

# THE HAWKSMOOR LEARNING TRUST

**Teaching and Learning Support Assistant Application Form**

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| **APPLICATION FOR THE POST OF TEACHING AND LEARNING SUPPORT ASSISTANT** | |
| **Please highlight which school(s) you would like your application to be considered for:** | |
| Nicholas Hawksmoor Primary School | Marie Weller Primary School |
| Bracken Leas Primary School | The Radstone Primary School |
| **Post Number (If applicable) --- N/A** | |

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| **1 PERSONAL DETAILS** |  |
| **Surname** | **First Name(s)** |
| **Title (Mr, Mrs, Miss, Ms etc)** | **Preferred Name** |
| **Any other former Surnames** | **Any other former Forenames** |
| **Address** | **Telephone Numbers:** |
|  | **Home** |
|  | **Work** |
|  | **Mobile** |
| **Post Code** | **Email address** |
| **National Insurance Number** |  |
|  |  |
| **2 CURRENT OR MOST RECENT EMPLOYMENT** | |
| **Name of Local Authority or Employer** |  |
| **Name and address of School or Establishment** | |
| **Post Code** | **Telephone Number** |
| **Position Held State if Permanent/Temporary/Acting/Supply** | |
| **Date Appointed to School Date Appointed To Position** | |
| **Date Free to Take Up Appointment Age Range of School** | |
| **Second Subject Offered** |  |
| **Salary/Allowance Details:**  Your current teaching or teaching assistant scale or grade:  Current Salary (for non-education employment): | |
| **Please give a brief description of the main duties of this post:** | |

3 PREVIOUS EMPLOYMENT

Starting with your most recent employment, list all paid employment, voluntary work, periods of unemployment and time spent out of employment whilst undertaking caring responsibilities since leaving school, college or university. You must provide explanations for any gaps or periods not in employment; training or education since leaving secondary education. Teaching practice should only be included where this application is for your first teaching job.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of school, employer or voluntary agency (inc name of LA)** | **Fulltime/ Part time/ Supply** | **School Type: Primary/ Secondary/ Special/ Other** | **Age Range Of School** | **Number on Roll** | **Position held and salary point** | **From Month/ Year** | **To Month/ Year** | **Reason for Leaving** |
|  |  |  |  |  |  |  |  |  |

**We reserve the right to approach any of the previous employers/organisations listed in this section to confirm the details you have supplied.**

4 EDUCATION AND QUALIFICATIONS

Please give details of your education and any qualifications obtained with most recent first. This should include any qualifications which you are currently studying for. You will be required to produce original documents, a certified copy or letter of confirmation from the awarding authority for all your qualifications and accreditations at your interview. Qualifications obtained overseas must be supported by NARIC accreditation.

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| --- | --- | --- |
| **Institute/University/college/Secondary School** | **Qualifications and Grades Achieved** | **Date Awarded** |
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5 TEACHER TRAINING, OTHER PROFESSIONAL QUALIFICATIONS AND MEMBERSHIP

You will be required to produce original documents, a certified copy or letter of confirmation from the awarding authority for all your qualifications and accreditations at your interview. Qualifications obtained overseas must be supported by NARIC accreditation. Please list most recent award first.

|  |  |  |  |
| --- | --- | --- | --- |
| **College or Department of Education Attended (with dates)** | **FT/PT** | **Qualifications and Grades Achieved** | **Date Awarded** |
|  |  |  |  |

GTC Number (formerly known as DfE Number):

Do you have Qualified Teacher Status (QTS)? YES NO Date Qualified Teacher Status attained:

If you qualified as a teacher after 7th May 1999, have you successfully completed NQT Induction? YES NO

6 IN-SERVICE COURSES AND ADDITIONAL ACHIEVEMENTS

(For example; swimming awards, music certificates, coaching awards etc.) You will be required to produce original documents, a certified copy, or letter of confirmation from the awarding authority for all your qualifications and accreditations at your interview. Qualifications obtained overseas must be supported by NARIC accreditation.

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| --- | --- | --- |
| **Title of Training Programme/Course** | **Date** | **Awarding Body** |
|  |  |  |

7 ADDITIONAL INFORMATION

Please indicate your preferred school (where 1 is the highest and 4 is the lowest):

Nicholas Hawksmoor Primary School 🞏 Marie Weller Primary School 🞏

The Radstone Primary School 🞏 Bracken Leas Primary School 🞏

Please indicate below if you wish to undertake this job on a flexible working arrangement:

Full time 🞏 Part-time 🞏 Job Share 🞏

**PLEASE PROVIDE A SEPARATE LETTER TO SUPPORT YOUR APPLICATION AS DETAILED IN THE GUIDANCE.**

Please detail below any hobbies or interests you have:

8 REFERENCES

References will only be required for candidates shortlisted for interview. Candidates must give names and addresses of two referees (not relatives, friends or people with whom you live). If you have been in employment, one referee must be your present or most recent employer. If the employment was within a school, the reference must be written by the Head Teacher. We reserve the right to ask you for further referees or contact previous employers if necessary.

A REFEREE DETAILS B REFEREE DETAILS

Name Name

……………………………………………………………………. ………………………………………………………………

Position in organisation Position in organisation

*(if applicable) (if applicable)*

Relationship to Applicant Relationship to Applicant

……………………………………………………………………. ……………………………………………………………… Address Address

Postcode Postcode

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Email Email

……………………………………………………………………. ………………………………………………………………

Telephone Number Telephone Number

……………………………………………………………………. ……………………………………………………………… Name by which you are known to your referee(s) if different from now

……………………………………………………………………………………………………………………………………………..

May we contact your present employer if you are shortlisted? YES NO

If you have indicated NO above, please note that satisfactory references will be required if you are the preferred candidate after interview and before starting employment.

Are there any restrictions to your residence in the UK which might affect your right to take up employment with the Academy? (If Yes please provide details:) YES NO

……………………………………………………………………………………………………………………………………………. If you are successful in your application, would you require a work permit prior to taking up employment?

YES NO

**Applicants should note that failure to declare any restrictions to employment or the need for a work permit could lead to termination of service.**

10 DECLARATION

**I declare that the information I have provided is a complete and true statement.**

**I understand that any offer of appointment and subsequent employment is conditional on this declaration and if my application is incomplete, untrue or inaccurate, then the Trustee Board shall be entitled to withdraw any offer of appointment or terminate any contract of employment.**

**I understand that the information provided on this application form will be used to form the basis of a personnel file and a computerised personnel record should an offer of appointment be made. Further details about data protection will follow with any contract of employment.**

**Signature: Date:**

**PRINT NAME:**

**The Hawksmoor Learning Trust**

**Marie Weller Primary School**

**Redcar Road**

**Towcester**

**NN12 6LZ**

**Tel: 01327 552181**

**Email:** [**pa@thlt.academy**](mailto:pa@thlt.academy)