**Application form for Teaching Assistant Level** 3

**Part one**

| DATA PROTECTION NOTICE |
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| Throughout this form we ask for some personal data about you. We’ll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:   * You have given us your consent * We must process it to comply with our legal obligations   You’ll find more information on how we use your personal data in our privacy notice for job applicants. This can be found on our website along with this application form. |

| VACANCY INFORMATION |
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| Application for the post of: Teaching Assistant  What date are you available to begin a new post?  Where did you first hear about this job? |

| DISCLOSURE AND BARRING AND RECRUITMENT CHECKS |
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| St Philip’s 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 St Philip’s privacy notice.  **Do you have a DBS certificate?:** ☐Yes ☐No Date of check:  If you’ve lived or worked outside of the UK in the last 5 years, we 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 in the last 5 years?:** ☐Yes ☐No  Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.  We will not ask for any criminal records information until we’ve received the results of a DBS check.  Any convictions listed on a DBS check will be considered on a case-by-case basis. |

| RIGHT TO WORK IN THE UK |
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| St Philip’s will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.  By signing this application, you agree to provide such evidence when requested. |

| SIGN AND DATE |
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| Name (please print):  Sign:  Date: |

St Philip’s encourages all applications to be completed electronically and sent in through e-mail. Hand written applications are accepted. If hand writing, please complete all sections of this form using black ink.

The sections of this application form that include your personal details and equalities monitoring information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.

Applications will only be accepted if they are completed in full.

Applications should be e-mailed to:

[admin@st-philips.manchester.sch.uk](mailto:admin@st-philips.manchester.sch.uk)

Alternatively, they can be posted to:

**Vacancies**

**St Philip’s C of E Primary School**

**Loxford Street**

**Manchester**

**M15 6BT**

**Part two – Personal Details**

| PERSONAL DETAILS | |
| --- | --- |
| **First name** |  |
| **Surname** |  |
| **Preferred title** |  |
| **Previous surnames** |  |
| **If you prefer to be called by a name other than the one listed above, please specify** |  |

| CONTACT DETAILS | |
| --- | --- |
| **Address** |  |
| **Postcode** |  |
| **Home phone** |  |
| **Mobile phone** |  |
| **Email address** |  |

| DISABILITY AND ACCESSIBILITY |
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| St Philip’s 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: |

| RELATIONSHIP TO THE [SCHOOL/TRUST] | | |
| --- | --- | --- |
| Please list any personal relationships that exist between you and any of the following members of the St Philip’s community:   * Governors * Staff * Pupils   If you have a relationship with a governor or employee, this does not necessarily prevent them from acting as a referee for you. | | |
| **Name** | **Relationship** | **Role at St Philip’s** |
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**Part three – Employment History**

Please complete which box is appropriate to your current employment.

| CURRENT EMPLOYMENT DETAILS - EDUCATION | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job title** | **Employer details (name, address, email and/or telephone)** | **Dates employed** | **Age range taught** | **No. on roll** | **Permanent or temporary** | **Part-time or full-time** | **Salary (inc. allowances)** | **Description of responsibilities** |
|  |  |  |  |  |  |  |  |  |

| CURRENT EMPLOYMENT DETAILS – NON EDUCATION | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Job title** | **Employer details (name, address, email and/or telephone)** | **Dates employed** | **Permanent or temporary** | **Part-time or full-time** | **Salary details** | **Description of responsibilities** |
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| PREVIOUS EMPLOYMENT – EDUCATION ROLES | | | | |
| --- | --- | --- | --- | --- |
| Please provide details of all previous employment in the education sector. List the most recent employment first. *If completing electronically, please add additional rows if necessary. If completing by hand, please record additional information on the reverse of this sheet.* | | | | |
| **Job title** | **Name and address of employer** | **Dates employed** | **Description of responsibilities** | **Reason for leaving** |
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| PREVIOUS EMPLOYMENT – NON-EDUCATION ROLES | | | | |
| --- | --- | --- | --- | --- |
| Please provide details of all previous employment that was not in the education sector. List the most recent employment first. *If completing electronically, please add additional rows if necessary. If completing by hand, please record additional information on the reverse of this sheet.* | | | | |
| **Job title** | **Name and address of employer** | **Dates employed** | **Description of responsibilities** | **Reason for leaving** |
|  |  |  |  |  |
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**Part four – Education and Training**

| EDUCATION AND QUALIFICATIONS | | |
| --- | --- | --- |
| Please provide details of your education from secondary school onwards.  You’ll be required to produce evidence of qualifications. | | |
| **Dates attended (month and year)** | **Name and location of school/college/university** | **Qualifications gained (including grades)** |
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| TRAINING AND PROFESSIONAL DEVELOPMENT | | | | |
| --- | --- | --- | --- | --- |
| Please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application | | | | |
| **Course dates** | **Length of course** | **Course title** | **Qualification obtained** | **Course provider** |
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| ADDITIONAL INFORMATION |
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| Please provide any additional information relevant to this application. You may wish to discuss additional skills or relevant special interests. |
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**Part five – Letter of Application**

In the box below please write us a letter explaining why you’re applying for this post and how your experience, training and personal qualities match the requirements of the role as set out in the job description and person specification.

*Please ensure that your letter is between 500 and 1500 words long.*

| LETTER OF APPLICATION |
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**Part six – References**

Please give the names of 2 people who are able to comment on your suitability for this post. One must be your current or last employer. If you’ve not previously been employed, please provide details of another suitable referee.

St Philip’s reserves the right to seek any additional references we deem appropriate.

It is St Philip’s policy to request a reference prior to interview. Please let your referees know that you’ve listed them as a referee, and to expect a request for a reference should you be shortlisted. If there is any reason why you would not like a referee to be approached, please indicate below.

| NAME |  | NAME |  |
| --- | --- | --- | --- |
| POSITION IN ORGANISATION |  | POSITION IN ORGANISATION |  |
| RELATIONSHIP TO YOU |  | RELATIONSHIP TO YOU |  |
| ORGANISATION NAME |  | ORGANISATION NAME |  |
| ADDRESS AND POST CODE |  | ADDRESS AND POST CODE |  |
| CONTACT NUMBER |  | CONTACT NUMBER |  |
| EMAIL ADDRESS |  | EMAIL ADDRESS |  |
| IS THIS YOUR CURRENT EMPLOYER? |  | IS THIS YOUR CURRENT EMPLOYER? |  |

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: ☐

**Part seven – Equalities monitoring**

We’re bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we’re meeting this duty, whether our policies are effective and whether we’re complying with relevant legislation, we need to know the information requested below.

This information **will not** be used during the selection process. It will be used for monitoring purposes only.

| 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 | | | | | |
| **Pregnancy and maternity** | | | | | | | | | | |
| Are you pregnant?  ☐Yes  ☐No  ☐Prefer not to say | | Have you given birth within the last 12 months?  ☐Yes  ☐No  ☐Prefer not to say | | | | | | | | |
| **Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?** | | | | | | | | | | |
| ☐Yes  ☐No  ☐Prefer not to say | | | | | | | | | | |
| **If you answered ‘yes’ to the question above, please state the type of impairment. Please tick all that apply. If none of the below categories applies, please mark ‘other’.** | | | | | | | | | | |
| ☐Physical impairment  ☐Sensory impairment  ☐Learning disability/difficulty  ☐Long-standing illness  ☐Mental health condition  ☐Developmental condition  ☐Other | | | | | | | | | | |