Dulwich Hamlet Junior School & The Belham Primary School,

c/o Dulwich Village, London SE21 7AL 0207 525 9188 www.dulwichhamletjuniorschool.org.uk



**APPLICATION FORM**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | |  | **POST TITLE: Teaching Assistant** | | |
|  |  | |  | **REFERENCE NUMBER: TA-MDS/Nov19/** | | |
| **Dulwich Hamlet Educational Trust** | | |  | **CLOSING DATE: As soon as post filled** | | |
| PLEASE READ THE GUIDANCE NOTES, THE ENCLOSED JOB DESCRIPTION AND  PERSON SPECIFICATION BEFORE COMPLETING THIS FORM | | | | | | |
|  | | | | | | |
| Miss/Mrs/Ms/Mr/Other | | | Are you applying for a job share? \* | | | |
| Surname/Last Name: | | | Tel No. (Home) | | | |
| First Names: | | | Tel No. (Business) | | | |
| Address: | | | Tel No. (Mobile) | | | |
|  | | | Email address: | | | |
| Post Code: | | |  | | | |
| National Ins No. | | | Teacher No. (if applicable) | | | |
| EDUCATIONAL/TECHNICAL/PROFESSIONAL QUALIFICATIONS  (Name of any institute or professional body in full please, rather than using initials) | | | | | | |
| Where attained | | Subject/Qualifications | | | Year | Grade |
|  | |  | | |  |  |
| **DETAILS OF RELEVANT TRAINING COURSES** (including year of course) | | | | | | |

**EMPLOYMENT HISTORY**

Please give details of all jobs held including part time and unpaid work, starting with your present/last employer.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer (name and full address) | Job held and main duties | From | to | Salary/Grade | Reason for leaving |
|  |  |  |  |  |  |

**RELEVANT KNOWLEDGE, EXPERIENCE AND SKILLS**

Please tell us how your knowledge, experience and skills meet the job requirements described in the person specification/job criteria

Please continue on a separate sheet if required (no more than 2 sides of A4)

|  |  |
| --- | --- |
| If you are a person with a disability is there anything we need to know in order to offer you a fair selection interview? For example, please let us know if you need wheelchair access, a sign language interpreter etc. | |
| Please indicate two people who can provide references, one of whom must be your present/last employer | |
| Name: | Name: |
| Address | Address |
| Tel No:  Email: | Tel No:  Email: |
| Occupation: | Occupation: |
| *Yes No*  Are there any restrictions to your residence in the UK which may affect your right to take up employment  with the Trust?  Do you require a work permit? | |
| If yes, please provide details: | |
| *Applicants should note that failure to declare any restrictions to employment or the need for a work permit could lead to terminate of service.* | |
| Please return your completed application form **by email** to:  [**sroberts23.210@lgflmail.org**](mailto:sroberts23.210@lgflmail.org)  **Mrs Susan Roberts, School Business Manager/HR Lead**  **Dulwich Hamlet Junior School**  **Dulwich Village, London SE21 7AL** | |
| ­­  If you have not heard from us within 2 weeks of the closing date you may conclude that you have not been shortlisted. | |
| I declare that the information I have given is accurate and true.  Signed: Date: | |

**EQUAL OPPORTUNITIES MONITORING REFERENCE NUMBER: TA-MDS**/Nov/2019/

Dear applicant,

We would like your consent to collect and process the equalities related information shown below. If you’re not happy for us to do this, that’s no problem, and a decision against providing this information will not affect your application in any way. We use this information to monitor the characteristics of applicants to our school, and support us in eliminating discrimination and advancing equality of opportunity. This information will not form part of any sift, or be used for any purposes other than the above. If you are content to supply this information, please tick the box below before returning this form to the school.

I am happy for you to collect and process the information I have provided below.

If you change your mind at any time, you can let us know by emailing sroberts23.210@lgflmail.org, calling the school on 020 7525 9188/9, or just popping in to the school office. If you have any other questions, please get in touch.

To help us check that we are employing people fairly, please tick the appropriate boxes below.

Female Male

Date of Birth: ……………/………………/……….……

Do you consider yourself to be:

|  |  |  |  |
| --- | --- | --- | --- |
| Asian |  |  | Do you consider yourself to have a disability:  Yes No  If yes, please state nature of disability: |
| Black African |  |  |
| Black Caribbean |  |  |
| Black United Kingdom |  |  |
| Chinese |  |  |
| Cypriot (Greek speaking)  (Turkish speaking) |  |  | The Disability Discrimination Act defines disability as  ‘A physical or mental impairment which has a substantial and long term effect on the person’s ability to carry out normal day-to-day activities’. |
| Irish |  |  |
| White European (Non-UK) |  |  |
| White United Kingdom |  |  |
| Other (please specify) |  |  |