

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 (It is essential that candidates complete all details in this box so their application can be considered)	Job Title:	Teaching Assistant
	Closing Date:	Tuesday 21 st February 2023
	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 children barring check.									

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 of organisation		
Email:*		
Telephone:		
<p>Please note:-</p> <ul style="list-style-type: none">At least TWO references for ALL shortlisted candidates will be requested prior 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 Employer	Dates from/to (Month & Year)	Job Title, Brief Description of Duties & Salary	Reason for Leaving

Please provide details of any breaks in employment (exceeding 6 weeks) during the last 10 years.

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).

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.

We advise applicants that the data held by the Trust in respect of employment will be used for cross-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