JOB APPLICATION FORM - SCHOOLS

**SECTION 1 - POST DETAILS**

**Higher Level Teaching Assistant (SEND)**

Closing Date: 9.00 am on 4 January 2022

**Please write in capital letters in black ink or type, do not include a CV.**

**This application form has been designed to exclude information that might lead to discrimination. Please refer to the accompanying guidance notes when completing your application.**

**SECTION 2 - PERSONAL DETAILS**

|  |  |
| --- | --- |
| Title: | First forename: |
| Other forename: | Surname: |
| Former Surname: | Other names: |
| Address line 1 | Address line 2 |
| Town | County |
| Postcode | Country |
| Home Phone No | Resident at this address since (Date) |
| Mobile Number | Work Number |
| Email Address: | |

**Please note correspondence regarding your application may be sent to your e-mail and/or postal address.  Applicants who have not heard within 21 days of the closing date are thanked for their application and are asked to assume that it has been unsuccessful on this occasion.**

**SECTION 3 - PERSONAL DETAILS CONTINUED**

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? Yes No

If Yes, please provide details:

If you are successful in your application would you require a work permit prior to taking up employment? Yes No

If Yes, please specify dates:

Date: From (Month/YYYY)

Date: To (Month/YYYY)

Have you ever lived and/or worked outside of the UK? Yes No

If Yes, please provide details:

Do you hold a Certificate of Good Conduct for your time spent abroad? Yes No

If yes, please provide the date of issue. Date:

Insert your National Insurance Number:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |

**SECTION 4 – SOURCE OF APPLICATION**

Where did you see the vacancy advertised?

Please specify:

**SECTION 5 – SECONDARY EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **Qualification** | **Grade** | **Month and Year obtained (Mandatory)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**SECTION 6 – FURTHER EDUCATION**

**Detail here any Further Education/Vocational/Professional Qualifications/Other Qualifications held or currently being studied (continue on a separate sheet if necessary)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School, College or University** | **Subject** | **Qualification/Level** | **Grade** | **Year Obtained / Examination Date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**SECTION 7 – COURSES**

**Please give details of recent significant in-service training courses etc. attended. (Continue on a separate sheet if necessary).**

***(Teaching Roles Only - Newly Qualified Teachers are invited to outline key elements of their course and dissertation work)***

|  |  |  |
| --- | --- | --- |
| **Organising Body** | **Nature/Title of Course** | **Dates** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**SECTION 8 – MEMBERSHIP OF PROFESSIONAL BODIES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Institute | Grade of Membership, Membership Number | Enrolment date | Examination date | Expiry date |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**SECTION 9 – REGISTERED COUNCILS**

Are you registered with the General Teaching Council? Yes No

|  |
| --- |
| **If you have answered Yes, please provide your Registration number** |

Are you registered with the Institute for Learning? Yes No

|  |
| --- |
| **If you have answered Yes, please provide your Registration number** |

***Teaching Roles only:***

Current salary point:

Date QTS awarded:

GTC number:

Induction period completed? Yes No

**If you have answered Yes, please confirm the date:**

**If you have answered No, please select the appropriate option below:**

Not yet started   
Stage 1 completed   
Stage 2 completed

**SECTION 10 – EMPLOYMENT DETAILS**

Have you previously worked for or are currently working for North Yorkshire County Council? *(An employee is defined as someone who is paid directly by NYCC and does not include those working in a voluntary capacity or via an agency)*

Yes No

|  |  |
| --- | --- |
| Manager’s name | Job Title |
| Place of work | Employment start date (Month/YYYY) |
| Employment end date (Month/YYYY)  (if applicable) | Reason for leaving |
| Number on roll (*teaching roles only)* | Age Range (*teaching roles only)* |
| Employee reference number |  |
|  |  |

**SECTION 11 – PRESENT OR MOST RECENT EMPLOYMENT**

|  |  |
| --- | --- |
| Name of Employer | |
| Local Education Authority | |
| Address line 1 | Address line 2 |
| Town | County |
| Postcode | Country |
| Post held | Grade |
| Number on roll (*teaching roles only)* | Age Range (*teaching roles only)* |
| Date of appointment (Month/YYYY) | Salary |
| Notice Required ( ) Weeks | Telephone number |
| Leave date (if applicable- Month/YYYY) | Reason for leaving (if applicable) |
| Summary of current job role; duties and responsibilities | |

**SECTION 12 – PREVIOUS EMPLOYMENT**

**List all your previous jobs (most recent first). Identify and account for any gaps in employment.**

|  |  |
| --- | --- |
| **Name of Employer** | |
| Address line 1 | Address line 2 |
| Town | County |
| Postcode | Country |
| Post held |  |
| Job Role Summary | |
| Grade / Salary | Date from (Month/YYYY) |
| Date to (Month/YYYY) | Reason for leaving (if applicable) |
| **Name of Employer** | |
| Address line 1 | Address line 2 |
| Town | County |
| Postcode | Country |
| Post held |  |
| Job Role Summary | |
| Grade / Salary | Date from (Month/YYYY) |
| Date to (Month/YYYY) | Reason of leaving (if applicable) |
| **Name of Employer** | |
| Address line 1 | Address line 2 |
| Town | County |
| Postcode | Country |
| Post held |  |
| Job Role Summary | |
| Grade / Salary | Date from (Month/YYYY) |
| Date to (Month/YYYY) | Reason of leaving (if applicable) |
| **Name of Employer** | |
| Address line 1 | Address line 2 |
| Town | County |
| Postcode | Country |
| Post held |  |
| Job Role Summary | |
| Grade / Salary | Date from (Month/YYYY) |
| Date to (Month/YYYY) | Reason of leaving (if applicable) |
| **Please provide details for any gaps in your employment history when you have not been in education, training or employment.**  **Please list dates and the reason (i.e. Travel, Parental leave etc)** | |
| Gaps in employment (including dates ((Month/YYYY)) | |

**SECTION 13 – REFERENCE OF PRESENT OR MOST RECENT EMPLOYMENT**

Please give the name and addresses of two referees (not relatives) one of whom should be your present employer (or last employer if not currently employed). If you are in, or have just completed, full time education, one referee should be from your College/University.

|  |  |
| --- | --- |
| Title | First forename |
| Other forename | Surname |
| Address line 1 | Address line 2 |
| Town | County |
| Postcode | Country |
| Telephone number | Email address |
| Occupation |  |
| Relationship to you? | Do you give permission for referees to be contacted prior to an offer of employment being made?  Yes No |

**Please note your referee should ideally be a previous line manager or someone in a position of authority.**

**SECTION 14 – REFERENCES**

|  |  |
| --- | --- |
| Title | First forename |
| Other forename | Surname |
| Address line 1 | Address line 2 |
| Town | County |
| Postcode | Country |
| Telephone number | Email address |
| Occupation |  |
| Relationship to you? | Do you give permission for referees to be contacted prior to an offer of employment being made?  Yes No |

**SECTION 15 – DECLARATIONS AND CONSENTS**

|  |  |
| --- | --- |
| Do you consider yourself to have a disability | Yes No |
| If yes, please detail any reasonable adjustments that you would require if you were selected to attend an interview/assessment event | |
| Are you related to any member or employee of the County Council? | Yes No |
| If you answered Yes, please provide details | |
| Are you related to a member of the School Governing Body? | Yes No |
| If Yes, please provide name(s) & relationship |  |
| I understand that canvassing of any Governors, Members or Officers of North Yorkshire County Council in connection with this appointment will disqualify me. | Yes No |

**Has any previous employer expressed concerns and/or taken any action, whether informal/formal (including suspension from duty) on the following: (Include any investigations or actions taken by your professional body)**

|  |  |
| --- | --- |
| Capability/Performance | Yes No |
| Please provide details: | |
| Disciplinary | Yes No |
| Please provide details: | |
| Are there any dates when you would not be available for interview in the near future? | Yes No |
| Please provide details: | |
| Please state the date on which you could take up duty if appointed |  |
| Do you hold a current driving licence? | Yes No |
| Driving licence number |  |
| Driving licence type | Paper Photo |
| Date valid from | (DD/MM/YY) |
| Issue Country |  |
| What type of licence is it? (eg full, provisional, HGV, PSV) |  |
| Do you have use of a car? | Yes No |
| I declare that the information contained in this application form is correct and understand that the Council will request to see proof of qualifications at the time of interview. | Yes No |
| I consent to North Yorkshire County Council recording and processing the information detailed in this application. North Yorkshire County Council will comply with their obligation under the Data Protection Act 1998. | Yes No |
| Have you ever been convicted of a criminal offence/received a caution, reprimand or warning? | Yes No |

**Under the Safeguarding Vulnerable Groups Act 2006, it is a criminal offence for a barred person to knowingly work, or apply to work in regulated activity with vulnerable groups.**

**As you are applying for a post which requires a DBS clearance, under the Rehabilitation of Offenders Act 1974, you are required to disclose full details of any ‘spent’ and ‘unspent’ convictions. If you answered Yes to this question, please provide details below.**

|  |  |
| --- | --- |
|  | |
| What was the date of the conviction(s)? | (DD/MM/YY) |
|  |  |

**SECTION 16 – SUPPORTING EVIDENCE**

|  |
| --- |
| **Please ensure that you have read carefully the job description and person specification for this role that you are applying for. In this section you are required to detail how your knowledge, skills and experience evidence that you meet the requirements for this post as detailed in the person specification and advertisement. Shortlisting and appointment to this post will be based on your ability to meet these requirements.**  **I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence.**  **Signature: ………………………………………………………...Dated:…………………………...**  **Return Address: Please return all completed applications to the schools address** |

**SECTION 17 – EQUAL OPPORTUNITIES MONITORING**

|  |  |
| --- | --- |
| **North Yorkshire County Council is committed to equality in employment. The Council’s aim is to ensure equality for all existing and prospective employees. In line with this North Yorkshire County Council are required to publish work force data.**  **In order to assist the Council with this aim please provide the information below in monitoring recruitment procedures for which your co-operation would be appreciated.**  **The information will not form part of our short listing, and will be separated from your application form upon receipt. The information provided will be used for statistical and monitoring purposes and to help us to develop our policies and practice and will be treated confidentially and be subject to the provisions under the current Equality Legislation and Data Protection Act.**  **Please refer to the Guidance Notes for Applicants for further information about this form.** | |
| Gender | Male Female  Prefer not to disclose |
| **Please note: the categories below are taken from the 2001 Census. The Council is required to use this format for its monitoring exercises.** | |
| What is your ethnic group? | White British White Irish  White Other Mixed: White and Black  Mixed: White and Black African  Mixed: White and Asian  Asian or Asian British  Asian or Asian British: Indian  Asian or Asian British: Pakistani  Asian or Asian British: Bangladeshi  Asian or Asian British: Other Asian  Black or Black British: Caribbean  Black or Black British: African  Black or Black British: Other Black  Chinese or Other Ethnic Group  Other |
| Please specify |  |