

# Reddiford School



## TEACHING ASSISTANT APPLICATION FORM

**Name of Applicant:** .....

Please complete form and return to:

Mrs J Batt  
Reddiford School  
38 Cecil Park  
Pinner  
Middlesex  
HA5 5HH

Alternatively, this can be emailed to;

[head@reddiford.org.uk](mailto:head@reddiford.org.uk)

Reddiford School is committed to safeguarding and promoting the welfare of children and young people, along with their protection, and expects all staff and volunteers to share this commitment.

In line with current GDPR legislation, Reddiford School collects relevant and proportionate data, which is used for educational, business and marketing purposes. Data is stored appropriately and confidentially. Data is kept for a reasonable length of time and destroyed in line with our Retention Policy. The school is committed to data protection compliance and good housekeeping. Data is not sold on to any other company and used solely for the purpose of which it is intended. Data is only obtained/stored and kept for essential educational, business and regulatory purposes.

## Private & Confidential

### Guidance Notes:

Please fill in the application form clearly and in black ink to avoid misunderstanding.

If you have any queries completing the application form, please contact Mrs Jean Batt, Head Teacher eg candidates with injuries at the time of application or certain disabilities may not be able to complete the application form by hand. Where necessary an application form can be issued and received by e-mail.

### PERSONAL DETAILS

Full Name (underlining the name by which you like to be known):

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Former Surnames (eg maiden name or where any previous change of name/s):

.....

Current Address:

.....

.....

Previous Address (if resident at current address for less than five years, please provide any previous addresses during this period):

.....

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Date of birth .....

National Insurance Number .....

DfE reference number .....

Do you have Qualified Teacher Status? .....  
(if applicable)

Home telephone number .....

Work/mobile telephone number .....

Email address .....

Driving license without endorsements.....

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**EDUCATION, ACADEMIC QUALIFICATIONS AND OTHER TRAINING**

Secondary Schools and Universities etc. - please list in reverse order.

**PLEASE EXPLAIN ANY GAPS IN YOUR EDUCATION:**

Start date (MM/YY)	End date (MM/YY)	Name and address

Educational and Professional Qualifications - please list in reverse order.

Date (MM/YY)	Educational/Professional Qualifications /Awarding Body	Grade

Training Courses Attended - please list in reverse order.

Date (MM/YY)	Training Courses /Awarding Body

**Candidates invited for interview are asked to bring documents confirming educational and professional qualifications.**

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**CURRENT OR MOST RECENT APPOINTMENT**

**Name and address of present employer .....**

.....

.....

**Date of appointment .....**

**Finishing date (if applicable) .....**

**Reason for wanting to leave .....**

**Length of Notice required .....**

**Position held .....**

**Salary .....**

**Please give a brief description of your current duties, including age groups you teach or with whom you are involved and any position of responsibility you have held:**

*(You may wish to include a copy of your present job specification)*

**Private & Confidential**

**PREVIOUS EMPLOYMENT – Please list in reverse order.**

**PLEASE EXPLAIN ANY GAPS IN YOUR EMPLOYMENT:**

<b>Start date (MM/YY)</b>	<b>End date (MM/YY)</b>	<b>Full/part time</b>	<b>Employer's name and address</b>	<b>Position held &amp; Responsibilities</b>	<b>Reason for leaving</b>

**SPECIAL AREAS OF TEACHING INTERESTS**

**OTHER INTERESTS**

**Please give details of any other activities or interests**

**Existing contacts within the school:**

**Please indicate if any existing employees or governors are known to you, are family friends or if you have a close relationship with any existing employee or governor at the school. Please advise how you know them or are related to them.**

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## Private & Confidential

**Please indicate below your suitability for this position. Outline your personal attributes and the strengths you would bring to the appointment.**

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## **Private & Confidential**

Candidates invited for interview will be assessed during the selection process, in order to demonstrate they have the necessary skills and that they are suitable to work with children.

During the interview process, candidates will be asked questions that relate to safeguarding and promoting the welfare of children, as well as their protection.

The successful candidate will be required to undergo the standard checks; a satisfactory enhanced Disclosure and Barring Service (DBS) check; a check that the candidate is not subject to a prohibition order issued by the Secretary of State and/or listed on any European Economic Area or other prohibition register.

### **TO BE SIGNED BY ALL APPLICANTS**

**I confirm that to the best of my knowledge, the information given on this form is true and correct, and can be treated as part of my subsequent contract of employment.**

**Providing false information is an offence and could result in**

- **The application being rejected**
- **Summary dismissal if the applicant has been selected**
- **Possible referral to the Police if appropriate**

**I am in possession of the certificates that I claim to hold, and I understand that wilful falsification may result in dismissal if I am appointed.**

**I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. I have not been disqualified from working with children, am not on the Children's Barred List, I am not prohibited from teaching and management.**

**I understand, too, that any offer of employment may be subject to satisfactory medical and legal clearance.**

**We have a written policy on the recruitment of ex-offenders, which is made available to all applications at the outset of the recruitment process, which is in line with the DBS Code of Practice (available on request). Criminal records will not necessarily bar a candidate from employment.**

**EITHER (please delete as appropriate):**

**I have no convictions, cautions or bind-overs or any of the above**

**OR**

**I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked "Confidential".**

**Signed .....**

**Date .....**

## Private & Confidential

### REFEREES

Please provide two referees as the school will need to contact previous employers as part of the verification process ie pre-appointment checks, if you are short-listed for interview. One referee should be your current or most recent employer. Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children. **Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friends. The school will contact previous employers to obtain written references, which will be verified by a follow-up telephone call.**

	First referee	Second referee
<b>Name</b>		
<b>Address</b>		
<b>Telephone No.</b>		
<b>Email address:</b>		
<b>Relationship to the referee</b>		

### For Reddiford School use only

Application Received

Short listed

Reference requested 1.

Reference received 1.

2.

2.

Invitation to interview sent on

Interview date

Candidate notified result on

Post offered Yes/No

Candidate accepted post verbally

Candidate accepted post in writing