Baines School is an equal opportunity employer intends that no job applicant or employee shall receive less favourable treatment because of his or her sex, marital status, race, colour, nationality, national origins, ethnic origins, sexual orientation or disability nor be disadvantaged by any other condition which cannot be shown to be justifiable.

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| **Application for the post of**.... Learning Support Assistant………………………… |
| **PLEASE NOTE** that in the interest of economy, the receipt of an application is not acknowledged. If you have not been contacted within 28 days of the closing date, you should assume your application has not been successful. |
| **PLEASE COMPLETE THIS SECTION IN BLOCK CAPITALS** |
| 1. **Personal**
 |
| Surname |  | Forename (s) |  |
| Previous Names (s) |  | National Insurance Number  |  |
| Home Address |  |
|  |
| Contact Number(s)*(please indicate a preferred of contact).* | Home Preferred  |  |
| MobilePreferred |  |
| WorkPreferred | May we contact you at work Yes No  |
| Email address (if this is supplied this may be used to inform you of the outcome of your application) |   |
|  |
| 1. **Present Position**
 |
| Present post(and grade if local government) |  | Name of present emlpoyer |  |
| Address (inc Post Code) |  |
| Date appointed |  | Salary |  |
|  |
| 1. **Previous Employment**
 |
| Employer | From(d/m/y) | To(d/m/y) | Post Details (if Local Government give grade) |
|  |  |  |  |
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**NB - DO NOT TYPE BEYOND THE END OF THE BOXES - FOR ANY FURTHER INFORMATION PLEASE ATTACH A SEPARATE SHEET.**

|  |
| --- |
| 1. **Education and Qualifications.** Successful applicants will be required to provide original documentary evidence of all qualifications stated below.
 |
| 1. **Secondary Education**
 |
| Names of Schools | From(d/m/y) | To(d/m/y) | Qualifications Obtained *(please indicate Level, Awarding Body, Subjects and Grades)* | Date of Award(s) |
|  |  |  |  |  |
| 1. **Further and Professional Education**
 |
| Names of Colleges/Universities  | From(d/m/y) | To(d/m/y) | Qualifications Obtained *(please indicate Level, Awarding Body, Class Subjects and Grades)* | Date of Award(s) |
|  |  |  |  |  |

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| 1. **Current course of study (if any) and anticipated date of completion** (this section can be completed as a separate attachment).
 |
|  |
| Membership of professional bodies |  |
| 1. **Details of any other specialised training or qualifications not covered in previous sections**

(eg: short courses, on-the-job training etc) |
|  |
|  |
| 1. **Disclosure of Criminal Background** (*before completing this section please read the enclosed advisory notes*)
 |
| 1. Have you ever been convicted of a criminal offence or been given an official caution?
 | Yes No |
| Please note that under the Rehabilitation of Offenders Act 1974 you may be entitled to answer 'no' to this question even if you have been convicted of a criminal offence in the past. However, the 1975 Exemptions Order to this Act excludes certain types of employment, which involve contact with vulnerable or young people, from the protection of the Act. So you should take advice if you are in any doubt as to the correct answer to give. Also, if you are applying for a 'regulated post for employment' (the advert, job details and accompanying information should make clear whether the job is regulated), please refer to the criminal records disclosure requirements. |
| 1. If Yes, please provide full details as requested in the advisory notes, including date of conviction/caution/bind-overs, court, nature of offence and sentence imposed, place in envelope marked Private and Confidential for attention of Chair of Appointing Panel and return with a hard copy of your completed application form**.**
 |
| 1. I certify that I am not included on the Children’s Barred List or Adults’ Barred List maintained by the Independent Safeguarding Authority, that I have not been disqualified from working with children and I am not subject to any sanctions imposed by a regulatory body or subject to any on-going investigation into any matter which may bring into question my suitability for the post applied for.
 |
| **Signed: ........................................................................................................... Date: ...........................................** |
|  |
| 1. **Do you consider to have a disability?**
 | Yes No  |
|  |
| 1. **Do you hold a current driving licence?**
 | Yes No |
|  |
| 1. **Canvassing directly or indirectly will disqualify candidates. State whether you are related to/or have a close relationship with any existing employee or employer (including governors)**
 |  |
| 1. **Period of notice required to terminate current employment**
 |  |
|  |
| 1. By supplying this information you consent to our using it for verification and for all employment purposes as defined in data protection legislation.

**I certify that to the best of my knowledge all the information I have given is correct. I understand that by deliberately giving false or incomplete answers I will be disqualified from consideration for this post or, if I am appointed, may be liable to summary dismissal with possible referral to the police.** |
| **Signed:**  | **Date:**  |
|  |
| 1. **Details of Referees**
 |
| Please give the names of at least two persons who are able to comment on your suitability for this post. One **must** be your present employer or last employer, if unemployed. We reserve the right to seek any further reference deemed appropriate.  |
| **Referee 1** | **Referee 2** |
| Name |  | Name |  |
| Position |  | Position |  |
| Address |  | Address |  |
| Post Code |  | Post Code |  |
| Email |  | Email |  |
| Tel Number |  | Tel Number |  |
| When completed this form should be emailed to pfe@baines.lancs.sch.uk OR post to:Mrs P FellowsSchool Business ManagerBaines SchoolHighcross RoadPoulton le FyldeLancashireFY6 8BE |
| 1. By supplying this information you consent to our using it for verification and for all employment purposes as defined in data protection legislation.

**I certify that to the best of my knowledge all the information I have given is correct. I understand that by deliberately giving false or incomplete answers I will be disqualified from consideration for this post or, if I am appointed, may be liable to summary dismissal with possible referral to the police.** |
| **Signed:**  | **Date:**  |

**Recruitment Monitoring in Employment**

MONITORING JOB APPLICANT’S FORM

All applicants for jobs must complete this monitoring form to enable us to fulfil responsibilities placed upon us under legislation in relation to the monitoring of applicants by racial group and to assist us in the elimination of unlawful discrimination, the promotion of equality of opportunity and good race relations between people of different racial groups. Please return this form **with** your completed application form to the address given in the advertisement or with the job details.

*This information will be treated as strictly confidential and will only be used for monitoring purposes. Details will not be available to members of the Selection Panel*.

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name** **(in block capitals)** |  | **Date****of Birth** |  |
| **Gender** | MALE FEMALE | **Marital Status**Please note: If you are widowed or divorced and you live alone, please check ‘single’. | SINGLE MARRIED  |
| **Please tick the box which best describes your ethnic/cultural/racial origin** |
| White British |  | White Irish |  | Any other White background |  |
| Mixed White and Black Caribbean |  | Mixed White and Black African |  | Mixed White and Asian |  |
| Any other Mixed background |  | Asian or Asian British Indian |  | Asian or Asian British Pakistani |  |
| Asian or Asian British Bangladeshi |  | Any other Asian or Asian British background |  | Black or Black British Caribbean |  |
| Black or Black British African |  | Any other Black or Black British background |  | Chinese |  |
| Any other ethnic group |  |  |
| **Do you consider yourself to have a disability or to be a deaf person?**(Please see the definition of disability in the advice note ‘How to complete the application form’.) | YES NO  |
| **How did you find out about this job?** (Please tick the appropriate box) |
| Internal Circular |  | Job Centre |  |
| Newspaper/Journal(please say which) |  | Internet(Please say which site or other source) |  |
| Details of the job you have applied for: |  |
| Grade/Scale: |  |

*Thank you for your assistance. Your co-operation will help promote equality of opportunity.*

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| **DATA PROTECTION ACT 1998 – FAIR PROCESSING****STATEMENT** |
| The information you supply about yourself as part of the application procedure is handled according to the requirements specified in data protection legislation of the Data Protection Act 1998 and the new GDPR processes from May 2018. The “data controller” in respect of information about job applicants for this post is Baines School.Information you supply as part of the application process will be used for recruitment purposes and, if you are successful, for subsequent employment purposes. If you are unsuccessful, your application is retained for a maximum of 12 months from the closing date and then destroyed. Equal Opportunities information is used for statistical monitoring purposes which is not related to named individuals.Details of unsuccessful applicants for casual posts may be retained for longer than 12 months with the consent of the applicant.Details of unsuccessful applicants for casual posts may be retained for longer than 12 months with the consent of the applicant.The Baines School contact for data protection matters is:Mrs P FellowsBaines SchoolHighcross RoadPoulton le FyldeLancashireFY6 8BEEmail: pfe@baines.lancs.sch.uk |
|  |
| **FINAL CHECKLIST** |
| **Please ensure that you have:** |
| Filled in all relevant parts of the form |  |
| Signed and dated the form |  |
| Completed the monitoring form |  |
| Read and understood the Data Protection Act – Fair Processing Statement details above |  |

*Please note that, in the interests of economy, we will not acknowledge receipt of your application. If you have not been contacted within 28 days of the closing date, you should assume your application has not been successful.*

**APPLYING FOR A JOB WITH BAINES SCHOOL**

**IMPORTANT ADVICE ON COMPLETING THIS APPLICATION**

Your application form plays an important part in your selection. Your completed form is the only basis for considering your initial suitability for the post. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

|  |
| --- |
| **SOME POINTS TO BEAR IN MIND BEFORE YOU START*** Look carefully at the job application pack. Ask yourself why you are interested in the job. Don’t copy the same application for a series of jobs.
* Read the Employee Specification carefully. This outlines the type and range of skills/experience etc that we would like the candidate to possess or have the potential to develop.
* Try to complete the form in a concise, well organised and positive way.
* Please use the application form provided, continuing on a separate sheet if necessary. Please do not send standard details of your own, i.e. in the form of a curriculum vitae, unless specified in the advertisement.

Please remember to complete the Monitoring Job Applicants Form on page 5, as this is essential for the school to determine whether its Equal Opportunities Policy is working with regard to employment. |

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| **Please note** that we can only consider applications from E.U. citizens and those holding valid UK visas. |

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| **The Disability Discrimination Act 1995 defines a disabled person as:**(Relevant to question 6 of the Monitoring Job Applicants Form on page 5) ‘A person with a physical (including sensory) or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day to day activities.’ Or someone who has had such a disability but is now recovered. Or someone with a severe disfigurement. |

|  |
| --- |
| **APPLICATION FORM**The following headings correspond to some of the appropriate sections in the application form: |
| Post applied for: | The full job title should be completed. |
| Name and Address: | Make sure that your full name (including any previous names), address and telephone number (if you are on the telephone) are legibly written. |
| Present Appointment and Previous Employment | Starting with your first post, ending with your present post, list all the employers you have worked for, provide job titles and the period you worked for them. This information may be used to assess whether you meet the experience requirement for the vacancy. Check that the dates are correct and in order. Please also provide an explanation for any gaps in employment. |
| Education and Professional Qualifications: | Give a list of formal and informal qualifications. Information may be necessary here to assess whether you meet the required qualifications for the vacancy. Ensure that nothing important has been omitted. Please include the name of the awarding body, the grade and the date the qualification was obtained. |