



TEACHING ASSISTANT APPLICATION

Please complete this form in **black ink** or typescript and return it to:-

Dee Jackson
Hunslet Carr Primary School

dee.jackson@hunsletcarr.co.uk
Before 9am on Tuesday 13th March



CONFIDENTIAL SO(48) The information you provide on this form will be used for recruitment & selection and employment contract purposes

**Application For Appointment as: Reception TA
(Delete as appropriate)**

Closing date:

Grade:

National Insurance No:

School/Unit:

1. PERSONAL DETAILS

Last Name and Title:

First Name(s):

Home Address:

Address for Correspondence (if different):

Postcode:

Postcode:

Tel No (home):

Work:

Email:

Should you be selected for interview, please indicate dates when it would be impossible for you to attend.

Are you in receipt of a public service pension?

If you are returning to teaching have you been granted Infirmity Retirement by the Department of Education and Skills?

(If yes please give the date)

Are you related to any Council Member, Senior Officer of Leeds City Council or any Governor or member of staff at this school? (if YES please give details:)

References

It is expected that Teachers/Deputy Headteachers will name their present or most recent Headteacher as their first referee. Headteachers should list their LEA or Employing Body. University leavers should name their course tutor. One referee should be your current or last employer.

1.
Title: Name:
Position:
Address:
Town:
Postcode:
Phone:
Email:

Capacity in which known:
Your referees will be contacted if you are selected for interview

2.
Title: Name:
Position:
Address:
Town:
Postcode:
Phone:
Email:

Capacity in which known:
Your referees will be contacted if you are selected for interview

4. EXPERIENCE

Present Post (or most Recent)	Employing Authority	Date of Appointment
Post Held	Grade/Allowances	Salary £

Previous Teaching Appointments listed in sequence
Please include your Teaching Practice (if this is your first appointment)

Period of Service

Name of School/Unit/College LEA	FT/PT	Title of Post and Grade	Age Range	NOR	From (mmm-yy)	To (mmm-yy)
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5. OTHER WORK EXPERIENCE (please start with most recent)

Please give details in chronological order of any experience/activities which you consider relevant to teaching
e.g. commercial experience, raising a family, youth work, voluntary work.

Details and nature of Work/Activity	Name of Employer	Period of Service		FT/PT
		From	To	

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6. INFORMATION IN SUPPORT OF THIS APPLICATION

Your application should be supported by a covering letter of no more than **one side of A4** detailing your experience of supporting children in school, the impact your appointment will make in terms of raising standards in at our school and why you are an ideal candidate.

Please refer to the Job Description and Person Specification when describing your recent experience, skills, strengths and knowledge.

Criminal Offences

This post is exempted from the Rehabilitation of Offenders Act (1974). You are therefore required to provide details of any spent convictions, cautions, reprimands and final warnings you may have in addition to any unspent convictions or criminal proceedings pending against you.

If you are invited for interview, a statement of these details should be sent under separate cover in an envelope marked 'Private and Confidential – For the Addressee Only' in the top left hand corner with 'The Headteacher' in the centre of the envelope and with the words 'Conviction Information' marked in the bottom left hand corner.

Data Protection Act 1998

The information you submit will be processed by Education Leeds who act as a data processor for Leeds City Council. Your data will be used for purposes of Leeds City Council's Recruitment and Selection process. It will be used to monitor the effectiveness of the Council's policies and practices, in particular its Equal Opportunities Policy. This monitoring is for statistical purposes only and you will not be identifiable from this process. However, your personal details, contained in the application form may be used in the prevention and detection of fraud. Where this occurs you will be identifiable.

Your information may also be disclosed to the following third parties:

Survey and research organisations (for monitoring purposes only) – Local Government Authorities – Central Government Authorities – Organisations that handle or investigate the proper use of public funds – Law Enforcement Authorities.

Declaration

I consent to Education Leeds recording and processing the information detailed in this application form. I understand that this information may be used by the company in pursuance of its business purposes and my consent is conditional upon Education Leeds complying with their obligations under the Data Protection Act 1998".

I confirm that all information given in this application is accurate and I agree that if my application is successful my appointment will be subject to satisfactory criminal vetting under the legislation for the protection of children.

Signed:

Date:

If you are submitting this form electronically you will be required to sign a hard copy should you be selected for interview

Canvassing in any form, EITHER DIRECTLY OR INDIRECTLY, will be a disqualification.

EQUAL OPPORTUNITIES

Applicants for jobs will not be unfairly discriminated against on the grounds of their sex, marital status, disability, colour, race, nationality or ethnic origin, sexuality or age. To ensure the effectiveness of the policy, and to assist in its development, it has been decided that all applicants will be monitored for employment and promotion.

Date of Birth:

Where did you see this post advertised?

Male Female

Are you Disabled? Yes No

For Disabled Candidates only

To help recruiters decide whether a reasonable adjustment will be required, please answer the following questions.

Does your impairment prevent you from carrying out any of the duties of the post?

If yes, you are still encouraged to apply as we may be able to make some changes to accommodate a suitable disabled candidate. It would be helpful if you let us know what the potential difficulties might be.

If called for an interview, does your impairment require us to make any particular arrangements? If yes, please describe.

It would be useful if you could give us any information you have about how these might be overcome.

If you do not let us know at this stage what your needs are, there is no guarantee that we can meet them if you let us know at a later date.

Ethnic Origin

Asian or Asian British

Bangladeshi

Indian

Kashmir

Pakistani

Other (Specify)

Mixed

White & Asian

White and Black African

White and Black Caribbean

Other (Specify)

Black or Black British

African

Caribbean

Other (Specify)

White

British

Irish

Other (Specify)

Chinese or other ethnic groups

Chinese

Other (Specify)