**Support Staff Application Form**

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| **Application for the post of:** |  |
| **Name of school you are applying to:** |  |
| **Where did you see this vacancy advertised?** |  |

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| **Personal Details** | | | | | | |
| Surname o’Halloran | |  | | | | |
| First Names Julie | |  | | | | |
| Title Mrs | |  | | | | |
| Home Address 25, Catherine Way, Batheaston, Bath, BA1 7NY | |  | | | | |
| Daytime telephone number 07540574457 | |  | | | | |
| Evening telephone number 07540574457 | |  | | | | |
| Email Julie.ohalloran@hotmail.co.uk | |  | | | | |
| Preferred method of contact email | |  | | | | |
| National Insurance Number NE 00 86 46 C | |  | | | | |
| TRN Number (Qualified teachers only) | |  | | | | |
| Do you require a permit for working in the UK? No  You will be required to produce evidence of eligibility to work in the UK. | | |  |  | No |  |
| Details: |  | | | | | |
| Do you have access to transport for work related travel? | | |  |  | No |  |

**Candidate Number:**

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| **Education and Qualifications**  Please give details of secondary schools/colleges/university attended and subjects passed. Please give details of any educational, technical and/or professional qualifications. If you are currently studying, please provide details of the qualification(s). If study was on a part time basis, please specify. | | | | |
| Name of school/ college/university | Dates | | Subject and Qualification | Grade and date awarded |
| From | To |
| Hayesfield | 1975 | 1980 | Maths  English  English Literature  Biology  Needlework  Geography  Typing | 1  1  2  1  1  2  RSA stage 1 |
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| **Further Training and Membership of Professional Bodies** |
| Training courses, certificates, diplomas, including membership of professional bodies, particularly any which are relevant to this post. |
| Child Protection with BANES |

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| **Employment**  Present Appointment (or most recent position) | |
| Post Held: | Checkout operator |
| Name of current/ most recent employer: | Morrisons |
| Address: | Kensington place  London Road  Bath |
| Dates appointed from and to:  (MM/YYYY) | 09/05/2022 |
| Current salary: | 7,000 |
| Notice required and/or date available if appointed: | 1 week notice  1 week after being appointed |
| Reason for leaving: | Prefer to work in a school again |

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| **Previous Employment History**  List in chronological order, with most recent employment first. A continuous employment history is required from when you left full-time education. Please explain any breaks in employment. | | | | |
| Dates (month and year) | | Name of employer and job title | Post (including responsibilities and grade/ salary) | Reason for Leaving |
| From | To |
| May 2022 | Present date | Morrisons  Checkout operator | Serving customers on the tills snd kiosk | Prefer to work in a school again |
| June 2005 | July  2017 | St Marks School  Student support | Teaching Assistant  Then promoted to  Attendance  Behaviour  Deputy DSL | Redundancy |
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| **Previous Experience**  Include part time and voluntary work as well as any time spent out of employment – travelling, caring for family etc. with reasons for leaving employment. |
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| **Reasons for applying for the post/information in support of your application.**  Please provide a written statement, no longer than 2 sides of A4, detailing why you believe your personal qualities and experience are relevant to your suitability for the post advertised and how you meet the person specification. You should use specific – and where possible, different - examples of your **experience** and describe the **impact** of your actions. Please include other interests or any other information you wish to be taken into consideration. |
| I am a “peoples person” I really enjoy meeting and working with other people. I worked at St Marks Secondary School for 12 years. I started as a TA then went on to deal with Attendance, Behaviour and I was Deputy Designated Safeguarding Lead.  I worked in Student Reception and also in the isolation room. I had a very good relationship with all students and staff in the school. Students found me very approachable and could come to me with any problems they had inside and outside of school. I attended TAC, TAF and CHIN meetings. I also attended Child Protection courses. I dealt with parents and carers and outside agencies including the police and Social Care. I also managed the detention system and the isolation room and done a lot of restorative Justice with students that had friendship problems and problems with other members of staff. I also used to cover in the main reception, answering telephone calls and queries.  I absolutely enjoyed working in a school and would like to return to a school where I can help children and build up a good relationship with them.  I work at Morrisons at the moment but would really enjoy returning to employment in a school. I live up the slip way to Batheaston primary school and all my 4 children attended your school. |

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| **Rehabilitation of Offenders Act 1974**  The rehabilitation of Offenders Act helps rehabilitate ex-offenders back into work by allowing them not to declare criminal convictions after the rehabilitation period set by the Court has elapsed and the convictions become ‘spent’. During the rehabilitation period, convictions are referred to as ‘unspent’ convictions and must be declared to employers.  All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974.  The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.  **If applying for a post that involves direct contact with children, please answer:**  **Have you ever been convicted of a criminal offence which is not ‘protected’** NO  **If applying for a post that does not involve direct contact with children, please answer:**  **Have you any unspent criminal convictions or bind-overs, or any cautions, warnings or reprimands? NO**  If you have answered yes to either of the above, supply details of all convictions in a sealed envelope marked ‘confidential’ and attach to this form. If your application is successful, this information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. |

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| **References**  Please give details of two referees who are able to comment on your suitability for the position, one of whom must be your present or most recent employer. References will be sought on shortlisted candidates and previous employers will be contacted to verify authenticity, experience, qualifications etc. prior to interview. References from **friends and relatives** **are not acceptable.** | | | |
| Reference 1 | | Reference 2 | |
| Name: | Beth Pearce | Name: | Mr Barnaby Ash |
| Address: | Morrisons Kensington place London Road Bath | Address: | St Marks school Baytree Road, Larkhall, Bath BA1 6Nd |
| Telephone Number: | 01225 789617 | Telephone Number: | 01225 312661 |
| Email: | Beth.pearce@morrisonsplc.co.uk | Email: | Ashb@st-marks.org.uk |
| Position/Occupation: | HR Officer | Position/Occupation: | Headteacher |
| Relationship to you: | HR Officer | Relationship to you: | Headteacher |

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| **Other Information** | | | | |
| Do you consider yourself to have a disability? |  |  | No |  |
| If yes, would the provision of any aids or modification assist you in carrying out the duties of the post? |  | | | |
| Is there anything we need to know about your disability in order to offer you a fair selection interview? |  | | | |

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| **Declaration:**  I certify that all information given by me on this form and in supporting documents is correct to the best of my knowledge, and that all questions have been fully and accurately answered, and that I possess all qualifications which I claim to hold. I understand that any job offer will be conditional on references that are satisfactory to the Bath & Wells Multi-Academy Trust.  To the best of my knowledge and belief the information supplied by me on each section of this form is correct.  I understand that my name will be withdrawn from the list of candidates if, prior to the appointment, I am found knowingly to have omitted or concealed any relevant fact about my eligibility for the post, and I acknowledge that such discovery subsequent to appointment is likely to lead to my dismissal without notice.  I understand that appointment to this post is subject to a satisfactory Enhanced Disclosure and Barring Service Check. I also understand that, under the terms of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, and subsequent amendments, I am required to disclose any record I may have of criminal convictions, and to attach details of such convictions.  I hereby consent to the processing of sensitive personal data, as defined in the Data Protection Act 2018, involved in the consideration of this application. | | | |
| Signature | Julie O’Halloran | Date | 02/01/2024 |

**Please return this form by no later than the advertised closing date to the school or via email.**

**Candidate Number:**

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| **Equal Opportunities Monitoring Form** | | | | | | | | | | | | | |
| The Bath & Wells Multi-Academy Trust supports equal opportunities in employment and opposes all forms of unlawful and unfair discrimination. Our aim is to ensure that job applicants and employees are treated equally and fairly and are recruited, selected, trained and promoted on the basis of job requirements, skills, abilities and other objective and job-related criteria. We will also ensure that individuals are not disadvantaged by conditions or requirements, which cannot be shown to be justified as being necessary for the safe and effective performance of the job.  To assist us with this aim and to comply with legislation, we would ask that you please complete and return this form. This information will be used solely for monitoring purposes and will not be available to those involved in the selection process. | | | | | | | | | | | | | |
| Vacancy Applied for: | | | Teaching Assistant | | | | | | | | | | |
| Name: | | | Julie O’Halloran | | | | | | | | | | |
| Date of birth: | | | 13/08/1964 | | | | | | | | | | |
| **Gender and Marital Status** | | | | | | | | | | | | | |
| Female | | | |  | | | | ☐Transgender | | | | ☐Gender Neutral | |
|  | | ☐Married/Civil Partnership | | | | |  | | | |  | | |
| **Ethnic Origin (mark one box only)** | | | | | | | | | | | | | |
| **/**/☐White or White British |  | | | |  | | | |  | | | |  |
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|  |  | | | |  | | | |  | | | | ☐Other |
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| **Sexual Orientation** | | | | | | | | | | | | | |
|  | |  | | | | ☐Heterosexual | | | |  | |  | |