**ACES Academies Trust**

**Employment Application Form: Support**

*The Directors of ACES Academies Trust are committed to safeguarding and promoting the welfare of children*

*and young people and expects all staff and volunteers to share this commitment.*

Please ensure that you complete all sections of Part 1 and Part 2 of the application. Please note that providing false information will result in the application being rejected, or withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink or type. CVs are not accepted. Where possible please complete Part 3.

|  |  |
| --- | --- |
| **Vacancy Job Title** | **Level 3 Teaching Assistant - SEND**  **HINCHINGBROOKE SCHOOL** |
| **Best number to contact you on** |  |

**Part 1. INFORMATION FOR SHORTLISTING AND INTERVIEWING**

|  |  |
| --- | --- |
| **Initials** |  |
| **Surname or Family name** |  |

**2.**

|  |  |
| --- | --- |
| **LETTER OF APPLICATION** | **Please enclose a letter of application. *Please refer to the applicant information pack which may include instructions on completion of the letter of application.*** |

**3. CURRENT / LAST EMPLOYMENT**

|  |  |
| --- | --- |
| **Name and address of employer** |  |
| **Job title** *Please enclose a copy of the job description, if possible* |  |
| **Date appointed to current post** |  |
| **Current salary** |  |
| **Date available to begin new job** |  |

**4. FULL CHRONOLOGICAL HISTORY** Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment. Give start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job Title** | **Name and address of school,** | | | **Number** | | **F/T**  **or P/T** | | **Dates** | | | | | | | | | **Reason** | |
| **or Position** | **other employer, or description of activity** | | | **on roll and type of school, if** | | **From** | | | **To** | | | | | | **for**  **leaving** | |
|  |  | | | **applicable** | | **DD/MM/YYYY** | | | | | **DD/MM/YYYY** | | | |  | |
|  |  | | |  | |  | |  | |  | | |  | |  | |  | |
| **4.1** |  | | |  | |  | |  | | | | |  | | | |  | |
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| **4.2** |  | | |  | |  | |  | | | | |  | | | |  | |
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| **4.3** | |  |  | |  | |  | | | | |  | | | |  | |
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| **4.4** | |  |  | |  | |  | | | | |  | | | |  | |
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| **4.5** | |  |  | |  | |  | | | | |  | | | |  | |
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| **4.6** | |  |  | |  | |  | | | | |  | | | |  | |
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| **4.7** | |  |  | |  | |  | | | | |  | | | |  | |

**Please enclose a continuation sheet if necessary**

**5. SECONDARY EDUCATION & QUALIFICATIONS (eg GCSE)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of School/College** | **From** | **To** | **Qualifications Gained** |
|  |  |  |  |

**6. FURTHER OR HIGHER EDUCATION Any recognised qualifications or courses attended which are relevant to the job application**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of FE College or University or Awarding Body** | **Dates**  **From To** | **Full or Part-time** | **Qualifications Obtained** |
|  |  |  |  |

**7. OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS**

|  |
| --- |
|  |

1. **GENERAL INFORMATION TECHNOLOGY**

|  |
| --- |
| Please detail below how you have used IT and which computer software design packages/programmes you have used. (It is useful to include what you have used them for and how regularly). Please state your experience with internet and website technologies. Please also give details of any relevant training courses that you have attended. (maximum 200 words) |
|  |

1. **MICROSOFT OFFICE ASSESSMENT**

**Please tick the relevant boxes below so we can gauge your level of competence with typical Microsoft Office features:**

|  |  |  |
| --- | --- | --- |
| **A** = Proficient – could show others | **B** = Adequate level of knowledge | **C** = No/ limited knowledge, training required |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Windows Explorer** | **A** | **B** | **C** |  | **“General Computer usage** | **A** | **B** | **C** |
| Save files to appropriate directories |  |  |  |  | Setting up an ergonomic workstation |  |  |  |
| Create new folders |  |  |  |  | File Management |  |  |  |
| Delete files / folders |  |  |  |  | Searching for files / folders |  |  |  |
| Move files between folders |  |  |  |  | Creating Hyperlinks to other documents |  |  |  |
| Find files using find and advanced find options |  |  |  |  | Backup procedures |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Word** | **A** | **B** | **C** |  | **Excel** | **A** | **B** | **C** |
| Mail merge and creating labels |  |  |  |  | Formulas (incl. Naming cell ranges) |  |  |  |
| Tabs (insert/remove) – using quick keys |  |  |  |  | Protecting worksheets/cells |  |  |  |
| Using Forms Toolbar / creating template documents |  |  |  |  | Sorting / Auto filters |  |  |  |
| Headers and Footers / Page numbering |  |  |  |  | Creating charts and formatting |  |  |  |
| Options dialog box |  |  |  |  | Using the drawing toolbar |  |  |  |
| Creating a New Style |  |  |  |  | Importing and exporting to / from software |  |  |  |
| Manually Modifying a Style |  |  |  |  | Pivot Tables |  |  |  |
| Working with Fields |  |  |  |  | Goal Seek/Solver |  |  |  |
| Using Formula Fields |  |  |  |  | Auditing tool to trace error messages |  |  |  |
| Unlinking Fields |  |  |  |  | Recording / using macros |  |  |  |
| Using the drawing toolbar |  |  |  |  | Advanced Charting techniques – secondary axis / trend lines |  |  |  |
| Sorting text / converting text to table |  |  |  |  | Using Forms Toolbar / assigning cell ranges |  |  |  |
| Transferring text into an excel spreadsheet |  |  |  |  | Advanced Formulas (using strings) |  |  |  |
| Inserting graphs/objects into a document using Paste Special command |  |  |  |  | Absolute and relative referencing |  |  |  |
| Creating Hyperlinks within a document |  |  |  |  | Tracing precedents |  |  |  |
| Creating Autotext Entries |  |  |  |  | Nesting Functions |  |  |  |
| Using bookmarks |  |  |  |  | Using Advance Filters |  |  |  |
| Marking index entries |  |  |  |  | Creating Scenarios |  |  |  |
| Performing a Conditional Merge |  |  |  |  | Linking data |  |  |  |
| Recording a simple Macro |  |  |  |  | Linking between workbooks |  |  |  |
| Running a Macro |  |  |  |  | Creating subtotals |  |  |  |
| Editing a Macro |  |  |  |  | Consolidation |  |  |  |
| Using the FILLIN Field |  |  |  |  |  |  |  |  |

**Please tick the relevant boxes below so we can gauge your level of competence with typical Microsoft Office features:**

|  |  |  |
| --- | --- | --- |
| **A** = Proficient – could show others | **B** = Adequate level of knowledge | **C** = No/ limited knowledge, training required |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Powerpoint** | **A** | **B** | **C** |  | **MS Outlook** | **A** | **B** | **C** |
| Creating slides using slide layout/templates |  |  |  |  | Sending messages |  |  |  |
| Customising Templates / creating master slides (incl. Background) |  |  |  |  | Replying to messages / forward options |  |  |  |
| Formatting slides / Copying slides |  |  |  |  | Saving draft messages |  |  |  |
| Slide animation (rolling presentations) |  |  |  |  | Attaching documents / opening attachments |  |  |  |
| Object animation and effects |  |  |  |  | Contacts Lists (creating distribution lists) |  |  |  |
| Releasing presentation timings |  |  |  |  | Creating / deleting folders |  |  |  |
| Producing organisation charts |  |  |  |  | Deleting messages / auto delete on exit |  |  |  |
| Grouping objects / aligning objects |  |  |  |  | Setting up rules |  |  |  |
| Inserting objects / importing charts / text |  |  |  |  | Sharing access to calendar |  |  |  |
| Creating charts / tables |  |  |  |  | Creating tasks |  |  |  |
| Printing options (handouts, notes, slides) |  |  |  |  | Flagging tasks / prioritising |  |  |  |
| Using Clip Art |  |  |  |  | Scheduling meetings |  |  |  |
| Creating a Flowchart |  |  |  |  | Tracking meetings |  |  |  |
| Editing a Grouped Object |  |  |  |  | Saving a Calendar as a Web Page |  |  |  |
| Layering Objects |  |  |  |  | “Out Of Office Assistant” |  |  |  |
| Applying Custom Text Animation |  |  |  |  | Setting up Archives |  |  |  |
| Adding Speaker Notes |  |  |  |  | Auto Signature |  |  |  |
| Hyperlink to another application |  |  |  |  | Auto Forwarding Messages |  |  |  |
| Publish as a webpage |  |  |  |  | Setting up email accounts |  |  |  |
| Creating slides using slide layout/templates |  |  |  |  | Recall a sent message |  |  |  |
| Customising Templates / creating master slides (incl. Background) |  |  |  |  | Sending a voting message |  |  |  |
| Formatting slides / Copying slides |  |  |  |  | Creating a Task request |  |  |  |
| Slide animation (rolling presentations) |  |  |  |  | Completing an assigned task |  |  |  |
|  |  |  |  |  | Spamming and Junk Email |  |  |  |
|  |  |  |  |  | Importing a Black list |  |  |  |
|  |  |  |  |  | Importing a Black list |  |  |  |
| **Additional comments:** | | | | | | | | |

# RELEVANT SKILLS AND EXPERIENCE

**a ABILITY TO COMMUNICATE COMPLEX INFORMATION BOTH ORALLY AND IN WRITING IN A CLEAR, CONCISE AND ARTICULATE WAY**

|  |
| --- |
| Please give us examples of your communication skills. Please also provide details of any previous roles where you had to use communication skills to influence a senior colleague (if relevant) (maximum 150 words) |
|  |

**b EXPERIENCE IN ADMINISTRATION**

|  |
| --- |
| Please provide details of your experience of working in an administrative role including reference to any experience of preparing letters, maintaining files, collating information, working with databases and data entry, taking and dealing with messages etc (maximum 150 words) |
|  |

**c PLANNING AND ORGANISATIONAL CHANGE**

|  |
| --- |
| Please provide examples when you have had to develop, implement and review administrative processes leading to improvements. Give details of how you have monitored and evaluated such changes to show the effect of change. (maximum 150 words) |
|  |

**d WORKING WITH CONFIDENTIAL INFORMATION**

|  |
| --- |
| Please refer to any previous roles where you had to work with confidential information. What are the main principles you consider when dealing with such information and what practical steps do you take to maintain confidentiality? (maximum 150 words) |
|  |

**e Ability to monitor student progress**

|  |
| --- |
| Please refer to any previous roles where you had to work with student information and assessment data (if applicable). (maximum 150 words) |
|  |

1. **ADDITIONAL INFORMATION** This is your opportunity to tell us how your experience and abilities make you a suitable for this post. Please refer to the job description and the person specification and provide evidence for the relevant essential and desirable criteria. You can also use this space to provide any other information you wish us to consider, which has not already been covered elsewhere. This could include relevant experience and abilities gained during gaps in paid employment, for instance, through voluntary work and/or community activities.

You may continue on a separate sheet if necessary (maximum 500 words)

|  |
| --- |
|  |

1. **REFEREES**

Give here details of two people to whom reference may be made. The first referee should normally be your present or most recent headteacher or equivalent person. If you are not currently working with children please provide a referee from your most recent employment involving children. Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is “time expired” and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends.

**First referee**

|  |  |
| --- | --- |
| **Title and Name** |  |
| **Address and post code** |  |
|  |  |
|  |  |
| **Telephone number** |  |
| **Email address** |  |
| **Job Title** |  |
| **Relationship to applicant** |  |

**Second** **referee**

|  |  |
| --- | --- |
| **Title and Name** |  |
| **Address and post code** |  |
|  |  |
|  |  |
| **Telephone number** |  |
| **Email address** |  |
| **Job Title** |  |
| **Relationship to applicant** |  |

**Part 2 Internal Ref . No.\_\_\_\_\_\_\_**

**This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes. If you are called to interview you may be asked about the answers you have given to questions 14 to 16 and question 13 if relevant to the job.**

**9. PERSONAL INFORMATION**

|  |  |
| --- | --- |
| 1. **Surname or family name** |  |
| 1. **All previous surnames** |  |
| 1. **All forenames** |  |
| 1. **Title** |  |
| 1. **Current Address** |  |
|  |
|  |
|  |
| 1. **Postcode** |  |
| 1. **Resident at this address since** |  |
| 1. **Home telephone number** |  |
| 1. **Mobile telephone number** |  |
| 1. **Date of birth** |  |
| 1. **Email address** |  |
| 1. **National Insurance Number** |  |
| 1. **Do you have a current full driving licence?** | **Yes No** |
| 1. **Have you ever been subject to a child protection investigation by your employer or any other organisation?** | **Yes No**  **If YES please state separately under confidential cover the circumstances and the outcome including any orders or conditions. This will not be opened unless you are invited to interview.** |
| 1. **Do you require sponsorship (previously a work permit)?** | **Yes No**  **If YES please provide details separately** |
| **16. Are you related to or have a close personal relationship with any pupil, employee, or governor?** | **Yes No**  **If YES give details separately under confidential cover. This will not be opened unless you are invited to interview.** |
| **17. Where did you see this role advertised?** |  |

**10. COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BIND‑OVERS**

If you are shortlisted you will be required to complete a “Disclosure of Criminal Record” form and bring the completed form to interview. If the job involves contact with children up to age 8 you will also be required to make a Disqualification Declaration. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the job you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Under the Criminal Justice & Courts Services Act 2000.

**11. DATA PROTECTION ACT 1998**

The information collected on this form will be used in compliance with the Data Protection Act 1998.  **By supplying information, you are giving your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998.** The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. You should also note that checks may be made to verify the information provided and may also be used to prevent and/or detect fraud. This form **will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.  When the recruitment process is completed, the form will be stored for a maximum of six months then destroyed.  If you are employed as a result of this recruitment process then this application form will be retained as part of your personnel record.**

**12. NOTES**

(a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a ‘regulated position’. The position you are applying for is a “regulated position”.

(b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.

(c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.

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**13. DECLARATION**

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 13 above, and in particular that checks may be carried out to verify the contents of my application form

**Signature of Applicant Date**

**Print Name**

**PART 3 EQUALITY AND DIVERSITY MONITORING**

This section will be separated from part 1 and part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act.

**Ethnic Group**

*Workforce*

*Census Code* *Please tick*

|  |  |  |  |
| --- | --- | --- | --- |
| White | WBRI | British English Welsh Northern Irish Scottish |  |
| WIRI | Irish |  |
| OOTH | Irish Traveller |  |
| OOTH | Gypsy |  |
| WOTH | Other White background |  |
| Mixed | MWBC | White and Black Caribbean |  |
| MWBA | White and Black African |  |
| MWAS | White and Asian |  |
| MOTH | Other Mixed background |  |
| Asian  or Asian British | AIND | Indian |  |
| APKN | Pakistani |  |
| ABAN | Bangladeshi |  |
| CHNE | Chinese |  |
| AOTH | Other Asian background |  |
| Black  or Black British | BCRB | Caribbean |  |
| BAFR | African |  |
| BOTH | Other Black background |  |
| Other ethnic group | OOTH | Arab |  |
|  | *Write in:* |  |
| Prefer not to say | REFU |  |  |

**Religion Disability** *Please tick* Do you consider that you have a disability? *Please tick*

|  |  |
| --- | --- |
| No religion |  |
| Christian (including Church of England, Catholic, Protestant and all other Christian denominations) |  |
| Buddhist |  |
| Hindu |  |
| Jewish |  |
| Muslim |  |
| Sikh |  |
| Any other religion  *write in* |  |
|  |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| Yes *Please complete the grid below* |  |
| No |  |
| Prefer not to say |  |
|  |  |
| My disability is: *Please tick* | |
| Physical Impairment |  |
| Sensory Impairment |  |
| Mental Health Condition |  |
| Learning Disability/ Difficulty |  |
| Long standing illness |  |
| Other |  |
| Prefer not to say |  |

**Sexual Orientation** *Please tick*

|  |  |
| --- | --- |
| Bi-sexual |  |
| Gay |  |
| Lesbian |  |
| Heterosexual |  |
| Other |  |
| Prefer not to say |  |

**Gender** *Please tick*

|  |  |
| --- | --- |
| Female |  |
| Male |  |
| Transgender |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| Single |  |
| Living together |  |
| Married |  |
| Civil Partnership |  |
| Prefer not to say |  |

**Personal relationship** *Please tick*