

# **Support Staff Application Form**

**CONFIDENTIAL** - The information you provide on this form will be used for recruitment, selection and for employment contract purposes.

Please complete this application in black ink or by typing and submit it as stated in the job advertisement.

| POST APPLIED FOR  | Job Title:    | Teaching Assistant                     |
|---|---------------|--|
| (It is <b>essential</b> that candidates complete all details in this box so their | Closing Date: | Tuesday 21 <sup>st</sup> February 2023 |
| application can be considered)  | School:       | The West Park Academy                  |

#### **Data protection**

Your data will be processed in accordance with data protection legislation. Processing of your data will take place either because:

- You consent to your data being processed
- Processing is necessary to evaluate your application for the position for which you have applied
- · Processing is necessary for complying with legal obligations
- Processing is necessary for our legitimate interests

### **PART A: PERSONAL DETAILS**

| Last Name:                          |                   |  |           |           |    |        |                         |  |  |  |
|-------------------------------------|-------------------|--|-----------|-----------|----|--------|-------------------------|--|--|--|
| First Name(s):                      |                   |  |           |           |    | Title: | Dr/Miss/Mr/Mrs/Ms/Other |  |  |  |
| Address: (Address Line 1):          |                   |  |           |           |    |        |                         |  |  |  |
|                                     | (Address Line 2): |  |           |           |    |        |                         |  |  |  |
|                                     | (Address Line 3): |  |           |           |    |        |                         |  |  |  |
| Town / City:                        |                   |  |           |           |    |        |                         |  |  |  |
| Post Code:                          |                   |  |           |           |    |        |                         |  |  |  |
| National Insurance Number:          |                   |  |           |           |    |        |                         |  |  |  |
| Date of Birth (dd/mm/yyyy):*        |                   |  |           |           |    |        | •                       |  |  |  |
| Ethnicity:                          |                   |  |           |           |    | ·      |                         |  |  |  |
| Contact Phone Number:               |                   |  |           |           |    |        |                         |  |  |  |
| Email Address:*                     |                   |  |           |           |    |        |                         |  |  |  |
| * Required to complete your DBS and |                   |  | dren barı | ing check | ζ. |        |                         |  |  |  |

| Are you currently employed by The Trust?  | YES NO                     |  |  |  |
|---|----------------------------|--|--|--|
| If so, please provide payroll number(s) in the additional information box on the next page.   |                            |  |  |  |
| Have you ever been dismissed from a post within schools?  | YES NO                     |  |  |  |
| If so, please provide details in the additional information box on the next page.   |                            |  |  |  |
| Are there any dates when you would not be available for interview?  | YES NO                     |  |  |  |
| If so, please provide details in the additional information box on the next page.   |                            |  |  |  |
| Are you legally entitled to live and work in the United Kingdom in the accordance with the Asylum & Immigration Act 1996?   | YES NO                     |  |  |  |
|   |                            |  |  |  |
| Additional Information:   |                            |  |  |  |
| Please use this section to expand on any of the questions in Part A:  |                            |  |  |  |
|   |                            |  |  |  |
|   |                            |  |  |  |
| Disclosure and Barring and childcare disqualification   |                            |  |  |  |
| The Forge Trust is legally obligated to process a Disclosure and Barring Service (DBS) chappointments to relevant posts. The DBS check will reveal both spent and unspent convictovers as well as pending prosecutions, which are not "protected" under the Rehabilitation (Exceptions) Order 1975. | tions, cautions, and bind- |  |  |  |
| We will use the DBS check to ensure we comply with the Childcare Disqualification Regula  | ations                     |  |  |  |
| Any data processed as part of the DBS check will be processed in accordance with data p The Forge Trust privacy statement.  | rotection regulations and  |  |  |  |
| Do you have a DBS certificate?: □Yes □No Date of check:   |                            |  |  |  |
| If you have lived or worked outside of the UK in the last 5 years The Forge Trust 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   |                            |  |  |  |

# Right to work in the UK

The Forge Trust 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.

## References: References for ALL shortlisted candidates will be requested prior to interview

| Please see notes below before completing                       | Reference 1 (Current/Most Recent Employer) | Reference 2 (Employer prior to current/most recent) |
|--|--|---|
| Referee's Name:  |  |   |
| Job Title:   |  |   |
| In what capacity is this person known to you? i.e Line Manager |  |   |
| Name/Address<br>of organisation                                |  |   |
| Email:*  |  |   |
| Telephone:   |  |   |

#### Please note:-

- At least TWO references for ALL shortlisted candidates will be requested <u>prior</u> to interview. By submitting this
  application for you agree to this practice. However, we may need to take up additional references from any previous
  employer. We will contact you for further information if we need to do so.
- Open references ('to whom it may concern') will not be accepted.
- To ensure the validity of the organisation, the email address of a referee should always be directed to the work/organisation email and not to a private email address.
- Referees should be an employer (i.e. manager) and not co-workers.
- \* Required.

### **PART B: INFORMATION IN SUPPORT OF APPLICATION**

| Employment Record - Please provide details of your employment history during the past 10 years. |                                 |  |                       |  |  |
|---|---------------------------------|--|-----------------------|--|--|
| Name & Address of<br>Employer   | Dates from/to<br>(Month & Year) | Job Title, Brief Description of<br>Duties & Salary | Reason for<br>Leaving |  |  |
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| Please provide details of  |  |
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|                            |  |
| any breaks in employment   |  |
| any breaks in employment   |  |
| (exceeding 6 weeks) during |  |
|                            |  |
| the last 10 years.         |  |
| the last to years.         |  |
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**Educational, Training & Vocational Qualifications** - Please provide details (including dates) of qualifications achieved. Please include short courses, apprenticeships, & any other training that supports your application & demonstrates your continuous professional development.

| Professional Memberships - Please provide details (including membership number and level).   |
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| Additional Information in Compant of your Application  |
| Additional Information in Support of your Application Please read the Job Description and Person Specification carefully; then explain how your knowledge, |
| skills and experience relate to the post for which you are applying. These may have been gained through  |
| paid employment, domestic responsibilities, voluntary/community work, spare time activities, education and training.                                       |
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|  | We advise applicants that the data held by the Trust in respect of employment will be used for cross-<br>system comparison purposes for the prevention & detection of fraud. |      |  |  |  |
|--|--|------|--|--|--|
| I understand that a medical examination may be necessary in connection with this post and that my appointment would be subject to satisfactory medical clearance.          |  |      |  |  |  |
| I understand that any offer of employment is subject to obtaining suitable references and a satisfactory DBS check.  |  |      |  |  |  |
| I declare that the information that I have given in this application is accurate and true.   |  |      |  |  |  |
| I understand that providing misleading or false information will disqualify me from the appointment OR if appointed may result in disciplinary action including dismissal. |  |      |  |  |  |
| Signed   |  | Date |  |  |  |