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| The Good Shepherd Trust Logo -01-01 | **Job Application Form**  **School Support Staff Posts**  *Confidential* |

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| **Information for Applicants:**  Please complete this form in **black ink** or **type** in the spaces provided. If you need more space than is provided, please continue on an additional sheet of paper. Please note that we **cannot accept CVs**. | | |
| Please return your completed form to: | Karen Smith  Trust Business Manager  The Weald C of E Primary School  Newdigate Road  Beare Green, Dorking  SURREY, RH5 4QW | Ref. No. *(Office Use Only)* |
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| The deadline for receipt of completed applications is: |  | |

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| **Details of Post Applied For:** | |
| Job Title | Teaching Assistant and Lunchtime Supervisor |
| Job Reference Number (if any) |  |
| Please confirm the date you would be able to start work, if successful |  |

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| **Personal Details:** | | | | | | | | | | | | | |
| Title |  | | First Name(s) | | |  | | | | | | | |
| Surname | |  | | | | | | | | | | Date of Birth[[1]](#footnote-1) |  |
| If you have previously been known by another name, please specify: | | | |  | | | | | | | | | |
| Address | |  | | | | | | | | | | | |
| Contact Details | | Please only include contact numbers or email addresses that you are happy for us to use. | | | | | | | | | | | |
| Daytime Contact Number: | | |  | | | | | | | | |
| Evening Contact Number: | | |  | | | | | | | | |
| Mobile Number (if different): | | |  | | | | | | | | |
| Email Address: | | |  | | | | | | | | |
| National Insurance Number | | | | |  | | | | | | | | |
| Are you eligible to work in the UK? | | | | | YES | | NO | | | If no, please specify your circumstances below: | | | |
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| Are you a Swiss/EEA citizen?  If “Yes” to the above, when did you become resident in the UK? | | | | | YES | | | NO | | |  | | |
| Date: | | | | | | | | |
| Do you require a work permit to work in the UK? | | | | | YES | | | | NO | | | | |
| If applicable, please confirm the date you became a resident in the UK. | | | | |  | | | | | | | | |

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| **Education and Qualifications:** | | | |
| Please also include any relevant professional qualifications. | | | |
| Name of Institution (e.g. School, College or University) | Dates Attended | | Courses/Subjects Taken and Examinations Results or Award |
| From (Month/Year) | To (Month/Year) |
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| **Professional Development:** | | | | |
| Please give details of any courses undertaken which you have not detailed above and which you consider to be relevant to this application. | | | | |
| Course Title | Awarding Body/Course Provider | Dates Attended | | Award (if any) |
| From (Month/Year) | To (Month/Year) |
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| **Membership of Professional Bodies:** | | |
| Please give details of any relevant professional bodies to which you belong. | | |
| Name of Professional Body | Membership Status | Date Membership Commenced |
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| **Employment History:** |
| Please give details of **all periods of employment** you have undertaken. List the information in reverse chronological order (i.e. with your current or most recent position first). Any gaps in your employment and/or training and education history will be explored with you if you are called for interview. Please use a continuation sheet if necessary. |

| Employer’s Name and Address | Dates Employed From and To (Month/Year) | Position Held | Salary and Benefits | Reason for Leaving |
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| **Periods When Not Working:** | | |
| Please give details below of any voluntary work you have not detailed above, or reasons for other periods of time when you have not been employed since leaving secondary education. | | |
| Date From (Month/Year) | Date To (Month/Year) | Reason |
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| **Statement of Application:** | | | | | |
| You are invited to provide further information in support of your application. Please make full use of this section and continue on additional sheets if necessary. Please refer to the person specification for the post and also include:   * The reasons why you are applying for this post; * The personal qualities and experience that you feel are relevant to your suitability for the post; * Key responsibilities and achievements in your present or most recent job which are relevant to this application; * Details of any relevant interests or activities. | | | | | |
| **Referees:** | | | | | |
| * References will only be sought for shortlisted candidates. **It is our policy to obtain references prior to interview. If you have concerns regarding this, please contact us.** * The first referee provided **must** be your present or most recent employer, unless you have not been in employment before. If you are not currently working with children but have done so in the past, your second referee **must** be that employer. * If any of your references relate to your employment at a school or college your referee **must** be the Headteacher or Principal. * If you are currently working with children, your present employer will be asked about any disciplinary offences relating to children (whether current or time expired), whether you have been the subject of any substantiated child protection concerns and, if so, the outcome of these investigations. If you are not currently working with children but have done so previously, these issues will be raised with your former employer. * Please do not name relatives or people acting solely in their capacity as friends as referees. * **Other previous employers may also be approached for information, prior to interview, to verify details on your application form, such as particular experience or qualifications.** | | | | | |
| **Referee 1** | | | **Referee 2** | | |
| Title (Miss/Mr etc) | |  | Title (Miss/Mr etc) | |  |
| Name |  | | Name |  | |
| Occupation |  | | Occupation |  | |
| Address |  | | Address |  | |
| Tel. Number |  | | Tel. Number |  | |
| Fax Number |  | | Fax Number |  | |
| Email Address |  | | Email Address |  | |
| In what capacity do you know the referee? |  | | In what capacity do you know the referee? |  | |

| **Reasonable Adjustments to the Shortlisting Process:** | | | |
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| The Equality Act 2010 protects people with disabilities from unlawful discrimination. To meet the Act’s definition, a person must have a physical or mental impairment, which has substantial long-term effects on their ability to carry out normal day-to-day activities and which has lasted, or is likely to last more than 12 months. Should you be shortlisted for interview we will make adjustments or special arrangements, if required, to facilitate your attendance at the interview. | | | |
| Do you have a disability you wish us to know about at this stage? | YES | NO | If yes, please let us know what access requirements you may have: |
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| Candidates who are invited for interview will be asked in the invitation letter if they require any adjustments to be made to the interview or other selection activities. | | | |

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| **Declarations:** | |
| The Disclosure & Barring Service (DBS) provides wider access to criminal record information through its Disclosure service. This service enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that involving children and vulnerable adults.  **Please note that it is an offence to apply for a role in regulated activity relevant to children if you are barred.**  More information on The Disclosure & Barring Service can be found at [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check).  Information on Trust child protection policies and procedures can be found here: <https://www.goodshepherdtrust.org.uk/912/safeguarding>  Should you be shortlisted, you will be asked to complete a declaration of criminal convictions form. |

| **A Note on Childcare Disqualification Requirements:** |  |
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| In addition to undertaking checks to ensure that members of staff are suitable to work with children, schools are also specifically required to establish that members of staff are not disqualified from working with children who have not yet reached the age of 8 in order to comply with the Childcare Act 2006 and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018. All staff responsible for the provision or management of such childcare (including teaching) are therefore required to declare that they are not disqualified from undertaking such work upon appointment.  A disqualified person is not permitted to provide or manage care for children under age 8 unless they apply for, and are granted, a waiver from Ofsted. In summary, a person may be disqualified from working in a school setting through:   * Inclusion on the Children’s Barred List; * Being cautioned for, or convicted of, certain violent and sexual criminal offences against children and adults; * Grounds relating to the care of children (including where an order is made in respect of a child under the person’s care); * Having registration refused or cancelled in relation to childcare or children’s homes or being disqualified from private fostering.   Disqualification also applies to equivalent offences committed overseas. The Regulations do not automatically apply to all posts in a school or to settings where there is no provision for children under 8. You will therefore be informed if the Regulations are relevant to the post you are applying for.  Should you need to, you can find out more about disqualification in the Department for Education’s guidance: <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006> | |

| **Prohibition Checks** |
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| Following successful interview, the Trust will carry out the necessary prohibition checks on all candidates appointed within a classroom-based job role, irrespective of whether the role permits for unsupervised “teaching work” as defined by The Teachers’ Disciplinary (England) Regulations 2012. This check will provide verification that the candidate has not been prohibited from teaching or carrying out teaching work by the Teaching Regulation Agency in the past. |

| **Declaration of Relationships:** | Please answer **YES** or **NO** below: | |
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| Are you related to, or have a close personal relationship with, any elected member or senior officer of The Good Shepherd Trust or a member of staff or governing committee of the appointing school? | |  |
| If yes, please provide below his/her name and role, and state your relationship: | | |
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| I declare that the information I have given on this form is correct. I understand that providing false or misleading information/qualifications may affect any recruitment decision made and could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. It could also result in a referral to the police. I understand that the Trust processes personal, special category data and criminal records data in accordance with our data protection policy and in accordance with data protection laws and give my consent for the Trust to check the information supplied and hold all such information in both paper and electronic formats. | | | |
| Signature of Applicant |  | Date |  |
| If you have submitted your application electronically, you will be asked to sign your application form in the event that you are shortlisted and called for interview. | | | |

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| **Thank you for your application.**  **Retention of Application Forms:** It is The Good Shepherd Trust’s policy to retain all application forms, including for unsuccessful applicants, for a period of six months, after which time they are securely destroyed. If another suitable vacancy arises within The Trust during that period which we think might suit your skills and experience, we may contact you to make you aware of the vacancy.  If you **do not** wish us to use your application form in this way, please tick this box ❑  Tick here if you need us to contact you about adjustments to this recruitment and selection process ❑ |

1. [↑](#footnote-ref-1)