

Headmaster: Mr Luke Bromwich BSc (Hons) PGCE

*Committed to Equal Opportunities and Safeguarding*

**CONFIDENTIAL APPLICATION FORM**

**FOR THE POST OF TEACHING ASSISTANT**

**Section 1: Personal Details**

Full Name …………………………………………………….. Preferred Name ………………………………………………

Title (Mr/Mrs/Miss/Ms/Dr etc.) ………………………………………………….

Previous name(s) ………………………………………………………………………..

Address ………………………………………………………………………………….

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…………………………………………………………………………………..

Home Tel No: …………………………………..… Mobile No: …………………………….……..

Work Tel No: …………………….................. Email Address: ……………………………………………………………..

Do you hold a full UK driving licence? ……….. Do you have the use of a car for work? ...............

National Insurance Number: …………………………… Do you require a work permit? ……………………….

Please state where you saw the advertisement for this post …………………………………………………..

**Section 2: Sanctions, Restrictions & Prohibitions**

|  |  |  |
| --- | --- | --- |
| Have you ever been referred to the Department of Education, or are you the subject of a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts you from being involved in the management of an Independent School? | Yes | No |
| Have you ever been the subject of a direction under section 142 of the Education Act 2002? | Yes | No |
| **If answering “Yes” to any of the questions in Section 2, please provide details on a separate sheet and send this in a sealed envelope marked “confidential” with your application form.** | | |

**Section 3: Education**

**Secondary/Further Education**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date Obtained** | **Awarding Body** | **Qualifications** | **Grade (if appropriate)** |
|  |  |  |  |

**Higher Education – University/College**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date Obtained** | **Awarding Body** | **Qualifications** | **Grade (if appropriate)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Membership of Professional Body, Relevant Training Courses**

|  |  |  |
| --- | --- | --- |
| **Date obtained** | **Body/Organisation** | **Details** |
|  |  |  |
|  |  |  |
|  |  |  |

**Section 4: Employment**

**Current/most recent employer**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer’s full address & telephone number** | **Dates From and To** | **Role or Job Title** | **Salary, Notice period and reason for leaving** |
|  |  |  |  |
| **Please give details of role and duties** | | | |
| **Do you/did you receive any employee benefits? If so, please provide details of these:** | | | |
| **Please describe in more detail relevant experience, skills etc, including unpaid work experience (e.g in the voluntary sector).** | | | |
| **Please include your outside interests, hobbies, etc.** | | | |
| **Please indicate the level of your IT skills (if relevant).** | | | |
| **Please state when you will be available to take up employment if offered.** | | | |
| **Please give your reasons for applying for the post and what attributes you feel you could contribute to St Margaret’s Prep, Calne. Please use an extra sheet of paper if necessary.** | | | |

**Section 5: Previous Employment - Please note that for safeguarding purposes any previous employer may be contacted to verify reason for leaving (continue on separate sheet if necessary).**

Please supply a full history in chronological order **beginning with the most recent** (with start and end dates) of all employment, self-employment and any periods of unemployment since leaving secondary and/or further education. Provide where appropriate explanations for any periods not in employment, self-employment or further education/training and in each case any reasons for leaving employment.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer’s full address & telephone number** | **Dates From and To** | **Role with main duties and reason for leaving** | **Salary** |
|  |  |  |  |
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**Section 6: References**

Please provide the names, addresses and telephone numbers of three referees, one of whom should be your current (or most recent) employer. At least one other must be someone who knows you in a work related capacity. Referees should ideally have known you for at least 2 years. **Please note references will not be accepted from relatives however a character reference would be acceptable.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Current/most recent employer** | **Reference 2** | **Reference 3** | |
| **Name of referee** |  |  |  | |
| **Address, including postcode** |  |  |  | |
| **Telephone number** |  |  |  | |
| **Email address** |  |  |  | |
| **Position/capacity in which known to applicant** |  |  |  | |
| **Length of time known** |  |  |  | |
| ***Please note references will be requested before short listing. Therefore, please tick***  ***the box if you wish to be consulted before an approach is made to your present***  ***employer for a reference.*** | | | |  |
| ***The School reserves the right to take up references from any previous employer.*** | | | | |

**Section 7: Existing contacts within school**

Please indicate if you know any existing employees or governors at St Margaret’s Prep or St Mary’s, Calne, and if so how you know them.

………………………………………………………………………………………………………………………………………………...

**Section 8: Checks with the Disclosure and Barring Service (DBS) and Declaration**

Applicants should note that they will have substantial access to children, and in the interests of the protection of children, we require applicants to give their permission to carry out an Enhanced DBS Check (which includes a check of the Children’s Barred List). It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. Appointment will be subject to successful completion of this check.

The Disclosure and Barring Service (DBS) check will reveal all cautions, reprimands, warnings and convictions that are subject to disclosure. In addition to completing this application form, you are required to provide us with details of all spent and unspent convictions that are subject to disclosure. The School is exempt from the Rehabilitation or Offenders Act 1974 and therefore all convections, cautions, reprimands and final warnings (including those which would normally be considered “spent” under the Act) must be declared. **You are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules (See DBS website).**  If you have a criminal record, this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School’s objective assessment procedure set out in the School’s Safer Recruitment Policy.

|  |  |  |
| --- | --- | --- |
| Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence whether in the United Kingdom or in another country? **You are not required to disclose a caution or conviction for an offence committed in the United Kingdom which is subject to the Disclosure & Barring Service filtering rules.** | Yes | No |
| Is there any relevant court action pending against you? | Yes | No |
| If answering “Yes” to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked “confidential” with your application form. | | |

It is the School’s policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A copy of the School’s Recruitment Policy and Child Protection Policy are available for download from the School’s website ([www.stmargaretsprep.org.uk](http://www.stmargaretsprep.org.uk)). Please take the time to read them.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.

**Please Note:** Deliberate omission or falsification could lead to disqualification of your application or later dismissal, if appointed. In addition to satisfactory DBS clearance, the appointment is also subject to satisfactory proof of identity, qualifications and professional status where required, references and medical fitness. If your application is successful, some of the information you give will be used to compile your personal file and will be stored on a confidential file, and in a computer.

**Section 9: Declaration**

* I confirm that the information I have given on this application form is true and correct to the best of my knowledge.
* I confirm that I am not on the Children’s Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body, whether of the UK or any other country.
* I confirm that I am not subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008.
* I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
* I consent to the School processing the information given on this form, including any ‘sensitive’ information, as may be necessary during the recruitment and selection process.
* I consent to the School making direct contact with the people specified as my referees to verify the reference.
* I understand that if I am called to interview I must provide original copies of qualifications cited in support of my application, both academic and extra-curricular.

Signature: ………………………………………………………………… Date: …………………………………………..

Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 13. A signature will be sought from candidates called for interview.

**St Margaret’s Prep, Curzon Street, Calne, Wiltshire, SN11 0DF**

**www.stmargaretsprep.org.uk 01249 857220**