**Job Application Form**

**IMPORTANT – Please read all parts carefully before completing this form.**

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| --- |
| Please return your completed application form by email to [sbm@derwentprimary.net](mailto:sbm@derwentprimary.net)  or post to Derwent Primary School, St Marks Rd, Derby, DE21 6AL for receipt by the closing date of 18th June 2025.  Please ensure your email subject line or envelope states the **job title** and **reference number**  You are responsible for ensuring your application form is received by the deadline.  If you have any queries on the application process, please contact Wendy Jordan 01332 346222. |

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. A copy of our school/trust child protection policy can be accessed here <https://www.derwentprimary.net/information/policies/> A copy of our Safer Recruitment Policy (including the recruitment of ex-offenders can be accessed [**here**](https://www.oneacademytrust.org.uk/trust-information/policies-and-documents/)**.** Printed copies of both can be provided on request.

**Any job offer will be conditional upon the satisfactory completion of the pre-employment checks.**

### Data Protection Notice:

Throughout this form, we ask for some personal data about you. In compliance with the Data Protection Act 2018 and UK GDPR, the ONE Academy Trust privacy notice details the purpose for which we are processing the data we have asked you to provide on this application form. You’ll find more information on how we use your personal data in our privacy notice for job applicants which you can access on the ONE Academy Trust website [**here**](https://www.oneacademytrust.org.uk/trust-information/policies-and-documents/). The privacy notice also explains how to contact us if you wish to raise a concern about how we have collected and processed the information you have provided on this form. The information you have provided on this form will be retained in accordance with our data retention policy.

This application form will be kept strictly confidential to those entitled to see the information. It may be photocopied and/or may be transmitted electronically for use by those entitled to review the information as part of the recruitment process.

### Instructions:

This form consists of three parts:

**Part 1** – Information for shortlisting and interview

**Part 2** – Applicant Information

**Part 3** – Equalities Monitoring

Please ensure that you complete **all** of **Part 1** and **Part 2** of the application **except** where the section does not apply to the job role. Applications will only be accepted if **all** the **required** sections of Part 1 and Part 2 of this form are completed in full.

Please complete the form in black ink or type. **CVs and covering letters are not required and will not be taken into consideration.**

**Part 2** of this application form (which includes your personal details) and **Part 3** (equalities monitoring information) will be detached prior to shortlisting and will not be used to inform the shortlisting process.

### Part 1: Information for Shortlisting and Interview

|  |  |
| --- | --- |
| Reference No. |  |
| Job title: | Teaching Assistant |
| Initials & Surname |  |

1. Current/most recent employment

|  |  |
| --- | --- |
| **Employer details:**  Name:  Address:  Email:  Telephone number: |  |
| **Is this a permanent or temporary position?** |  |
| **Job title & main duties of the job:**  Please enclose a copy of the job description or detail the main duties of the job.  For teaching posts, please include the details of any additional responsibilities. |  |
| **Date appointed:** |  |
| **Annual salary or full-time equivalent (incl. allowances):** |  |
| **Notice required** **(if still in post) or date left post:** |  |
| **Reason for leaving:** |  |

1. Previous Employment (full chronological history starting with most recent employment)

Please provide details of all previous employment since leaving school including any voluntary work.

**Please explain periods not in full-time employment, education or training in Section 4 below.**

*Please continue on a separate sheet if necessary.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and address of employer** | **Job title/position and main duties.**  ***(State full-time (F/T) or part-time (P/T))*** | **Dates**  **(DD/MM/YYYY)** | | **Reason for leaving** |
| **From** | **To** |
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1. Education and qualifications.

Please provide details of your education, qualifications and vocational training. *Please continue on a separate sheet if necessary.*

You will be required to produce evidence of your qualifications (original certificates). If any qualifications are pending please provide details.

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| --- | --- | --- | --- | --- |
| **Name of establishment** | **Period of study**  **(DD/MM/YYYY)** | | **Qualification**  **(include subject, grade and awarding body)**  ***(Teaching qualifications should include age range)*** | **Date of award**  ***(if applicable)*** |
| **From** | **To** |
|  |  |  |  |  |

1. Gaps in employment history (including education and training) since leaving school

Please provide details of any period not accounted for by full-time employment, education or training (e.g. unemployment, raising a family, part-time work etc.). *Please continue on a separate sheet if necessary.*

|  |  |  |
| --- | --- | --- |
| **Dates**  **(DD/MM/YYYY)** | | **Reason for employment gap** |
| **From** | **To** |
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1. Training & professional development including continuous professional development (CPD).

Please give details of training or professional development courses relevant to your application. *Please continue on a separate sheet if necessary.*

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| --- | --- | --- | --- |
| **Course/event title** | **Course/event date(s) & length** | **Qualification obtained** | **Course provider** |
|  |  |  |  |

1. Membership of professional bodies/associations.

Please give details of membership of any professional or technical bodies/associations. *Please continue on a separate sheet if necessary.*

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| --- | --- | --- | --- |
| **Name of**  **professional body** | **Membership level** | **Date joined** | **Professional registration number/reference** |
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1. Qualified Teacher Status (only applicable to teaching posts)

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| **Do you have QTS?**  **If not, when are you expected to be awarded QTS?** |  |
| **Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the secretary of state (Teaching Regulation Agency)?** |  |
| **Are you subject to a General Teaching Council (prior to abolition) sanction or restriction?** |  |

1. Suitability for job

Please give further details about why you are applying for this job and how your experience, skills, knowledge and personal qualities match the requirements of the role as set out in the job description/person specification. You may wish to discuss additional skills or relevant special interests not included elsewhere.

Please limit this to no more than **1000** words. *Please continue on a separate sheet if necessary.*

| **Suitability for the job** |
| --- |
|  |

### Part 2: Applicant Information

Reference Number: DER/TA Sept 2025

This section will be separated from Part 1 on receipt of the application. Responses may be verified before shortlisting and used for administration purposes but will not be used for selection purposes.

1. Personal Information

|  |  |
| --- | --- |
| **Surname or family name:** |  |
| **All forenames:** |  |
| **Title:** |  |
| **Any previous name(s) or surnames/family names:**  *(please list all names you have been known by)* |  |
| **Current address:** |  |
| **Postcode:** |  |
| **Home telephone number:** |  |
| **Mobile telephone number:** |  |
| **Email address:** |  |
| **National insurance number:** |  |
| **Teacher reference number:**  ***(if applicable)*** |  |
| **Do you have a current full clean driving licence?**  ***(only applicable for posts that require driving)*** | Yes:  No:  N/A: |
| **Do you require sponsorship (previously a work permit)?** | Yes:  No:  If YES please provide details on a separate sheet. |

1. References

Please provide details of two people who can comment on your suitability for this post.

One referee must be your current or most recent employer. If you’ve not previously been employed, please provide details of another suitable referee.

If your post was/is in a school, one referee should be your present or most recent headteacher or an equivalent person. If you are not currently working with children, please provide a referee from your most recent employment involving children.

References will not be accepted from relatives or people writing solely in the capacity of friends.

Please ensure that your referees know you have provided their details and are willing to be contacted to provide the information requested if you are shortlisted.

|  |
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| If either of your referees knows you by a different name, please state here: |

It is normal practice to take up references prior to an interview if you are shortlisted. Where consent is not given to take up references prior to an interview, references will be sought as part of the statutory employment checks after a job offer is made but before an appointment is confirmed. A job offer will be subject to satisfactory references being obtained. This is in accordance with UK data protection legislation and Keeping Children Safe in Education statutory guidance.

Referees will be asked about all disciplinary offences which may include those where the penalty is time expired if related to children.

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| **FIRST REFEREE** | |
| **Title and name:** |  |
| **Address and postcode:** |  |
| **Telephone number:** |  |
| **Email address:** |  |
| **Job title:** |  |
| **Relationship to applicant**  e.g. line manager or headteacher |  |
| I consent to this reference being requested prior to interview. Yes: No: | |

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| --- | --- |
| **SECOND REFEREE** | |
| **Title and name:** |  |
| **Address and postcode:** |  |
| **Telephone number:** |  |
| **Email address:** |  |
| **Job title:** |  |
| **Relationship to applicant**  e.g. line manager or headteacher |  |
| I consent to this reference being requested prior to interview. Yes: No: | |

1. DBS Checks & Relevant Convictions

The school/trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

For posts in regulated activity, the DBS check will include a barred list check. It is an offence to seek employment in regulated activity if you are on a barred list.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that is considered relevant to the role. Any information that is ‘protected’ under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) will not appear on a DBS certificate This information will not need to be disclosed and, under the Act, if they are disclosed, employers cannot take them into account.

Applicants who have been shortlisted will be asked for a self-declaration of relevant criminal records information. Please see our policy statement on the Rehabilitation of Ex-Offenders regarding which offences you are required to disclose (available on our website [**here)**](https://www.oneacademytrust.org.uk/trust-information/policies-and-documents/). Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis. A conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. An offence will only be taken into consideration if it would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Criminal Justice & Courts Services Act 2000.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the ONE Academy Trust privacy notices.

1. Childcare Disqualification Regulations

In accordance with the provisions of The Childcare Act 2006 and The Childcare (Disqualification) Regulations 2009 and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, there is a requirement for some staff in educational settings to disclose relevant information. This requirement will apply to your application if the post you are applying for is in an Early Years setting with children (from birth until 1 September following a child’s fifth birthday) or Later Years childcare (children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if you are directly concerned with the management of such childcare. If the school you are applying to work for has pupils aged under 8, or you are applying for a position within the ONE Academy Trust executive team, we will use the Self-declaration Form and the DBS check to ensure we comply with the Childcare Disqualification Regulations as appropriate to the role you are applying for. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

1. Section 128 check

Where applicable, the trust or school will carry out a Section 128 check. A person issued with a Section 128 direction under the Education and Skills Act 2008 is prohibited or restricted from taking part in the management of a school.

1. Time spent living and/or working overseas

If you’ve lived or worked outside of the UK for a continuous period of 3 months or more since the age of 16 years the school/trust may require additional information to comply with ‘safer recruitment’ requirements and to make any further checks it considers appropriate to meet our safeguarding and employment responsibilities

1. Right to work in the UK

**Do you have the right to work in the UK?**  ☐ Yes ☐ No

The trust/school will carry out checks to confirm your right to work in the UK in accordance with the latest government legislation. Please see <https://www.gov.uk/prove-right-to-work>

You will be required to provide the relevant documents before an appointment can be confirmed.

1. Online searches

We will conduct online searches on shortlisted candidates as part of our due diligence checks.

1. Prohibition from Teaching

In accordance with the requirements of The School Staffing (England) (Amendment) Regulations 2013, any appointment to a post which involves teaching work (e.g. teaching post or a teaching assistant (TA) post) is subject to a check with the Department for Education to ensure that you are not subject to a prohibition order or an interim prohibition order.

1. Association with the school/trust

Please list any personal relationships that exist between you and any of the following members of the school/trust community: trustees, local governors, staff, pupils. If you have a relationship with a trustee, local governor or employee, this does not necessarily prevent them from acting as a referee for you.

|  |  |  |
| --- | --- | --- |
| **Name** | **Relationship** | **Role at school/trust** |
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1. Notes
2. Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a ‘regulated position’. The position you are applying for is a “regulated position”.
3. Directly or indirectly canvassing an employee, governor or trustee will disqualify the application.
4. Appointment will be subject to the pre-employment checks outlined in the ONE Academy Trust Safer Recruitment Policy available in the policy area on the [ONE Academy Trust website](https://www.oneacademytrust.org.uk/trust-information/policies-and-documents/). An employment start date will not be provided until the pre-employment checks are completed satisfactorily. The School’s Safeguarding Policy is available at <https://www.derwentprimary.net/information/policies/>
5. Declaration

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in the post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with the recruitment and appointment process, and in particular that checks may be carried out to verify the contents of my application form.

|  |  |
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| **Signature of applicant:** |  |
| **Print name:** |  |
| **Date:** |  |

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| **Please Note: If the application is submitted electronically and you are selected for appointment, you will be required to sign the application form.** |

**Part 3: Equalities Monitoring**

Reference Number: DER/TA Sept 2025

This section will be separated from Part 1 and Part 2.

**Completion of this section of the form is OPTIONAL.**

ONE Academy Trust is committed to its equality, diversity and inclusion policies and to fulfilling our obligations under the Public Sector Equality Duty to promote equality for everyone in accordance with the Equality Act 2010. To assess whether we’re meeting this duty, whether our policies are effective and whether we’re complying with relevant legislation, we are collecting the information requested below.

This information will **not** be used during the selection process. It will be used for monitoring purposes only to ensure that our policies and procedures are effective.

|  |  |
| --- | --- |
| **Date of birth** |  |
| **What gender are you?** | ☐ Male ☐ Female ☐ Prefer not to say  ☐ Prefer to self-identify (please state) |
| **Do you identify as the gender you were assigned at birth?** | ☐ Yes ☐ No ☐ Prefer not to say |

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| --- | --- | --- |
| **Ethnicity** |  | **Please tick** |
| White | British/English/Welsh/Northern Irish/Scottish | ☐ |
|  | Irish | ☐ |
|  | Traveller of Irish Heritage | ☐ |
|  | Gypsy/Roma | ☐ |
|  | Any other White background | ☐ |
| Mixed | White and Black Caribbean | ☐ |
|  | White and Black African | ☐ |
|  | White and Asian | ☐ |
|  | Any other Mixed background *(please state if you wish)* | ☐ |
| Asian or Asian British | Indian | ☐ |
|  | Pakistani | ☐ |
|  | Bangladeshi | ☐ |
|  | Chinese | ☐ |
|  | Any other Asian background *(please state if you wish)* | ☐ |
| Black or Black British | Black – Caribbean | ☐ |
|  | Black – African | ☐ |
|  | Any other Black background *(please state if you wish)* | ☐ |
| Other ethnic group | Arab | ☐ |
| Prefer not to say |  | ☐ |
| Any other ethnic group |  | ☐ |

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| --- | --- |
| **Which of the following best describes your sexual orientation?** | |
| ☐ Bisexual  ☐ Heterosexual  ☐ Homosexual | ☐ Prefer to self-identify  ☐ Prefer not to say |

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| --- | --- | --- |
| **What is your religion or belief?** | | |
| ☐ No religion or belief  ☐ Agnostic  ☐ Atheist  ☐ Buddhist  ☐ Christian  ☐ Hindu | ☐ Jewish  ☐ Muslim  ☐ Pagan  ☐ Sikh  ☐ Prefer not to say | ☐ Other - please state below: |

|  |  |  |
| --- | --- | --- |
| **Do you consider that you have a disability?** | | |
| ☐ Yes  ☐ No  ☐ Prefer not to say | | |
| **If you answered ‘yes’ to the question above, please state the type of impairment. Please tick all that apply.**  **If none of the below categories applies, please mark ‘other’.** | | |
| ☐ Physical impairment  ☐ Sensory impairment  ☐ Learning disability/difficulty | ☐ Long-standing illness  ☐ Mental health condition  ☐ Developmental condition | ☐ Other (please state below) |
| ***If you are disabled and you believe you need reasonable adjustments, then please discuss this with your line manager or a recruiting manager if you are a job applicant.*** | | |