

HILLYFIELD
ACADEMY



**Application form for the post of
SEN Learning Support Assistant**

SECTION 1

PERSONAL DETAILS

Surname:.....
Address:.....
(Town).....
(County).....
(Postcode).....
Date of Birth:.....(Optional)
EMAIL ADDRESS.....
.....

Forename(s):.....
Title (Mr, Mrs, Miss, Ms, Dr, other):.....
Telephone No (Home):.....
Telephone No (mobile):.....
Telephone No (Work):.....
NI Number:

SECTION 2

EDUCATION (post age 16)

Institution(s) attended	Dates	Qualifications gained

SECTION 3

PROFESSIONAL TRAINING AND DEVELOPMENT (Please include details of any relevant training or staff development)

Institution Attended	Course	Date

INTERESTS (e.g. hobbies, sports, voluntary work)

SECTION 4

CURRENT/LAST EMPLOYMENT

Employers Name:..... Position:.....

Employers Address:..... Grade/Salary:.....

(Town)..... Date Commenced:.....

(County)..... Date of Leaving if applicable:.....

(Postcode)..... Period of Notice:.....

School Name.....

(if applicable)

Brief description of duties/responsibilities:

Number of additional sheets used.....

OTHER PREVIOUS EMPLOYMENT (chronologically listed) Please account for any gaps in employment.

Employers Name & Address	Dates	Position	Brief outline of responsibilities
			Number of additional sheets used.....

SECTION 5 PERSONAL STATEMENT

YOUR PERSONAL STATEMENT SHOULD PROVIDE EVIDENCE/EXAMPLES OF HOW YOU MEET THE PERSON SPECIFICATION AND YOUR ABILITY TO CARRY OUT THE JOB DESCRIPTION.

It is recommended that you use the headings provided to structure your statement. Please use a separate sheet if required.

Number of additional sheets used.....

SECTION 6

REFEREES

Please give the names, addresses and occupations of two referees, one of whom should be your present or last employer

First Referee

Second Referee

Name:.....	Name:.....
Address:.....	Address.....
(Town).....	(Town).....
(County).....	(County).....
(Postcode).....phone number*	(Postcode).....phone number*
Occupation.....	Occupation.....
Email address*:	Email address*:

*compulsory

*compulsory

Please note that all references will be taken up prior to interviews.

CRIMINAL CONVICTIONS OR CAUTIONS

Do you have any criminal convictions, cautions or warnings Yes No

A check as to the existence and content of a criminal record will be requested from the Criminal Records Bureau after a person has been selected for appointment. Refusal to agree to a check being made could disqualify you from being considered for the appointment.

Under the Rehabilitation of Offenders Act 1974, you have the right not to disclose details of 'spent' convictions. However, for certain jobs, employers are allowed to ask about these offences. The Rehabilitation of Offenders Act 1974 (Exception Amendment) Order 1986 sets out details of all jobs to which this applies and the job you have applied for is included in the list.

Please give details of any criminal convictions that you may have. The disclosure of a criminal record may not necessarily prevent you from being appointed. The nature of the offence, how long ago it took place, your age at the time and any other relevant factors may be considered when a decision is made. Please note that some convictions are never considered 'spent' under the terms of the Act.

Please give details of ALL convictions, cautions, reprimands or warnings (whether spent or not).

Number of additional sheets used.....

The Criminal Records Bureau helps employers check records, which were previously held by the police, the Department of Health and the Department for Children, Schools and Families.

Different levels of disclosure can be provided, according to the type of work applied for. The job for which you have applied necessitates an Enhanced disclosure.

Enhanced disclosures are for positions which have contact with children or vulnerable adults. They contain details of all convictions, cautions, reprimands or warnings on record.

OTHER DECLARATIONS

1. Have you ever been convicted of a criminal offence (subject to the Rehabilitation of Offenders Act)?

Yes No

2. Are you related to any member of the governing body (any canvassing direct or indirect will disqualify)

Yes No

If yes, please give details:.....
.....
.....
.....

3. Have you lived or worked abroad in the last 5 years for 3 months or over.

Yes No

If yes, please state which country and the dates:

4. To the best of my knowledge and belief, the information on this application form is correct.

Signed.....

Date.....

Please return this completed application in an envelope marked Private & Confidential to:

Enter return address/email address/phone number

Closing date: Enter date

EQUAL OPPORTUNITIES MONITORING FORM

This form is separate from the main application form. Your answers will be treated in the strictest confidence and the information you provide will only be used for monitoring purposes. How you complete this form has no connection to the evaluation of your application in any way.

Post Applied For:..... Do you consider yourself as having a disability? Yes No

Surname:..... If you have a disability what equipment, adaptations or adjustments to working conditions would assist you in carrying out your duties?
 Forename(s):.....
 Gender: Male Female
 Which age group do you apply to:
 Under 20
 21 - 29
 30 - 39
 40 - 49
 50 - 59
 60 and over

Which of the following best describes your Ethnic origin?

White:		Mixed:	
British	<input type="checkbox"/>	White & Black Caribbean	<input type="checkbox"/>
Irish	<input type="checkbox"/>	White & Black African	<input type="checkbox"/>
Other	<input type="checkbox"/>	White & Asian	<input type="checkbox"/>
		Other Mixed Group	<input type="checkbox"/>
Black or Black British:		Asian or Asian British:	
Caribbean	<input type="checkbox"/>	Indian	<input type="checkbox"/>
African	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
		Bangladesh	<input type="checkbox"/>
Other Black background	<input type="checkbox"/>	Other Asian	<input type="checkbox"/>
Chinese or other ethnic group:		If "other" please specify:-	
Chinese	<input type="checkbox"/>	
Any other ethnic group	<input type="checkbox"/>	