

TEACHING ASSISTANT

UNDERGRADUATE & GRADUATE PLACEMENT SCHEME

MATHS TEACHING

Application Form

**Personal statement**

Please provide a personal statement in support of your application (no longer than 2 sides of A4). Please make sure that you refer to the details provided about the role and also include:

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| * The reasons why you are applying for this placement * The personal qualities and experience that you feel are relevant to your suitability for the placement. * Key responsibilities and achievements job which are relevant to this application. * Details of any relevant interests or activities |

**Personal Details**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title |  | | First Name(s) | | | |  | | | |
| Surname | |  | | | | | | | Date of Birth[[1]](#footnote-1) |  |
| If you have previously been known by another name, please specify: | | | |  | | | | | | |
| Address | |  | | | | | | | | |
| Contact Details | | Please only include contact numbers or email addresses that you are happy for us to use. | | | | | | | | |
| Daytime Contact Number: | | |  | | | | | |
| Evening Contact Number: | | |  | | | | | |
| Mobile Number (if different): | | |  | | | | | |
| Email Address: | | |  | | | | | |
| National Insurance Number | | | | |  | | | | | |
| Do you have a driving licence | | | | | YES | NO | | If no but intending to gain a licence in the near future please give details: | | |
| Do you currently have the right to work in the UK? | | | | | YES | NO | | If no, please specify your circumstances below: | | |
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| PLEASE INDICATE TO WHICH DEPARTMENT YOU ARE APPLYING FOR A TEACHING ASSISTANT PLACEMENT (please select **only one** and either tick or write/type YES in the box next to your choice) | |
| MATHS | SCIENCE |

**Higher education details (degree(s) and teaching qualifications)**

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| --- | --- | --- | --- | --- | --- |
| **University / College etc** | **Start and End Date of Degree** | | **Qualification and subject** | **Grade awarded**  **(Indicate predicted or current)** | **Date of award** |
| **from** | **to** |
|  |  |  |  |  |  |

**A Level Qualifications (or equivalent)**

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| --- | --- | --- | --- |
| **Institution** | **Subject** | **Grade** | **Date of award** |
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**GCSE Qualification (or equivalent)**

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| **Institution** | **Subject and Qualification** | **Grade** | **Date of award** |
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**Work Experience or Other Employment**

| Company’s Name and Address | Dates From and To (Month/Year) | Roles and Responsibilities |
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**Referees**

Please supply the names and contact details of at least two referees who can comment on your suitability for this post. One should be your professional tutor, personal tutor or school mentor.

Your referees will be asked about any disciplinary offences relating to children, current and/or time expired; whether you have been the subject of any child protection concerns and if so, the outcome of these investigations.

References will not be accepted from those writing solely in their capacity as friends or relatives.

**Other previous employers may also be approached for information, prior to interview, to verify details on your application form, such as particular experience or qualification.**

Formal references will be taken by appointing schools (which may not be St John the Baptist School, Woking).

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| **Referee 1** | |
| Name:  Position:  Telephone:  Email address: | Address:  In what capacity do you know the referee:  Fax: |

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| **Referee 2** | |
| Name:  Position:  Telephone:  Email address: | Address:  In what capacity do you know the referee:  Fax: |

**Reasonable Adjustments to the Shortlisting Process**

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| The School welcomes applications from disabled people. Please indicate in the box below if there is anything that we need to do, or take into consideration, to ensure that the shortlisting process is fair in relation to a disability. |
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| Candidates who are invited for interview will be asked in the invitation letter if they require any adjustments to be made to the interview or other selection activities. |

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| **Declarations:** |

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| The appointing school is required under law and guidance to check the criminal background of all employees.  Decisions to appoint will be subject to consideration of an enhanced disclosure from the Disclosure and Barring Service.  Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exception Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Further guidance on ‘protected’ convictions and cautions can be found at <https://www.gov.uk/government/collections/dbs-filtering-guidance>  You will be required to disclose when shortlisted for an interview all information about any convictions in a Court of Law or any cautions that are not protected, so that a police check can be carried out if you are offered an appointment. If you are subsequently employed by the appointing school and it is found that you failed to disclose any previous convictions or cautions, this could result in dismissal, or disciplinary action being taken by the appointing school. During the course of your employment with the appointing school, should you be arrested by the police you are obliged to notify the Headteacher  of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.  We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees. | | | | | |
| **Please answer the following questions:** | | | | | |
| **It is a criminal offence for barred individuals to seek, or to undertake, work with children.**  **Please provide** **further details on a separate sheet in a sealed envelope marked ‘CONFIDENTIAL’. If called to interview** | | | | | |
| **Are you currently registered with the DBS Update Service? (*service only available from 17.06.13*)** | | | | | YES/NO |
| **If YES, please provide the information below. If NO, please proceed to the next section.** | | | | | |
| DBS Registration Number |  | Annual Registration Renewal Date | |  | |
| Level of check obtained at point of registration? (*select one*) | | | STANDARD / ENHANCED | | |
| Which workforce was your check requested for at point of registration? (*select one*) | | | CHILDREN / ADULT / ADULT & CHILDREN / OTHER | | |
| **Declaration:** By signing this application form and providing the information above I understand that I am authorising the school to consult the DBS Update Service in the context of its recruitment and safeguarding procedures and agree to provide the relevant disclosure certificate to facilitate this process. | | | | | |

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| **Declaration of Relationships:** | |
| Are you related to, or do you have a close personal relationship with, any Trustee or senior member of staff of the Xavier Catholic Education Trust or a member of staff or governor of the St John the Baptist School, Woking (who are facilitating this placement process). | YES / NO |
| If YES, please provide below his/her name and role, and state your relationship: | |
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| I declare that the information I have given on this form is correct. I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. It could also result in a referral to the police. I understand that my application form will be retained on file for a period of six months (or transferred to my personnel file in the event that my application is successful) and give my consent for the personal data supplied to be used for the purposes of recruitment and selection. | | | |
| Signature of Applicant |  | Date |  |
| If you have submitted your application electronically, you will be asked to sign your application form in the event that you are shortlisted and called for interview. | | | |
| **Thank you for your application.**  **Retention of Application Forms:** It is the School’s policy to retain all application forms for unsuccessful applicants for a period of six months, after which time they are securely destroyed. If another suitable vacancy arises during that period which we think might suit your skills and experience, we may contact you to make you aware of the vacancy. If you **do not** wish us to use your application form in this way, please tick this box  | | | |

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| Where did you hear about this position: |

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| **Equality Monitoring Form** | | | | | | | | | |
| The School aims to select staff on merit, irrespective of race, sex, disability, age or other protected characteristics. In order to monitor the effectiveness of the School’s Equality Policy and recruitment procedures, we ask that all applicants complete this form and return it with their application. In accordance with the Data Protection Act 1998, the information provided will only be used for the purposes of equality monitoring and to inform improvements to our policies. **The form will be separated from your application upon receipt and will not be shared with the selection panel.** Thank you. | | | | | | | | | |
| Post Applied For: |  | | | | | Where did you see this post advertised? | | |  |
| ***Please tick whichever boxes apply. If you prefer not to provide certain information, please leave the box blank.*** | | | | | | | | | |
| **Gender:** | Female |  | Male |  |  | |  |  | |

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| **Age:** | 16-24 |  | 25-34 |  | 35-44 |  | 45-54 |  | 55-64 |  | 65+ |  |  |

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| **Disability:** | Do you consider yourself to have a disability? | Yes |  | No |  |  |

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| **Ethnicity:** | Please tick **one** category below. The categories are based on the population census. | | | | |
| **Asian, Asian British, Asian English, Asian Scottish or Asian Welsh:** | | |  | **Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other ethnic group:** | |
| Bangladeshi | |  |  | Chinese |  |
| Indian | |  |  | Any other ethnic background (specify if you wish): |  |
| Pakistani | |  |  |
| Any other Asian background (specify if you wish): | |  |  | **Mixed:** | |
|  | White and Asian |  |
| **Black, Black British, Black English, Black Scottish or Black Welsh:** | | |  | White and Black African |  |
| African | |  |  | White and Black Caribbean |  |
| Caribbean | |  |  | White and Chinese |  |
| Any other Black background (specify if you wish): | |  |  | Any other Mixed background (specify if you wish): |  |

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| **White:** | | | | |
| British |  |  | Scottish |  |
| English |  |  | Welsh |  |
| Irish |  |  | Any other White background (specify if you wish): |  |

**HOW TO APPLY:**

See Booklet/Advertisement for application closing date.

Please email your completed application form to [m.cooper@sjb.surrey.sch.uk](mailto:booking@sjb.surrey.sch.uk) with the job title in the subject header.

Alternatively you can print it and post it in to:

Madi Cooper

St John the Baptist School,

Elmbridge Lane,

Woking,

Surrey

GU22 9AL

If you have any questions relating to the completion of this form, please email [m.cooper@sjb.surrey.sch.uk](mailto:booking@sjb.surrey.sch.uk) or call 01483 729343 ext 174

**Thank you for applying for a placement**

1. The Governing Body complies with the Equality Act 2010 and does not discriminate against job applicants on the grounds of age. Date of birth and other key dates are requested of applicants to meet the recommendations of the DfE statutory guidance “Safeguarding Children and Safer Recruitment in Education” (ref: DfES2006); these are used for identification purposes and to verify that a full education and employment history has been provided. [↑](#footnote-ref-1)