**Application Form**

Education & Case Management Services (ECMS) Ltd is not the employer for this post

ECMS Ltd acts as and ‘agent’ for our clients, providing support with advertising, recruitment and management of Teaching and Rehabilitation Assistants.

If you are completing this form by hand, please use **black** ink.

|  |  |
| --- | --- |
| Post Ref: |  |
| Application for the post of |  |
| How did you hear about the vacancy? |  |

**Personal Details**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Forename(s): |  | | Surname: |  | | |
| Address |  | | | | | |
| Post code: |  | | Nat Ins. no: |  | | |
| Email: |  | | | | | |
| Telephone no: |  | | Mobile no: |  | | |
| Full UK driving licence held? (delete as appropriate) | | Yes / No | Do you have use of a vehicle for work? | | | Yes / No |
| Do you have any penalty points/ driving offences? | | Yes / No | If yes, please explain: | |  | |

**Health**

(NB: The Disability Discrimination Act defines a person as having a disability if he/she “has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities”)

|  |  |
| --- | --- |
| In considering the job description and person specification for this post, is there anything we need to know about your general state of health which you think might effect your ability to carry out the duties of the post? | Yes / No |
| If yes, please provide details here. | |
|  | |
| If you have a disability, please tell us what adjustments we may need to make to assist you at interview | |
|  | |

**Previous Teaching Assistant Experience – Please list most recent first**

Please include all teaching history. (Including information such as % of time teaching, ability levels, subjects taught etc.) If newly qualified, please give information of teaching practices in “Details of the Post”.

Current Position:

|  |  |  |  |
| --- | --- | --- | --- |
| School name: |  | | |
| Address &  Telephone Number: |  | | |
| Local Authority: |  | | |
| Post Title: |  | | |
| Grade/Scale:  (Please specify salary point) |  | Allowances:  (Please specify) |  |
| Approximate number on roll: |  | Age range taught: |  |
| Dates:  From - To: |  | Subject/  Specialisms: |  |
| Details of Post: |  | | |

**Previous Teaching Assistant Experience/ Roles:**

(Continue on a separate sheet if necessary, ensuring your name and the post you are applying for are clearly stated)

|  |  |  |  |
| --- | --- | --- | --- |
| School name: |  | | |
| Local Authority: |  | Post title: |  |
| Approximate number on roll: |  | Age range taught: |  |
| Dates:  From - To: |  | Subject/  Specialisms: |  |
| Details of Post:  (Please include any management allowances held) |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| School name: |  | | |
| Local Authority: |  | Post title: |  |
| Approximate number on roll: |  | Age range taught: |  |
| Dates:  From - To: |  | Subject/  Specialisms: |  |
| Details of Post:  (Please include any management allowances held) |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| School name: |  | | |
| Local Authority: |  | Post title: |  |
| Approximate number on roll: |  | Age range taught: |  |
| Dates:  From - To: |  | Subject/  Specialisms: |  |
| Details of Post:  (Please include any management allowances held) |  | | |

**Employment outside of Teaching Assistant**

(Please include all employment history since leaving secondary education, if not included in teaching assistant experience.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer & Address: | Job Title & Main Duties:  Include Grade / Scale | Full or Part Time | Dates: | |
| From: | To: |
| A. |  |  |  |  |
| B. |  |  |  |  |
| C. |  |  |  |  |
| D. |  |  |  |  |

**Other relevant experience**

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**Education & Qualifications.**

Please give details of all nationally recognised qualifications awarded/ results awaited: from GCE Advanced Level to further Degree Level or their equivalents in chronological order. (Continue on a separate sheet if necessary, ensuring your name and the post you are applying for are clearly stated)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Attended | | Name of  School/College: | Qualification: | Subject: | F/T  or P/T: | Grade/  Level: | Date Gained: |
| From | To |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Education continued**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Attended | | Name of  School/College: | Qualification: | Subject: | F/T  or P/T: | Grade/  Level: | Date Gained: |
| From | To |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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**Other continuing professional development**

(Continue on a separate sheet if necessary, ensuring your name and the post you are applying for are clearly stated)

|  |  |  |  |
| --- | --- | --- | --- |
| Title of Course: | Organising Body: | Awards (if any): | Date of Attendance: |
|  |  |  |  |
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**GAPS**

It is a requirement of this company that you list all DATES OF GAPS in employment since leaving full time education. Please provide a brief description for each GAP in employment.

|  |  |
| --- | --- |
| **Dates of GAPS** | **Reason for GAP** |
|  |  |
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| --- |
| **Please tell us why you wish to apply for this post; include any relevant experience or other information in support of your application. Please refer to the job description and person specification** (continue a separate sheet if necessary, ensuring your name and post you are applying for are clearly stated). |

**References**

Please give details of two referees; one of whom must be your current or most recent employer. Please indicate below **if we cannot** contact your referees prior to interview. If an indication is not given, we will approach referees in advance.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Referee 1 – Current / most  recent employer** | | | **Referee 2** | | |
| Name: |  | | Name: |  | |
| Job Title: |  | | Job Title: |  | |
| Company: |  | | Company: |  | |
| Address: |  | | Address: |  | |
| Email: |  | | Email: |  | |
| Telephone: |  | | Telephone: |  | |
| Capacity known to you | | | Capacity known to you | | |
|  | | |  | | |
| Contact before interview? | | Yes / No | Contact before interview? | | Yes / No |

**Work Permits**

Do you need a UK work permit to do this job under the terms and conditions of the Asylum and Immigration Act 1996? Please indicate your eligibility to work below:

|  |  |
| --- | --- |
|  | Please ✓ |
| No, I do not need a UK permit. |  |
| No, I have a UK training and work experience permit. |  |
| Yes, I need a UK work permit. |  |
| Where applicable, please give details of any work permit held: | |
|  | |

**Criminal Convictions**

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975 [2013]) provide that certain spent convictions and cautions are protected and not subject to disclosure to employers and cannot be taken into account. Please refer to the attached guide ‘What will be filtered by the DBS’ for more information.

|  |  |  |  |
| --- | --- | --- | --- |
| Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the [Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)](http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf). | | | **Yes / No** |
| Signature: |  | Date: |  |

**If yes**, provide details on the attached sheet and enclose with this form. Successful applicants will be subject to checks with the Disclosure and Barring Service. Failure to disclose relevant information is considered to be gross misconduct and could result in the termination of any contract awarded. **Please note, a conviction will not necessarily be a bar to employment.**

**Declaration**

I confirm that the information provided is correct and complete and that misleading statements may be sufficient for cancelling any agreements made. I understand that because of the nature of the duties the post holder will be expected to undertake, I must declare details of any criminal convictions, cautions, reprimands and final warnings that are not protected, or other information which may have a bearing on my suitability for the post.

I understand that a Disclosure and Barring Service (DBS) Disclosure will be sought in the event of a successful application.

By submitting this application form, I authorise Education & Case Management Services Ltd to process the information in line with the Data Protection Act 1998 and General Data Protection Guidelines 2016.

Signature: Date:

**Policy Statement on the Recruitment of Ex-offenders**

* 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), Education & Case Management Services Ltd complies fully with the code of practice and undertakes to treat all applicants for positions fairly.
* Education & Case Management Services Ltd undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
* Education & Case Management Services Ltd can only ask an individual to provide details of convictions and cautions that Education & Case Management Services Ltd are legally entitled to know about. Where a DBS certificate at either standard or enhanced level 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).
* Education & Case Management Services Ltd can only ask an individual about convictions and cautions that are not protected.
* Education & Case Management Services Ltd is committed to the fair treatment of users of its services, any employees or potential employees of service users, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
* Education & Case Management Services Ltd 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.
* Due to the nature of the work undertaken by post holders, all posts are subject to enhanced DBS checks. All application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
* Education & Case Management Services Ltd ensures that those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
* At interview, or in a separate discussion, Education & Case Management Services Ltd 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.
* Education & Case Management Services Ltd makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request and undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

**Cautions, Convictions, Reprimands or Final Warnings including any spent convictions and cautions, that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975 [amended 2013])**

Please provide detail below; sign, date and return this sheet with your application.

|  |  |
| --- | --- |
| **Caution / Conviction /  Reprimand / Final Warning** | **Date of Caution / Conviction / Reprimand / Final Warning** |
|  |  |
|  |  |

**Print Name: Date:**

**Sign:**