

**APPLICATION FORM**

Richard Coates Primary School is fully committed to the principles of safer recruitment, ensuring that safeguarding and promoting the welfare of children is central to our recruitment process.

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| **Post Applied for: Teaching Assistant** | **Vacancy No: RCP – TA – Nov21** |
| **Please X the box if you are a newly qualified teacher (NQT) or if you are completing your training.**  (An NQT is required to serve a statutory induction period). | |

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| **Section 1: Personal Details** | | | | | | | | | | | | | | | | | |
| **Forename(s):** | | |  | | | | **Surname:** | | | |  | | | | | | |
| **Former Names**  **(if applicable):** | | |  | | | | | | | | | | | | | | |
| **Current Address:** | | | | | | | | | | | **Contact Details:** | | | | | | |
| **Post Code:** | | | | | | | | | | | **Mobile:** | | | | | | |
| **Telephone:** | | | | | | |
| **Email:** | | | | | | |
| **National Insurance**  **Number:** | | |  | | | | | | | | | **Teacher Reference Number**: | | | |  | |
| **Disability:**  **Do you consider yourself to have a disability? Yes No**  **Please tell us about any reasonable adjustment you need to help you with your employment application. (If you are appointed to the post, we will also ask you at that stage about any reasonable adjustments you may need to help you do the job for which you are applying.)** | | | | | | | | | | | | | | | | | |
| **Section 2: Education, Training and Qualifications** | | | | | | | | | | | | | | | | | |
| **Secondary Education** | | | | | | | | | | | | | | | | | |
| **Name and location** | | | | | | **Examinations passed with grades** | | | | | | | | **Date qualification awarded** | | | |
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| **Higher Education** | | | | | | | | | | | | | | | | | |
| **University/College/Organisation** | | | | | | **Course undertaken and qualifications passed with grades** | | | | | | | | | **Date qualification awarded** | | |
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| **Initial Teacher Training (NQT’s please include ITT courses undertaken)** | | | | | | | | | | | | | | | | | |
| **University/College/Organisation** | | | | | | **Qualifications passed/awaiting result** | | | | | | | | | Date qualification awarded | | |
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| **Courses attended in the last 5 years (including denominational Qualifications)**  Please include organising body, course title, dates and duration | | | | | | | | | | | | | | | | | |
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| **Please list any relevant professional bodies of which you are a member**: | | | | | | | | | | | | | | | | | |
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| **Special Interests and Relevant Experience**  Please give details of your recreational and cultural interests, voluntary work and any other special skills you have developed which may be relevant to the post and, if relevant, to working with children. | | | | | | | | | | | | | | | | | |
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| **Section 3 – Employment History** | | | | | | | | | | | | | | | | | |
| **Present Post (or if not in employment your last employer)** | | | | | | | | | | | | | | | | | |
| **Current Employer** | | | | | **Address** | | | | | | | | | | **Post Held** | | |
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| **Annual Salary** | | | **SEND/TLR/Other Allowance** | | | **Point on Scale** | | | | | | | **Ages Taught** | | | | **Date of appointment** |
| £ | | | £ | | |  | | | | | | |  | | | |  |
| **Give details of present post, including job title, subjects taught and areas of responsibility:** | | | | | | | | | | | | | | | | | |
| **Reason for leaving:** | | | |  | | | | | | | | | | | | | |
| **Previous Employment (please complete in chronological order starting with the most recent Current** | | | | | | | | | | | | | | | | | |
| **From:** | **To:** | | **Name and Address of Employer** | | | | | | | **Position Held** | | | | | | | **Reason for Leaving** |
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| **Section 4 – Supporting Statement**  Please provide a written statement of no more than 1,300 words detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post advertised and how you meet the person specification applicable to the post. You should pay particular attention to the national standards for the position for which you are applying. | | | | | | | | | | | | | | | | | |
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| **Section 5: References** | | | | | | | | | | | | | | | | | |
| **Please give the name and address of two professional referees. One of these should be your present or most recent employer. If you are applying for a teaching post and not currently working as a teacher, include as a referee the school/college or local authority at which you were most recently employed. References will be taken up prior to interview.** | | | | | | | | | | | | | | | | | |
| **Title:** | |  | | | | | | **Title:** | | | | |  | | | | |
| **Name:** | |  | | | | | | **Name:** | | | | |  | | | | |
| **Position:** | |  | | | | | | **Position:** | | | | |  | | | | |
| **Name of establishment:** | |  | | | | | | **Name of establishment:** | | | | |  | | | | |
| **Address:** | |  | | | | | | **Address:** | | | | |  | | | | |
| **Postcode:** | |  | | | | | | **Postcode:** | | | | |  | | | | |
| **Email:**  (not personal) | |  | | | | | | **Email:**  (not personal) | | | | |  | | | | |
| **Tel No:** | |  | | | | | | **Tel No:** | | | | |  | | | | |
| **Section 6: Rehabilitation of Offenders Act 1974** | | | | | | | | | | | | | | | | | |
| All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However,  amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website or at unlock.  Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. | | | | | | | | | | | | | | | | | |
| **Section 7: Declaration** | | | | | | | | | | | | | | | | | |
| I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to   1. references which are satisfactory to the school 2. a satisfactory DBS certificate and check of the Barred list 3. the entries on this form proving to be complete and accurate and 4. a satisfactory medical report, if appropriate.   I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard | | | | | | | | | | | | | | | | | |
| **Name:** | |  | | | | | | **Signature:** | | | | |  | | | | |
|  | |  | | | | | | **Date:** | | | | |  | | | | |

**RICHARD COATES PRIMARY SCHOOL**

**EQUALITIES MONITORING FORM**

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| **Post Applied for:** | **Vacancy No:** |

Pele Trust wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

Please complete this section of the application form which will be separated from the rest of the form before shortlisting takes place.

You can be assured that the information will be treated in confidence and stored securely.

Please tick the appropriate box:

**Gender** Male 🗆 Female 🗆 Prefer not to say 🗆

**Are you married or in a civil partnership?** Yes 🗆 No 🗆 Prefer not to say 🗆

**Age** 16-24🗆 25-29 🗆 30-34 🗆 35-39🗆 40-44 🗆 45-49 🗆 50-54 🗆55-59 🗆 60-64 🗆 65+ 🗆 Prefer not to say 🗆

**Do you consider yourself to have a disability or health condition?**

Yes🗆 No 🗆 Prefer not to say 🗆

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, please discuss this with the appointing officer.

**What is your religion or belief?**

No religion or belief 🗆 Buddhist 🗆 Christian 🗆 Hindu 🗆 Jewish 🗆

Muslim 🗆 Sikh 🗆 Prefer not to say 🗆 If other religion or belief, please state:

**What is your sexual orientation?**

Heterosexual 🗆 Gay woman/lesbian 🗆 Gay man 🗆 Bisexual 🗆

Prefer not to say 🗆

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong.

***White***

English 🗆 Welsh 🗆 Scottish 🗆 Northern Irish 🗆 Irish 🗆

British 🗆 Gypsy or Irish Traveller 🗆 Prefer not to say 🗆

Any other white background, please state:

***Mixed/multiple ethnic groups***

White and Black Caribbean 🗆 White and Black African 🗆 White and Asian 🗆 Prefer not to say 🗆 Any other mixed background, please state:

***Asian/Asian British***

Indian 🗆 Pakistani 🗆 Bangladeshi 🗆 Chinese 🗆

Prefer not to say 🗆 Any other Asian background, please state:

***Black/ African/ Caribbean/ Black British***

African 🗆 Caribbean 🗆 Prefer not to say 🗆

Any other Black/African/Caribbean background, please state:

***Other ethnic group***

Arab 🗆 Prefer not to say 🗆 Any other ethnic group, please state: