**St Laurence School**

*“Care Inspire Succeed”*

**APPLICATION FOR EMPLOYMENT**

**Support Staff**

|  |  |
| --- | --- |
|  Applicant’s Name:  |  |
| Title of Post: | Teaching Assistant |
| Closing Date: | 9am on Monday 27th September 2021 |
| Completed application formsshould be returned to: | Headteacher’s PASt Laurence SchoolAshley RoadBradford on AvonWiltshire BA15 1DZ |
| Alternatively you may wish to return your application form by e-mail to: | jobapp@st-laurence.com |
| Should you require any additional information in order for you to complete your application please contact: | Headteacher’s PA01225 309506 |

**Guidance Notes:**

* Please complete **ALL** sections of the application form.
* You may wish to continue some of your answers on a separate sheet. Please make sure any additional sheets have your name on them and indicate which section they relate to.
* A CV may be submitted to supplement your application but will **NOT** be accepted instead of completing the application form.

**St Laurence School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a full Disclosure and Barring Service (DBS) check before appointment is confirmed.**

**1. PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Preferred title: Dr, Mr, Mrs, Miss etc. |  | Surname |  |
| Forename/s |  | Former Surname (if applicable)Date of Change: |  |
| Known as |  | E-mail address |  |
| **Home address:****(please include)**House numberStreet nameTownCounty**Postcode** |  | Home telephone number |  |
| Mobile telephone number |  |

**2. SECONDARY/FURTHER EDUCATION (including NVQs)**

|  |  |  |  |
| --- | --- | --- | --- |
| **School, Colleges etc.****(please include dates attended)** | **Level of Exams****e.g. GCSE, A-level** | **Subjects** | **Grades** |
|  |  |  |  |

**3. HIGHER EDUCATION (if applicable)**

|  |  |  |
| --- | --- | --- |
| **University, Polytechnic, College** | **Dates** | **Grades** |
| **From** | **To** |
|  |  |  |  |

**4. MEMBERSHIP OR PROFESSIONAL BODY, OTHER TRAINING COURSES (if applicable)**

|  |  |
| --- | --- |
| **Body/Organisation** | **Membership Level/Qualification** |
|  |  |

**5. EMPLOYMENT HISTORY & REFERENCES**

Please start with the most recent and work backwards, ensuring that all periods of time are accounted for, and any gaps in employment are explained. You may attach an additional sheet if required.

Please note that under Safeguarding Children & Safer Recruitment in Education Guidance, we reserve the right to contact any of your previous employers for a reference. We will also seek details of any disciplinary procedures you may have been subject to involving issues relating to the safety and welfare of children or young people of your suitability to work with them; this will include any disciplinary procedure where the sanction has expired.

**Please note that references may be sought to cover your entire career history prior to interview).**

|  |  |
| --- | --- |
| Please indicate in the box with an **X** if you wish to be consulted prior to an approach being made to your current employer for a reference.  However if you are invited to interview a reference will be sought from this employer. |  |

**5a. CURRENT OR MOST RECENT APPOINTMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer (with address and contract names for reference purposes)** | **Dates** | **Salary** | **Notice Period** | **Reason for Leaving this Post** |
| **From/To** |
| Employer |  |  |  |  |  |
| Contact Name & Job Title |  |
| Address: (please include postcode) |  |
| Tel no: |  |
| Job Title: |  |
| Main Duties: |

**5b.** **PREVIOUS EMPLOYMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer (with address and contract names for reference purposes)** | **Dates** | **Salary** | **Notice Period** | **Reason for Leaving this Post** |
| **From/To** |
| Employer |  |  |  |  |  |
| Contact Name & Job Title |  |
| Address: (please include postcode) |  |
| Tel no: |  |
| Job Title: |  |
| Main Duties: |
| **Employer (with address and contract names for reference purposes)** | **Dates** | **Salary** | **Notice Period** | **Reason for Leaving this Post** |
| **From/To** |
| Employer |  |  |  |  |  |
| Contact Name & Job Title |  |
| Address: (please include postcode) |  |
| Tel no: |  |
| Job Title: |  |
| Main Duties: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer (with address and contract names for reference purposes)** | **Dates** | **Salary** | **Notice Period** | **Reason for Leaving this Post** |
| **From/To** |
| Employer |  |  |  |  |  |
| Contact Name & Job Title |  |
| Address: (please include postcode) |  |
| Tel no: |  |
| Job Title: |  |
| Main Duties: |

**6. PEOPLE WITH DISABILITIES**

Whilst you do not have to declare a disability here, St Laurence School is committed to promoting employment opportunities for people with disabilities.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you consider yourself to have a disability? | Yes |  | No |  |
| Please indicate if you need any particular aids or modifications to assist you in attending for interview or carrying out the duties of this post. |  |

**7. ADDITIONAL INFORMATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you require a work permit? | Yes |  | No |  |
| Do you hold a valid driving license? | Yes |  | No |  |

**8. HAVE YOU ANY PERSONAL CONTACT WITH THE SCHOOL?**

If yes, please specify

**9. HOBBIES AND INTERESTS**

|  |
| --- |
|  |

**10. CONVICTIONS**

Please give details of any conviction, including the date of conviction and the sentence imposed (a criminal record will not necessarily be a bar to obtaining a post).

(i) Road traffic offences should be included

(ii) Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are therefore, not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act. In the event of employment any failure to disclose such convictions or cautions or bind over orders could result in dismissal or disciplinary action by St Laurence School. All convictions or cautions or bind over orders must therefore be disclosed.

|  |  |  |
| --- | --- | --- |
| Conviction/Caution/Bind-overs | Penalty/Sentence | Date |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are your details held on list 99?(This is an essentially held Government list of individuals who are barred from working with children). | Yes |  | No |  |
| Are you disqualified from working with children? | Yes |  | No |  |
| \*Are you subject to sanctions imposed by a regulatory body, e.g. GTC, POVA, GSCC? | Yes |  | No |  |

\*If ‘Yes’, please detail below. (If there is not enough space please supply an additional sheet.)

|  |
| --- |
|  |

The post for which you are applying gives substantial access to children. You should therefore note that if your application is successful, you will be required to obtain a “Disclosure” from the Disclosure and Barring Service. Employment will be conditional upon the results of the “Disclosure” obtained, which will indicate your suitability to work with children.

**11. REFEREES**

Please provide details of two referees, including your most recent employer:

|  |  |  |
| --- | --- | --- |
| **Name & address [inc postcode]** | **Contact number:** | **Email:** |
|  |  |  |
|  |  |  |

**Please note:**

* Deliberate omission or falsification of information could lead to the disqualification of your application or later dismissal, if appointed
* The appointment is subject to satisfactory evidence of your medical fitness, and the results of a “Disclosure” from the Disclosure and Barring Service, where applicable
* Data Protection Statement – Data Protection Act 1998 St Laurence School has a duty to protect personal information; St Laurence School will process this information in accordance with the Data Protection Act 1998. This information will be stored on computer and manual files
* Completion and submission of this form is taken as consent to process the information that you have provided

|  |
| --- |
| **Please sign and date here to confirm that the information given is accurate** |
| Signed:  |  | Date: |  |

**In order for the School to monitor the effectiveness of its advertising could you please indicate how you heard of this vacancy?**

Wiltshire Times paper St Laurence School website

Wiltshire Times website Parent e-mail/Connect

Bath Chronicle Word of mouth

BANES website Other (*please state*)

E-Teach website

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**12. ADDITIONAL INFORMATION**

|  |
| --- |
| i) Please describe in more detail any experience, skills etc. you have which are relevant to this job, (referring to the person specification for this post), or any project or voluntary work, caring duties or hobbies that you feel are relevant.ii) Please give your reasons for applying for this post. |
|  |