Harton Academy

APPLICATION FOR EMPLOYMENT

School Support Assistant

Please read through this form and the associated guidance notes before completing your application. You should make sure you complete all relevant sections, or mark them as 'not applicable' or 'n/a'.

We are strongly committed to safeguarding and promoting the welfare of children and young people. The details you provide in your application are used as the basis for us to check your suitability to work with children and young people. Please ensure the details you provide are accurate. All posts within the Academy are subject to an enhanced disclosure from the Disclosure and Barring Service (DBS).

If you do not have sufficient space to complete any section, please use the continuation page near the end of the form. If this remains insufficient, use the separate 'Additional Pages' document available on the Academy's web-site. If you use either please ensure you indicate which section the information relates to. You should also check the box at the end of the continuation page if you do submit an additional document.

To complete this form, please ensure you are running Adobe Reader v 9.0 or above.
If you are not running version 9.0 or above, you can download a newer version by clicking here.

The closing date for applications is Wednesday 24 January, 2018, at 12 noon.

Your personal details

Full name

Any previous name(s)

Home address

Home phone

Mobile phone

Work phone

Please indicate if we can call you at work ◯ yes ◯ no

Date of Birth (dd/mm/yyyy)

Please note - when you enter a date here, or later on the application form, you should insert the oblique / slash character

National Insurance number

E-mail address

Your current or most recent employment

Post title

Name of employer

Employer's address

Date appointed (dd/mm/yyyy)

Notice required

Gross Salary

Please give a brief description of your duties

If this is your most recent employment, and you are not currently in work, please tell us your reason for leaving :

Reason

Date of leaving (dd/mm/yyyy)

Your education and employment

Please tell us about your education and employment history, starting with your secondary education, and including any further or higher education, periods of employment or unemployment, or any voluntary work you may have undertaken.

You should provide this in date order, starting with your secondary school and qualifications gained and finishing with what you are currently doing.

It is important that you account for any gaps in your chronology, for example if you took time out to undertake a caring responsibility, or to travel the world, for example.

Dates	Educational establishment *or* employer (with address)	Qualifications obtained (with grade), or job title with salary and your reason for leaving

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Gaps in your education and employment history

If you wish to provide further details about any gaps or periods of education or employment inactivity, please tell us about them here. Please ensure they are listed in your education and employment history above. These may include, for example, any periods of unemployment, if you took a gap year or if you took time out to undertake family responsibilities. As part of our safeguarding checks, it may be necessary for us to verify your activities or whereabouts.

Your continuing professional development / training courses

Please tell us about any training courses you have attended which demonstrate your continuing professional development, and which are relevant to this post :

Dates and Duration (e.g. 2 days)	Subject / focus	Provider / Organiser

Professional Membership

If you are a member of a professional body or institute, please provide details here :

Your personal statement

We have listed the requirements for this job in the person specification, to help you focus on the things which are important to us, and that we will be looking for in your application. A good application will tell us about the knowledge, skills, experience and qualifications you have, and have given us examples of when you might have used a particular skill, for example. Please don't just tell us you can do something - tell us when, how, why, how often, etc. - as this tells us you will be a good candidate for interview. The guidance notes provide further information on your personal statement.

	School Support Assistant

References

Please provide the contact details for two people who can provide a reference regarding your suitability for this post. One should be your present or most recent employer. References will not be accepted from relatives or friends. We will take up your references prior to interview. We may also seek references from any of your previous employers.

Referee 1 Name and job title

Organisation

Address

E-mail address

Phone number

Referee 2 Name and job title

Organisation

Address

E-mail address

Phone number

Office use only

Reference #1 sent

received

appointments only - checked

Reference #2 sent

received

appointments only - checked

Safeguarding

Under current safeguarding legislation, all employment within the Academy is subject to an enhanced check with the Disclosure and Barring Service (DBS). This is a part of a range of checks we make on all staff to confirm their suitability for working with children and young people.

Current regulations provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. You are required to complete the declaration below and provide relevant details of all non-protected cautions, convictions, reprimands or final warnings.

In addition to this declaration, you should ensure that there are no gaps in your education and employment histories which are unaccounted for. Please ensure you explain any gaps, using the continuation or further information page(s) as necessary. We will ask you about any gaps, if you are shortlisted for interview.

Having a criminal record or having information provided through the disclosure may not exclude you from employment. It is our practice to consider the nature and relevance of information provided when making an appointment decision.

Please be aware that a failure to disclose any relevant issues here may result in the withdrawal of an offer of employment, or to dismissal if employment has commenced.

If you do not complete this section, your application will not be considered.

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) or do you have any prosecution pending ?

◯ yes ◯ no

If you have answered 'yes', please provide details of the (pending) prosecutions, convictions, cautions and bind-over orders, including the approximate date, the offence and the court or police force which dealt with the offence.

* Further information on filtering and non protected convictions, cautions, reprimands or warnings can be found at www.gov.uk/dbs

Office use only

shortlisted - identified gaps - yes / no

appointment - DBS - sent - received

issues / action - yes / no

Recruitment monitoring

Please provide us with the following information. It may help us look at how we recruit people and identify any unintended barriers to finding the best people to work in the Academy.

I am ◯ female ◯ male

I am

Disability : A disability is defined as a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities.

◯ I do / ◯ I do not consider that I have a disability

If you have answered 'yes', please tell us about your disability, in case there are any adjustments we can make for you :

If you believe your disability has prevented you from meeting the essential criteria, please identify which criteria, and explain how you are prevented from meeting it :

I would describe my **ethnic origin** as :

If your ethnic origin was not listed, and you were asked to tell us which ethnic group you belong to, please add your information here :

Where did you see this job advertised ?

Relationship to any member of staff in the Academy

If you have any relationship with a member of staff in the Academy, or a member of the trust or governing body, please tell us their names and your relationship with them here :

Declaration

I declare that, to the best of my knowledge, the information I have provided on all sections of my application are correct. I understand that, should my application be successful and it is discovered that information has been falsified, I may be disqualified from the recruitment process or, if I have been appointed, subject to disciplinary proceedings which may result in summary dismissal.

I confirm I have a legal right to work in the UK and, if appointed, will provide appropriate documentary evidence to prove this, prior to commencing work.

The information you have provided will be used to assess your suitability for the job. If you are appointed, it will be used to create your employment record. If you are not appointed, only monitoring information is collated to help us improve our processes. By submitting this form, I consent to the recording and use of the information for these purposes.

Your signature

Date (dd/mm/yyyy)

Submitting your application :

When you have completed your application, please check it over to ensure you haven't missed anything, as incomplete applications will not be considered.

Please make sure you save a copy for your records, before sending it to us. We don't acknowledge applications received - if you haven't heard from us within 4 weeks of the closing date, please assume you have been unsuccessful. You are welcome to ask for feedback if you are unsuccessful .

Please send your completed form, or direct any queries to recruitment@hartonacademy.co.uk .

Thank you for your interest !

Harton Academy is an equal opportunities employer.

Harton
Academy

Harton Academy, Lisle Road, South Shields. NE34 6DL
recruitment @hartonacademy.co.uk