APPLICATION FORM

Please ensure that you fill in all parts of the application form. Checks may be carried out to verify the information you provide on the application form. PLEASE COMPLETE USING BLACK INK OR TYPE

Post Applied for: **TEACHING ASSISTANT AT THE BLAKE C OF E PRIMARY SCHOOL**

Please do not submit a CV in place of a completed application form. CVs may be submitted as an accompanying document. Completed applications should be returned by email to: office.3600@blake.oxon.sch.uk or by post to: The Blake C of E Primary School, Cogges Hill Road, Witney, Oxon OX28 3FR.

Personal Information

Surname:	**Forenames:**
Title: Mr/Mrs/Miss/Ms/Revd/Dr/Other	
Address: **Postcode:**	
Contact Details:	**Home:** **Work** (if convenient)**:** **Mobile:** **E-mail:**
National Insurance number:	

Education/Professional/Vocational Qualifications/ Memberships

Please give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies, relevant to the application. (Please continue on a separate sheet if necessary). Evidence of qualifications may be requested.

Institution	From	To	Examinations passed / qualifications gained
University or College			
Schools			

Current Membership of Professional Bodies	Date Elected	Designatory letters

CONTINUING PROFESSIONAL DEVELOPMENT

Give details of the most recent, relevant courses attended and indicate any awards earned.

Subject	Provider	Duration	Dates

Previous Employment

Please summarise your employment history since leaving full-time education, paid or unpaid, or working in a voluntary organisation or agency, full or part-time. Start with the most recent. (Please continue on a separate sheet in necessary.)

Employer's name and address	From	To	Job title and summary of main duties	Salary	Reasons for leaving

Please give the reason and duration of any period(s) longer than one month when you have not been in employment since leaving full-time education.

Reasons for applying for this post

Please use the space below to write in support of your application (You may use an extra sheet if this enables you to set your thoughts out more clearly.)

You should include your reasons for applying, as well as a summary of how you see the work, education, training experience and skill set/personal qualities you have as being particularly relevant to the responsibilities in this post, as set out in the job description and person specification you have received.

In addition, if you consider them relevant to the post, you may wish to give details of leisure pursuits (including membership and/or offices held in the Church of England or other religious organisation), and details of any voluntary work you undertake.

References

We shall require a reference from your present or most recent employer. Please note that, except in very unusual circumstances, any appointment we make will be conditional upon receipt of a satisfactory reference from your present employer. It is our normal practice to request references before interviews, although the panel does not see them until a decision has been reached. Please indicate below whether you are willing that we approach your current employer now,

1st Referee (current employer)	**2nd Referee**
Name: _____	Name: _____
Position: _____	Position: _____
Address: _____	Address: _____
_____	Tel: _____
Tel: _____	
E-mail: _____	E-mail: _____
In what capacity does the above know you?	In what capacity does the above know you?
Contact referee now? Yes / No	

Additional Information

1. To comply with the Asylum and Immigration legislation during the selection process you will be required to give evidence of your ability to work in the UK.
   Do you need a work permit to work in the UK? Yes/No

   If **YES**, please give work permit number:

2. Under the Working Time Directive, you should not work more than 48 hours a week.
   Do you plan to undertake work for other employers, which would cause a breach of these regulations? Yes/No

   If **YES**, please give details:

3. Do you hold a full current driving licence? Yes/No

4. Are you able to travel to different locations across the Diocese? Yes/No

5. Are you a relative or partner of any employee of Oxford Diocesan Schools Trust? Yes/No

   If **YES**, Please state name of person and relationship:

Criminal Convictions - Rehabilitation of Offenders Act 1974

The Oxford Diocesan Schools Trust aims to promote equality of opportunity for all with the right mix of talent, skills and potential. Oxford Diocesan Schools Trust abides by the Disclosure & Barring Service Code of Practice; a copy is available on request or visit www.gov.uk/government/organisations/disclosure-and-barring-service.

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s). As Oxford Diocesan Schools Trust meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment in posts involving access to children, vulnerable adults or positions within the legal and financial field, will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. This means that **you are required to declare any convictions, cautions or reprimands which you may have, even if they would otherwise be regarded as 'spent' under this Act, and any prosecutions pending against you**. Failure to disclose this information may result in disciplinary action or dismissal by the Authority and may lead to criminal proceedings.

I have read the above notes on Criminal Convictions and agree to a Disclosure Check of Police Records being made if I am offered the job for which I am applying. I understand that the job for which I am applying is covered under the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and, consequently, no criminal conviction may be considered 'spent'.

Please tick (☐) as appropriate:

I do **not** have any criminal offences held against me ☐

I **do** have criminal offences or prosecutions pending against me ☐

If you do have criminal offences held against you, you must record full details in a separate, sealed envelope marked with your name and "Confidential: Criminal Record Declaration" and enclose this with your application.

Signed: **Date:**

Declaration

I agree that any offer of employment with Oxford Diocesan Schools Trust is subject to satisfactory evidence of the right to work in the UK, satisfactory references and medical clearance. In accordance with the 1998 Data Protection Act, it is agreed that Oxford Diocesan Schools Trust may hold and use personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information can be stored in both manual or computer form, including the data in Section 2 of the Data Protection Act 1998. Oxford Diocesan Schools Trust is committed to the prevention, detection and elimination or fraud and corruption. By signing this form, you acknowledge that your personal information will be data matched for these purposes in accordance with provisions made within the Data Protection Act 1998.

I declare that the information given in this form and in any accompanying documentation is true to the best of my knowledge and belief and give my permission for enquiries to be made to confirm qualifications, experience, dates of employment, right to work in the UK and for the release by other people or organisations of necessary information to verify the content. I understand my application may be rejected and/ or I may be dismissed following appointment if I have given any false or misleading information or have withheld any relevant details.

Signed: **Date:**