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| EmploymentatSevern Academies Educational Trust **CONFIDENTIAL** | |
| **Candidate's Name** |  |
| **Post** | Teaching Assistant (Level 2) |
| Thank you for requesting an application form for the above vacancy. Please ensure that you complete all sections of this form in black ink or typeface to enable photocopying of the form. Please do not send your Curriculum Vitae (CV) or any testimonials unless requested.  If you do not receive a response within six weeks from the closing date, you should assume that your application has been unsuccessful.  Please return your completed application to:  **Mrs C Unitt**  **Headteacher**  [**recruitment@saet.co.uk**](mailto:recruitment@saet.co.uk) | |

**CONFIDENTIAL WHEN COMPLETE**

**1.** **Personal Details**

Surname/Family Preferred form of

Name: address e.g.

Mr. Mrs. etc.

Date of Birth:

Forename(s)

Home Mobile

Telephone: Telephone:

E-Mail: NI Number:

Address:

Postcode:

Canvassing and relationships

If you are related to or have a close personal relationship with a Director, Governor, employee or student of the school please state their name and relationship to you here:

***Canvassing may lead to disqualification for appointment***

2. Education, Training and Qualifications

###### Please give brief details of all training and other courses you have undertaken which are relevant to this post

|  |  |  |  |
| --- | --- | --- | --- |
| Name of School/College/  University attended | From-To | Qualifications  including grades | Date  obtained |

1 Schools (after age 11)

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

2 Further or higher education (Full and Part-time)

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

3 Professional or other courses including training courses attended, NVQs etc.

|  |  |  |
| --- | --- | --- |
|  | Duration | Name of any qualification awarded and date |

**4** **Current membership of professional organisations**

|  |
| --- |
|  |

**5** **Driving Qualifications**

Do you hold a current, valid full driving licence? Yes No

Please describe eg Car/LGV/PCV

Do you own a car? Yes No

Do you have access to one? Yes No

3 Employment / Work Experience

3. Employment

*Please include paid, unpaid or voluntary starting with the most recent*

**3a Current**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer's name and address including work base address if different | Position  Held | Present  Salary | **Start & end date** | Period of  Notice |
|  |  |  |  |  |
| Duties | | | |

**3b Previous**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer/Organisations  (most recent first) | Position held and brief description of duties/responsibilities | Dates  Months/Year  From - To | | Reasons for leaving and final salary |
|  |  |  |  |  |

**4. Additional Information**

Please explain how your skills, abilities , experience and achievements to date(including leisure and voluntary) would make you a suitable candidate for this post. Please refer to the criteria on the person specification.

5. References

*Please give details of two people, one of which should normally be your current or most recent line manager, who are able and willing to comment on your suitability for this job.*

Name: Name:

Address: Address:

Tel number: Tel number:

Relationship to you e.g. Manager, colleague etc: Relationship to you e.g. Manager, colleague etc:

Do you wish to be consulted Yes No Do you wish to be consulted Yes No

before this referee is before this referee is

approached approached

Email address:

Email address:

|  |  |  |  |  |
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| **7. Declaration** | | | | |
| I declare that the information given in this application form is correct and complete. | | | |
| Signature: |  |  | Date:   /  / |
| ***Note:*** False statements or failure to disclose any information requested in this application form may disqualify a candidate.  Discovery after appointment may lead to dismissal or disciplinary action by the Trust. | | | |

**General Data Protection Regulation (GDPR) – Consent and Certification of Details**

In completing this application form you should refer to the Job Applicants Privacy Notice available on our website <https://www.saet.co.uk/project/general-data-protection-regulation-gdpr/>. The personal information collected on this form will be processed to manage your application in accordance with the Job Applicants Privacy Notice. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Staff Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside the Trust without first seeking your permission, unless there is a statutory reason for doing so.

If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Job Applicant’s Privacy Notice.

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| **Form Serial Number ………………….** | | | | | | | | | | |
| **Equal Opportunities Monitoring Form**  We are committed to the elimination of all forms of discrimination.  The Trust will actively pursue equality of opportunity for all by seeking to ensure that all prospective and existing employees are treated fairly. Personal circumstances and characteristics will only be taken into account when they can be justified as being relevant to employment. To enable the Trust to constantly monitor itself to ensure this commitment is fulfilled, we would ask **all applicants** to complete the questions detailed below.  **This information will be treated as completely confidential and will be used for monitoring purposes**  **only. This information will be detached from the application form on receipt and will not be**  **considered during the selection process.** | | | | | | | | | | |
|  | **Please tick as appropriate:**  **1. Which of the following do you consider to be your ethnic origin?**  (tick only one box), see below for explanatory notes. | | | | | | | | |  |
|  |  | White British (AWB) | | White and Black Caribbean (BWBC) | | | | Indian (CIN) | |  |
|  | White Irish (AWI) | | White and Black African (BWBA) | | | | Pakistani (CP) | |
|  | White Other (AWO) | | White and Asian (BWA) | | | | Bangladeshi (CB) | |
|  |  | | Mixed Other (BMO) | | | | Asian Other (CAO) | |
|  | Caribbean (DBC) | |  | | | |  | |
|  | African (DBA) | | Chinese (ECH) | | | |  | |
|  | Black Other (DBO) | | Other Ethnic Group (EOE) (Please describe) ........................ | | | | | |
|  | **2. Are you** MaleFemale  **3. Do you have a disability?** YesNo | | | | | | | | |  |
|  | For these purposes, disability is defined as any physical or mental impairment which has a  substantial and long term (over 12 months) adverse effect on your ability to carry out normal  day to day activities.  **4. Please tick the age band currently applicable to you** | | | | | | | | |  |
|  | i. up to 19 | | ii. 20-29 | | iii. 30-39 | iv. 40-49 | v. 50-65 | | vi. Over 65 |  |
| **Please tell us where you saw this post advertised?** | | | | | | | | | | |
| **Monitoring Form Explanatory Notes**  The ethnic groups set out above are those recommended by the Commission for Racial Equality and used in  the 2001 Census. Ethnic origin questions are not about nationality, place of birth or citizenship, they are about colour and broad ethnic group. UK citizens can belong to any of the groups indicated. If you are descended from more than one ethnic group, please tick the group to which you consider you belong or tick the ‘other ethnic group’ box and give details in the space provided above. | | | | | | | | | | |