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| **BUCKINGHAM PARK**  **CHURCH OF ENGLAND PRIMARY SCHOOL**  **APPLICATION FORM** |

PLEASE COMPLETE USING BLACK INK OR TYPE.

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| APPLICATION FOR: | TEACHING ASSISTANT (PART TIME, FIXED TERM) |

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| SURNAME: |  | | **FORENAME(S):** | |  | |
| TITLE: |  | | Please give details of any previous surnames: | |  | |
| ADDRESS (INCLUDING POSTCODE): | |  | | | | |
| **HOME PHONE:** | |  | | MOBILE PHONE: | |  |
| **DATE OF BIRTH:** | |  | | **NATIONAL INSURANCE NUMBER**: | |  |
| **E-MAIL ADDRESS:** | |  | | | | |

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| EMPLOYMENT HISTORY |

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| PRESENT OR MOST RECENT EMPLOYMENT | | | |
| Name & address of employer: |  | | |
| Nature of business: |  | | |
| Job title and summary of main duties: |  | | |
| Are you still currently employed by this organisation? |  | Date of appointment: |  |
| Grade and details of allowance: |  | **Salary Scale and Current Salary:** |  |
| Reasons for leaving  (If applicable): |  | **Notice required:** |  |

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| PREVIOUS EMPLOYMENT  Please summarise your employment history since leaving full-time education, paid or unpaid, or working in a voluntary organisation or agency, full or part-time.Start with the most recent. Please add extra rows if required. | | | | |
| **Employer’s name and address** | **From**  **Month / Year** | **To**  **Month / Year** | **Job title and summary of main duties** | Reasons for Leaving |
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| Please describe the reason and duration of any period(s) longer than 1 month when you have not been in employment since leaving full-time education. | | | | |

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| QUALIFICATIONS AND TRAINING | | | | | | | |
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| **EDUCATIONAL AND ACADEMIC QUALIFICATIONS (Secondary, Further/Higher or work based)**  Please give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies, relevant to the application (please add additional rows if required). Evidence of qualifications may be requested. | | | | | | | |
| **School, college or university** | | **Examination, course (with dates)** | **From** | | **To** | **Result/Qualifications gained** | |
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| IN SERVICE TRAININGGive details of the most recent, relevant courses attended and indicate any awards earned. | | | | | | | |
| **Course Title** | Provider | | | **Duration** | | | **Dates** |
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| SUPPORT OF APPLICATION |
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| Please write a supporting statement in the space below. Include why you are applying for this job and give details of any work or other experience you have which may be relevant to your application. Please give details about your experience, knowledge, skills and abilities which will enable us to assess whether you are the right person for the job. We will use the person specification and job description to assess application so please read these carefully before writing your statement. |
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| REFERENCES | | | | | |
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| Give details of two people who have knowledge of you in a working / educational environment, paid or unpaid. The first reference should be your present or most recent employer. If you are a student give appropriate school or college referees. References must cover a 5 year consecutive period. | | | | | |
| If you were known to either of your referees by another name please give details: | | | | | |
| **It is the normal practice for references to be obtained before interview. Please let us know if, for any reason, you do not wish us to contact your referee prior to interview.** | | | | | |
| **1st Referee**. | |  | **2nd Referee**. | |  |
| Name: |  |  | Name: |  |  |
| Position: |  |  | Position: |  |  |
| Address: |  |  | Address: |  |  |
| Tel: |  |  | Tel: |  |  |
| Email: |  |  | Email: |  |  |
| In what capacity does the above know you? | | | In what capacity does the above know you? | | |

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| ADDITIONAL INFORMATION | | |
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| 1. To comply with the Asylum and Immigration legislation during the selection process you will be required to give evidence of your ability to work in the UK. Do you require any documentation supplied by the Home Office or UKBA in order to work in the UK? | | Yes / No |
| 1. Under the Working Time Directive, you should not work more than 48 hours a week. Do you plan to undertake work for other employers, which would cause a breach of these regulations? | | Yes / No |
| If so, please give details: |  | |
| 1. Do you hold a full current driving licence? | | Yes / No |
| 1. Are you able to travel to different locations across the County? | | Yes / No |
| 1. Have you ever been subject to any disciplinary action by your employer or professional body? | | Yes / No |
| If YES, please give details |  | |
| 1. Are you a relative or partner of any County Councillor, employee of this authority and/or school governor? | | Yes/No |
| If YES, Please state name of person and relationship: | | |
| 1. Do you require any reasonable adjustments to be made/special facilities to be provided to enable you to attend the interview or assessment? | | |

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| CRIMINAL CONVICTIONS - REHABILITATION OF OFFENDERS ACT 1974 | | |
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| Having a criminal record will not necessarily bar you from employment; this will depend on the relevance, the circumstances and the background of your offence(s). The Council has a Policy on the Recruitment of Ex-Offenders which meets the Disclosure & Barring Service (DBS) Code of Practice and complies with the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. The DBS Code of Practice is available at https://www.gov.uk/government/publications/dbs-code-of-practice  If you are applying for work which brings you into contact with children, young people or vulnerable adults or for certain positions within legal and financial fields you may be required to undergo an enhanced DBS criminal record check before taking up your role. This check will include details of convictions, cautions, reprimands and warnings which you may have, even if they are regarded as 'spent' under the Rehabilitation of Offenders Act 1974. You must also (where appropriate) let us know of any prosecutions pending against you. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account. | | |
| Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 | | YES / NO |
| Have you been barred from working with children by the DBS, the Independent Safeguarding Authority (ISA) or any other organisation ? | | YES / NO |
| Failure to disclose this information could result in your dismissal or disciplinary action. | | |
| **Signed:** | **Date:** | |

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| DECLARATION | |
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| I agree that any offer of employment with Buckingham Park CE Primary School is subject to satisfactory evidence of the right to work in the UK, satisfactory references and police clearance (where appropriate). In accordance with the 1998 Data Protection Act, it is agreed that Buckingham Park CE Primary School may hold and use personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information can be stored in both manual or computer form, including the data in Section 2 of the Data Protection Act 1998.  This authority is committed to the prevention, detection and elimination of fraud and corruption. By signing this form, you acknowledge that your personal information will be data matched for these purposes in accordance with provisions made within the Data Protection Act 1998.  I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action by the school. | |
| **Signed:** | **Date:** |

Please email your completed form and letter of application to: [office@buckinghampark.org](mailto:office@buckinghampark.org)

*If you have not been contacted within 3 weeks of the closing date, you must assume that your application has, on this occasion, been unsuccessful.*

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| RECRUITMENT MONITORING | | | | | | | | | | | | |
| We are committed to appointing the best candidate on the basis of their ability to do the job. The Codes of Practice published by the Equal Opportunities Commission and the Commission for Racial Equality advise employers to monitor the outcome of selection decisions to ensure that discrimination does not occur within our recruitment and selection process. The information you give is confidential and is used for monitoring purposes only. | | | | | | | | | | | | |
| **Application for the post of****:** | | | | | | | |  | | | | |
| **Full name****:** | | | | | | | |  | | | | |
| **Gender** (please select as appropriate) | | | | | | | | Male / Female | | | | |
| **Date of birth:** | | | | | | | |  | | | | |
| Do you consider yourself to have a disability? | | | | | | | | Yes / No / Not answered | | | | |
| If yes, what is the nature of your disability? | | | | | | | |  | | | | |
| We are working to implement the Guaranteed Interview Scheme for Disabled People. This means we will guarantee to interview all applicants with disabilities who meet the essential criteria for a vacant post. You can choose to take part in the guaranteed interview scheme by indicating that you have a disability and the manager who is recruiting you will be advised accordingly. If you do not wish the recruiting manager to know that you have a disability, (and therefore do not wish to take part in the scheme) please indicate this on your application form. | | | | | | | | | | | | |
| Do you wish to take part in this scheme? | | | | | | | | Yes / No | | | | |
| If you are currently employed by Buckingham Park CE Primary School, please indicate that you are an internal applicant. Otherwise please choose external. | | | | | | | | Internal / External | | | | |
| **Religion**  These categories of religion were used in the 2001 census. We recognise however, that the specified categories may not be appropriate for everyone; if this is the case, please use the last box. | | | | | | | | | | | | |
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| Buddhist |  | | Christian |  | Hindu | | | |  | Jewish |  |  |
|  |  | |  |  |  | | | |  |  |  |  |
| Muslim |  | | Sikh |  | No religion | | | |  | Other |  |  |
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| How would you describe yourself?  These categories of ethnic origin are recommended by the UK Equal Opportunities Commission as the most appropriate for the UK. We recognise however that the specified categories may not be appropriate for everyone. If this is the case, please use the last box.Please tick the appropriate box to indicate your cultural background: | | | | | | | | | | | | |
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| White British |  | White Irish | | | |  | White Other | |  | White and Black Caribbean |  |  |
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| White and Black African |  | White and Asian | | | |  | Mixed Other | |  | Indian |  |  |
|  |  |  | | | |  |  | |  |  |  |  |
| Pakistani |  | Bangladeshi | | | |  | Asian Other | |  | Black Caribbean |  |  |
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| Black African |  | Black Other | | | |  | Chinese | |  | Chinese Other |  |  |
|  |  |  | | | |  |  | |  |  |  |  |
| Other Ethnic Group |  | Not Stated | | | |  |  | |  |  |  |  |
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