



APPLICATION FORM

POST:	Teaching Assistant
SCHOOL:	Concordia Academy
NAME:	
DATE:	

SECTION 1 – PERSONAL DETAILS

Title (Mr, Mrs, Miss, Ms, Dr, Other):	Home Telephone No:
Surname:	Mobile Telephone No:
Forename:	Email address:
Names previously known by if applicable:	Date of birth:
Full address:	National Insurance number:
	Teacher's reference (if applicable):
Where did you hear about REAch2 and this opportunity?	

SECTION 2 – EDUCATION*(please include any higher education degrees in this section)*

Institution(s) attended	Date (start to end)	Qualifications gained including grade

SECTION 3 - PROFESSIONAL TRAINING AND DEVELOPMENT*(Please include details of any relevant training or staff development)*

Institution(s) attended	Date (start to end)	Course completed

SECTION 4 – CURRENT EMPLOYMENT

Employer's name:	Position held:
Date commenced:	Date of leaving if applicable:
Notice period:	Grade/salary:
Reason for leaving	
Description of duties and responsibilities	

SECTION 4 – PREVIOUS EMPLOYMENT

Employer's name:	Position held:
Date commenced:	Date of leaving if applicable:
Notice period:	Grade/salary:
Reason for leaving	
Brief description of duties and responsibilities	

PREVIOUS EMPLOYMENT

Employer's name:	Position held:
Date commenced:	Date of leaving if applicable:
Notice period:	Grade/salary:
Reason for leaving	
Brief description of duties and responsibilities	

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Brief description of duties and responsibilities	

SECTION 5 – PERSONAL STATEMENT

(Your personal statement should provide evidence/ examples of how you meet the person specification and your ability to carry out the job description. You could use the headings provided in the job description to structure your personal statement. Your personal statement should be no longer than the equivalent of three sides of A4).

SECTION 6 – REFERENCES Please note that all references will be taken up prior to interviews.

(Please provide the names, addresses and occupations of two referees, one of whom should be your present or last employer).

First Reference	Second Reference
Name:	Name:
Occupation:	Occupation:
Is this your current employer: YES NO	Is this your current employer: YES NO
Company address:	Company address:
Email address:	Email address:

SECTION 7 – DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

REAch2 is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

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.

We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations.

It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the REAch2's privacy notice.

Do you have a DBS certificate?: ☐ Yes ☐ No Date of check:

If you have lived or worked outside of the UK in the last 5 years REAch2 may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

We will not ask for any criminal records information until a conditional job offer has been made.

Any convictions listed on a DBS check will be considered on a case-by-case basis.

Have you lived or worked outside of the UK in the last 5 years?: ☐ Yes ☐ No

SECTION 8 – DATA PROTECTION STATEMENT

The information that you provide on this form and within your CV (if submitted) will be used to process your application for employment. We process this information in line with our job applicant privacy policy.

If you succeed in your application for employment, the information will be used in the administration of your employment with us. Further details on the processing of your data at this stage will be provided to you on offer of employment.

By signing this application form we will be assuming that you agree to the processing of your personal data (as described above), in accordance with our registration with the Information Commissioner's Office.

If you would like further information, please read our [applicant privacy notice](#).

Declaration

I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form, including my CV, are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me

liable to dismissal. If I am not successful in my application, I understand that my application will be retained for 6 months.

By signing this application form, I am agreeing and understand the Data Protection Statement and Declaration above.

SECTION 9 – OTHER DECLARATIONS

Are you related to any member of the governing body? *(any canvassing direct or indirect will disqualify you from applying)*

☐ Yes ☐ No

If Yes, please give details:

To the best of my knowledge and belief, the information on this application form is correct.

Signed:

Date:

SECTION 10: DISABILITY AND ACCESSIBILITY

REAch2 has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require:

Arrangements:

SECTION 11: RETURNING YOUR COMPLETED APPLICATION FORM

(Please return your completed application form and return all documents to the contact given).

Name:	Raheel Akhtar
Email address:	info@concordiaacademy.co.uk
Closing date:	Friday 23 April 2021 at midday