone:** | Click or tap here to enter text. |
| **Email address:** | Click or tap here to enter text. |
| **Relationship to you?** | Click or tap here to enter text. |

Do you give permission for referees to be contacted prior to an offer of employment being made? Yes [ ]  No [ ]

**Section 8 - References**

|  |  |
| --- | --- |
| **Name:** | Click or tap here to enter text. |
| **Job title:** | Click or tap here to enter text. |
| **Address:** | Click or tap here to enter text. |
| **Post code:** | Click or tap here to enter text. |
| **Telephone:** | Click or tap here to enter text. |
| **Email address:** | Click or tap here to enter text. |
| **Relationship to you?** | Click or tap here to enter text. |

Do you give permission for referees to be contacted prior to an offer of employment being made? Yes [ ]  No [ ]

**Section 9 - Declarations and Consents**

Are you related to any member or employee of the council? Yes [ ]  No [ ]

If yes, please give details: Click or tap here to enter text.

Are you related to any member of the school Governing Body? Yes [ ]  No [ ]

If yes, please give details: Click or tap here to enter text.

I understand that canvassing of any Governors, Members or Officers of North Yorkshire Council in connection with this appointment will disqualify me.

Yes [ ]  No [ ]

Has any previous employer expressed concerns and/or taken any action, whether informal/formal (including suspension from duty) on the following (include any investigations or actions taken by your professional body):

Capability/performance Yes [ ]  No [ ]

If yes, please give details: Click or tap here to enter text.

Disciplinary Yes [ ]  No [ ]

If yes, please give details: Click or tap here to enter text.

Are there any dates when you would not be available for interview in the near future?

Yes [ ]  No [ ]  If yes, please give dates: Click or tap here to enter text.

Do you hold a current driving license? Yes [ ]  No [ ]

|  |  |
| --- | --- |
| **Driving licence number:** | Click or tap here to enter text. |
| **Driving licence type** | Click or tap here to enter text. |
| **Valid from?** | Click or tap here to enter text. |
| **Telephone:** | Click or tap here to enter text. |
| **Issue country:** | Click or tap here to enter text. |
| **What type of license is it?** | Click or tap here to enter text. |
| **Do you have use of a car?** | Click or tap here to enter text. |

I declare that the information contained in this application form is correct and understand that the Council will request to see proof of qualifications at the time of interview.

Yes [ ]  No [ ]

I consent to 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.

Yes [ ]  No [ ]

Have you ever been convicted of a criminal offence/received a caution, reprimand or warning?

Yes [ ]  No [ ]

**Under the Safeguarding Vulnerable Groups Act 2006, it is a criminal offence for a barred person to knowingly work, or apply to work in regulated activity with vulnerable groups.**

**As you are applying for a post which requires a DBS clearance, under the Rehabilitation of Offenders Act 1974, you are required to disclose full details of any ‘spent’ and ‘unspent’ convictions. If you answered ‘Yes’ to this question, please provide details below and include the date of the conviction.**

Click or tap here to enter text.

**Section 10 - Supporting Evidence**

***Please ensure that you have carefully read the job description and person specification for the role that you are applying for. In this section you are required to detail how your knowledge, skills and experience demonstrate that you meet the requirements for this post as detailed in the person specification and advertisement. Shortlisting and appointment to this post will be based on your ability to meet these requirements.***

***You can add your supporting evidence into the text box below, or alternatively, submit a letter of application alongside this application form. If choosing the second option, please say so in the text box below.***

***All complete applications should be returned to the school address, or can be emailed to*** *admin@barlbybridge.n-yorks.sch.uk*

Click or tap here to enter text.

**Section 11 - Equal Opportunities**

***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.***

***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 Data Protection Act.***

***Please refer to the Guidance Notes for Applicants for further information about this form.***

|  |  |
| --- | --- |
| **1** | **Which of the following most closely describes your gender:** |
|  | **Male** |[ ]  **I describe myself as:** | Click or tap here to enter text. |
|  | **Female** |[ ]  **Prefer not to say:** |[ ]   |

|  |  |
| --- | --- |
| **2** | **Where did you see the job advertised?** |
|  | **Local Press** |[ ]  **National Press** |[ ]  **NYC** |[ ]
|  | **DfE** |[ ]  **Word of Mouth** |[ ]  **Other** |[ ]

|  |  |
| --- | --- |
| **3** | **Please note: the categories below are taken from the 2021 Census. The Council is required to use this format for its monitoring exercises. What is your ethnic group? Please select from the list below.** |
|  | **White** | **Mixed** | **Asian or Asian British** |
|  | **British** |[ ]  **White & Black Caribbean** |[ ]  **Indian** |[ ]
|  | **Irish** |[ ]  **White & Black African** |[ ]  **Pakistani** |[ ]
|  | **Other (specify)** |[ ]  **White & Asian** |[ ]  **Bangladeshi** |[ ]
|  | Click or tap here to enter text. | **Other (specify)** |[ ]  **Other (specify)** |[ ]
|  |  | Click or tap here to enter text. | Click or tap here to enter text. |
|  | **Black or Black British** | **Chinese or other Ethnic Group** |
|  | **Caribbean** |[ ]  **Chinese** |[ ]
|  | **African** |[ ]  **Other (specify)** |[ ]
|  | **Other (specify)** | Click or tap here to enter text. | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **4** | **Do you consider yourself to have a disability?** |
|  | **Yes** |[ ]  **No** |[ ]
|  | **If yes, please detail the nature of the disability. This information will not be made available to those involved in recruiting.**  **please detail any reasonable adjustments that you would require if you were selected to attend an interview/assessment event.** |
|  | Click or tap here to enter text. |

**APPLYING FOR A JOB WITH NORTH YORKSHIRE COUNCIL**

**IMPORTANT ADVICE ON COMPLETING THIS APPLICATION**

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

**Data Protection**

The information that you state on this application form will be used by the Council to consider you for a job vacancy. 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)

**Rehabilitation of Offenders**

If the post you are applying for requires you to have a Disclosure and Barring Service criminal records check you will be required to disclose full 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.

A DBS check will be carried out for successful applicants where the post applied for involves access to children and/or vulnerable adults. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries. In the event of employment, any failure to disclose such convictions will normally result in dismissal by the authority. Any information given will be completely confidential and will be considered only in relation to this application.

**Information in Support of your Application**

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.

**Canvassing**

You must not try to influence an elected Council Member, or any council employee, or if you are applying to a school, a member of the school governing body, to act in your favour, as this will disqualify you. If you are related to a Councillor, a Council employee or a governor you must indicate this in the relevant section of the application form.

# Policy Statement on the Recruitment of Ex-Offenders

1. As an organisation using Disclosure and Barring Service disclosures to assess applicants’ suitability for positions of trust, North Yorkshire Council complies fully with the DBS Code of practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a disclosure on the basis of conviction or other information revealed.
2. North Yorkshire Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
3. We have a written policy on the recruitment of ex-offenders, which is made available to all disclosure applicants at the outset of the recruitment process.
4. We actively promote 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. We select all candidates for interview based on their skills, qualifications and experience.
5. A disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a disclosure will be requested in the event of the individual being offered the position.

1. Where a disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within North Yorkshire Council and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.
2. Unless the nature of the position allows North Yorkshire Council to ask questions about your entire criminal record we only ask about the “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974.
3. We ensure that all those in the North Yorkshire Council who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure 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.
4. At interview, or in a separate discussion, we ensure 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 the withdrawal of an offer of employment.
5. We make every subject of a DBS disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
6. We undertake to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer of employment.
7. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

(Source [www.disclosures.gov.uk](http://www.disclosures.gov.uk))