|  |  |
| --- | --- |
| **Application Form Support Staff Appointments** |  |
| **Post Applied for**  | Teaching Assistant |
| **Post Reference** | Greensheets/website/DfE |

|  |
| --- |
| **Personal Details** |
| Surname Name |  | Previous Surname(s) |  |
| Forenames |  | Title |  |
| Date of Birth |  |  |
| Address |  |
|
| Contact Number 1 |  | Contact Number 2 |  |
| Which number can you be contacted on during the day? **Contact 1/Contact 2/Both** (Please delete as appropriate) |
| NI Number |  |  |  |
| Email Address |  | Do you require a work permit to work in the UK ? |  Yes No (delete) |
| Are you subject to any legal restrictions in respect of your employment? | Yes No (delete) |
| Are you related or have a close personal relationship with any pupil, employee or governor? If yes please give further details below | Yes No  |
| **Details:** |

|  |
| --- |
| **Present Employment** |
| Post Title |  | Dates Employed:(including months) |  |
| School Name |  |
| School Address |  |
| Employers Name |  |
| Employer Address |  |
|
| Salary |  |  Allowances/Benefits |  |
| Notice Period |  | Reason for Leaving |  |
| Key Duties  |  |
| **References**(One reference should be your current employer) |
| Please give details of two referees who are able to comment on your suitability for the job, one of whom must be your present or most recent employer. References from friends and relatives are not acceptable. The school reserves the right to seek any additional references we deem appropriate.If either of your referees knows you by a different name, please state:If you don’t wish us to contact your referees without your prior agreement, please tick this box: ☐ |
| Name |  | Name |  |
| Organisation Address |  | Organisation Address |  |
|
| Contact Number |  | Contact Number |  |
| Email |  | Email |  |
| Job Title |  | Job Title |  |
| Relationship to Applicant |  | Relationship toApplicant |  |

|  |
| --- |
| **Education / Qualification and Training** |
| Please give details of any educational, technical and/or professional qualifications. If you are currently studying please provide details of the qualification concerned. Please also provide details of courses undertaken that you did not complete. If study was on a part time basis please specify. |
| **Dates** **From / To** | **Establishment /Awarding Body** | **Qualification and Grade** |
|  |  |  |

|  |
| --- |
| **Membership of Relevant Organisations** |
| **Date of Membership** | **Professional Body/Association** | **Membership Level** |
|  |  |  |

|  |
| --- |
| **Relevant Professional Development in the last 5 years** |
| **DatesAchieved**  | **Organising Body**  | **Subject** | **Award** | **Duration** |
|  |  |  |  |  |

|  |
| --- |
| **Previous Employment ( Most recent first)** |
| Starting with the most recent first, please give a continuous employment history from leaving full time education including part time, full time and unpaid work. Do not include the details provided in present employment of the application form. Continue on a separate sheet if necessary. **CVs will not be accepted.** |
| Name of employer, address job title, salary and benefits | Dates of employment months and year | Employment status Permanent/ fixed term/ fulltime/ part time.  | Duties  | Reasons for leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Please add more lines if required

|  |
| --- |
| **Break in Employment (If required please detail)** |
| **DatesFrom / To** | **Reason for Break** |
|  |  |
|  |  |

|  |
| --- |
| **Personal Statement - outline why you should be considered for this role.**  |
| **Please illustrate how you meet the criteria of the person specification and your ability to meet the job description (please continue on a separate page).**  |

|  |
| --- |
| **Additional Information, if required (Max 500 Words)** |
| **Please detail any further information you feel is relevant to your application that has not already been already covered on this application.** |
|

|  |
| --- |
| **Additional Information**  |
| The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. If you are shortlisted for interview you will be required to complete a self - disclosure form prior to interview. Guidance about whether a conviction or caution should be disclosed on the self-disclosure form can be found on the Ministry of Justice website. https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974.**DBS Check**The School 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’ll 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 School’s privacy notice. **Living or Working overseas**If you’ve lived or worked outside of the UK in the last [5 years – this is a recommended timeframe, there’s no requirement for how far you go back], the [school/trust] 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.Have you lived or worked outside of the UK for more than 3 months in the last (5 years)?: ☐ Yes ☐ No Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position.Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.It is an offence to provide or manage childcare covered by these regulations if you are disqualified. **Online Searches**The school is committed to Safeguarding and therefore in line with the KCSIE 2022 recommendations we will carry out online searches on shortlisted candidates. Online searches help to identify any incidents and/or issues which may have happened, which the school may want to explore with you. The search will be conducted on information which is publicly available online. By submitting and signing this applications form you are agreeing to the search being conducted. The information will be kept for a maximum of 6 months should you not be appointed to the role.**Disability and Accessibility**The [school/trust] 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:.………………………………………………………………………………………………………………… |

|  |
| --- |
| **General Data Protection Regulations**  |
| The information you supply when requesting a job pack will be held for monitoring and evaluation purposes and in connection with any future contact. When you sign and return this form you are giving your permission to process and hold the information you have supplied on it, including any information you consider to be personal and sensitive, If your application is unsuccessful, the form will be held for up to 6 months and then destroyed. For further information please see our privacy notice which is available on our website. |

|  |
| --- |
| **Applicant Declaration** |
| I confirm that the statements in this application are true, correct and accurate and that I have not omitted any facts which may have any bearing on my application. By signing this form I agree to this School using this information to consult any third parties or external organisations for the purposes of confirming and/or clarifying such information. |
| I understand that if I don’t tell you about any relationships with any employees, pupils or governors of this School, or I neglect to tell you about any criminal convictions/cautions/reprimand/final warnings detailed in the guidance notes, and this is discovered after appointment, I could be dismissed without notice. |
| I can produce the original documents of my qualifications, prior to any appointment |
| I understand that any canvassing, directly or indirectly, will be a disqualification. |
| I understand I am required to provide documents proving eligibility to work in the UK, prior to appointment. |
| I am prepared to undergo a medical examination, prior to any appointment if considered necessary.  |
| I have read and understood the above statement regarding declaration of convictions, cautions, reprimands and bindovers. If I have any to declare I will supply written details of them when requested.  |
| **Signature …………………………………………** | **Date …………………………………………** |

|  |
| --- |
| **Monitoring Section** |
| **Post Applied for:** |  | **Post Reference** |  |
| It would be really helpful if you could complete this section for us. The School is committed to equality of opportunity in employment and service delivery and the information you provide will help us to ensure fair and equal treatment of applicants and employees alike. The details you supply will be stored separately to the information on the rest of the application form and will not be used as a basis for decision-making within the selection process. |
| **Family Name** |  | **Forenames** |  |
| **Office Use Only** | [ ]  Short listed | [ ]  Interviewed | [ ]  Appointed  |

|  |
| --- |
| equalities monitoring information |
| **What is your date of birth?** | **D** | **D** | **M** | **M** | **Y** | **Y** | **Y** | **Y** |
|  |  |  |  |  |  |  |  |
| **What is your sex?** | ☐ Male ☐ Female  |
| **What gender are you?** | ☐ Male☐ Female☐ Other☐ Prefer not to say |
| **Do you identify as the gender you were assigned at birth?** | ☐ Yes☐ No☐ Prefer not to say |
| **How would you describe your ethnic origin?** |
| **White**☐ British☐ Irish☐ Gypsy or Irish Traveller☐ Any other White background**Asian or British Asian**☐ Bangladeshi☐ Indian☐ Pakistani☐ Chinese | **Black or Black British**☐ African☐ Caribbean☐ Any other Black background**Mixed**☐ White and Asian☐ White and Black African☐ White and Black Caribbean☐ Any other mixed background | **Other Ethnic groups**☐ Arab☐ Any other ethnic group☐ Prefer not to say |
| **Which of the following best describes your sexual orientation?** |
| ☐ Bisexual☐ Heterosexual/straight☐ Homosexual | ☐ Other☐ Prefer not to say |
| **What is your religion or belief?** |
| ☐ Agnostic☐ Atheist☐ Buddhist☐ Christian ☐ Hindu | ☐ Jain ☐ Jewish☐ Muslim☐ No religion | ☐ Other☐ Pagan☐ Sikh ☐ Prefer not to say |