



Internal use only

Ref. No. _____

Date Received _____

Employment Application Form

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Please ensure that you complete all sections of Part 1 and Part 2 of the application. Please note that providing false information will result in the application being rejected, or withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink or type. CVs are not accepted.

| | |
|-------------------|--------------------|
| Vacancy Job Title | Teaching Assistant |
|-------------------|--------------------|

Part 1. INFORMATION FOR SHORTLISTING AND INTERVIEWING

- INITIALS SURNAME OR FAMILY NAME
- LETTER OF APPLICATION *Please refer to the applicant information pack / school website which may include instructions on how to complete the letter of application*
- CURRENT / LAST EMPLOYMENT

| | |
|--|--|
| Name and address of employer | |
| Job title <i>Please enclose a copy of the job description, if possible</i> | |
| Date appointed to current post | |
| Current salary | |
| Date available to begin new job | |

- FULL CHRONOLOGICAL HISTORY** Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment. Give start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

| Job Title or Position | Name and address of employer, or description of activity | Dates | | | | Reason For leaving |
|--------------------------|---|-------|------|-------|------|--------------------------|
| | | From | | To | | |
| | | Month | Year | Month | Year | |

| | | | | | | |
|-----|--|--|--|--|--|--|
| 4.1 | | | | | | |
|-----|--|--|--|--|--|--|

| | | | | | | |
|-----|--|--|--|--|--|--|
| 4.2 | | | | | | |
|-----|--|--|--|--|--|--|

4. FULL CHRONOLOGICAL HISTORY (Cont'd)

| Job Title or Position | Name and address of employer, or description of activity | Dates | | | | Reason For leaving | |
|--------------------------|---|-------|------|-------|------|--------------------------|--|
| | | From | | To | | | |
| | | Month | Year | Month | Year | | |
| 4.3 | | | | | | | |
| 4.4 | | | | | | | |
| 4.5 | | | | | | | |
| 4.6 | | | | | | | |
| 4.7 | | | | | | | |

Please enclose a continuation sheet if necessary

5. SECONDARY EDUCATION & QUALIFICATIONS (eg GCSE)

| Name of School/College | From | To | Qualifications Gained |
|------------------------|------|----|-----------------------|
| | | | |

6. FURTHER OR HIGHER EDUCATION Any recognised qualifications or courses attended which are relevant to the job application

| Name of FE College or University or Awarding Body | Dates | | Full or Part-time | Qualifications Obtained |
|---|-------|----|-------------------|-------------------------|
| | From | To | | |
| | | | | |

7. OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS

8 REFEREES

Give here details of two people to whom reference may be made. The first referee should normally be your present or most recent headteacher or equivalent person. If you are not currently working with children please provide a referee from your most recent employment involving children. Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is "time expired" and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends.

First referee

| | |
|----------------------------------|--|
| Title and Name | |
| Address and postcode | |
| | |
| | |
| Telephone number | |
| Email address | |
| Job Title | |
| Relationship to applicant | |

Second referee

| | |
|----------------------------------|--|
| Title and Name | |
| Address and postcode | |
| | |
| | |
| Telephone number | |
| Email address | |
| Job Title | |
| Relationship to applicant | |

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Part 2

Internal Ref . No. _____

This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes. If you are called to interview you may be asked about the answers you have given to questions 14 to 16 and question 13 if relevant to the job.

11. PERSONAL INFORMATION

| | |
|--|---|
| 1. Surname or family name | |
| 2. All previous surnames | |
| 3. All forenames | |
| 4. Title | |
| 5. Current Address | |
| | |
| | |
| | |
| 6. Postcode | |
| 7. Resident at this address since | |
| 8. Home telephone number | |
| 9. Mobile telephone number | |
| 10. Date of birth | |
| 11. Email address | |
| 12. National Insurance Number | |
| 13. Do you have a current full driving licence? | Yes No |
| 14. Have you ever been subject to a child protection investigation by your employer or the General Teaching Council or Independent Safeguarding Authority? | Yes No If YES please state separately under confidential cover the circumstances and the outcome including any orders or conditions. This will not be opened unless you are invited to interview. |
| 15. Do you require sponsorship (previously a work permit)? | Yes No If YES please provide details separately |
| 16. Are you related to or have a close personal relationship with any pupil, employee, or governor? | Yes No If YES give details separately under confidential cover. This will not be opened unless you are invited to interview. |
| 17. Are there any special arrangements which we can make for you if you are called for an interview and/or work based assessment? | Yes No If Yes please specify, (e.g. ground floor venue, sign language, interpreter, audiotape etc). |

12. COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BINDOVERS

If you are shortlisted you will be required to complete a "Disclosure of Criminal Record" form and bring the completed form to interview. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a "regulated position" under the Under the Criminal Justice & Courts Services Act 2000.

13. DATA PROTECTION ACT 1998

The information collected on this form will be used in compliance with the Data Protection Act 1998. By supplying information, you are giving your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998. The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. You should also note that checks may be made to verify the information provided and may also be used to prevent and/or detect fraud. This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process. When the recruitment process is completed, the form will be stored for a maximum of six months then destroyed. If you are employed as a result of this recruitment process then this application form will be retained as part of your personnel record.

14. NOTES

- (a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a 'regulated position'. The position you are applying for is a "regulated position".
- (b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.
- (c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.

15. DECLARATION

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 13 above, and in particular that checks may be carried out to verify the contents of my application form

Signature of Applicant

Date

Print Name

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PART 3

EQUALITY AND DIVERSITY MONITORING

This section will be separated from part 1 and part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act.

Ethnic Group

| | | | |
|---------------------------|------|---|--|
| White | WBRI | British English Welsh Northern Irish Scottish | |
| | WIRI | Irish | |
| | OOTH | Irish Traveller | |
| | OOTH | Gypsy | |
| | WOTH | Other White background | |
| Mixed | MWBC | White and Black Caribbean | |
| | MWBA | White and Black African | |
| | MWAS | White and Asian | |
| | MOTH | Other Mixed background | |
| Asian or Asian British | AIND | Indian | |
| | APKN | Pakistani | |
| | ABAN | Bangladeshi | |
| | CHNE | Chinese | |
| | AOTH | Other Asian background | |
| Black or Black British | BCRB | Caribbean | |
| | BAFR | African | |
| | BOTH | Other Black background | |
| Other ethnic group | OOTH | Arab | |
| | | Write in: | |
| Prefer not to say | REFU | | |

Religion

Please tick

| | |
|---|--|
| No religion | |
| Christian (including Church of England, Catholic, Protestant and all other Christian denominations) | |
| Buddhist | |
| Hindu | |
| Jewish | |
| Muslim | |
| Sikh | |
| Any other religion write in | |
| | |
| Prefer not to say | |
| Yes Please complete the grid below | |
| No | |
| Prefer not to say | |

Disability Do you consider that you have a disability?

| | |
|------------------------------------|--|
| Yes Please complete the grid below | |
| No | |
| Prefer not to say | |
| Mental Health Condition | |
| Learning Disability/ Difficulty | |
| Long standing illness | |
| Other | |
| Prefer not to say | |
| None | |

Sexual Orientation

Please tick

| | |
|-------------------|--|
| Bi-sexual | |
| Gay | |
| Lesbian | |
| Heterosexual | |
| Other | |
| Prefer not to say | |

Gender*Please tick*

| | |
|-------------------|--|
| Female | |
| Male | |
| Transgender | |
| Prefer not to say | |

Personal relationship*Please tick*

| | |
|-------------------|--|
| Single | |
| Living together | |
| Married | |
| Civil Partnership | |
| Prefer not to say | |