**Exeter Supply Partnership**

**Teaching Assistant Application Form**

### Personal Details

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:**  |  | **Surname** |       |
| **First Name:(s)**  |       |
| **Previous/other name(s)** **(if you have any)** |       |
| **Date of Birth**  |       |
| **Home address** **Post Code** |       |
| **Address for correspondence (if different from above)** |       |
| **Telephone** |       |
| **Mobile** |       |
| **E-mail Address** |       |
| **NI Number**  |       |
| **What kind of work are you looking for? Please tick all that apply** | **Short-Term i.e. half day and day e.g. CPD and sickness cover**  | **[ ]**  |
| **Medium Term i.e. one week to 6 weeks** | **[ ]**  |
| **Long-Term i.e. 6 weeks plus** | **[ ]**  |
| **Where did you hear about ESP?**  |       |

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### Employment and Related Experience (please include any voluntary work in schools)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Start Date/ End Date**  | **Employer, name and address** | **Position held**  | **Full time, part-time** | **Responsibilities and role** | **Reason for leaving** |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
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### Details of Secondary, Further and Higher Education

|  |  |  |
| --- | --- | --- |
| **Educational Establishment / College / University** | **From/ To** | **Exams passed and Qualifications gained including NVQs****(include grades and date attained)** |
|       |       |       |
|       |       |       |
|       |       |       |
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### Professional Development, Qualifications and Other Training

|  |  |  |  |
| --- | --- | --- | --- |
| **Start Date** | **End Date** | **Training Provider** | **Course Title and/or Qualifications Obtained** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
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**Supporting Statement.** Please write in support of your application, showing how your experience and qualifications are relevant and how you would contribute to our supply service (500 word limit)

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### References. Please give the name and address of two referees from whom we may seek information regarding your suitability for employment. If you are currently employed, one of the referees must be your current employer; otherwise, it must be your most recent employer. If you are in or have just completed full-time training, one referee should be from your college or university. We require at least one reference to be from a school. These should not include a relative and personal referees must be able to comment on your skills and abilities in relation to the post.

|  |  |
| --- | --- |
| **REFERENCE 1** | **REFERENCE 2** |
| If you do not wish this person to be contacted without prior consultation please put a cross in the box  | **[ ]**  | If you do not wish this person to be contacted without prior consultation please put a cross in the box  | **[ ]**  |
| **Name** |       | **Name** |       |
| **Address** |       | **Address** |       |
| **Telephone** |       | **Telephone** |       |
| **Email** |       | **Email** |       |
| **Relationship** |       | **Relationship** |       |
| **How long known?** |       | **How long known?** |       |

## Eligibility to work in the UK

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Are you eligible to work in the United Kingdom and are you able to provide proof of this?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **[ ]**  | **No** | **[ ]**  |

The Immigration, Asylum and Nationality Act 2006 requires all employers in the UK to make basic document checks on every person, before they start work, therefore if you are asked to interview, you will be required to provide evidence (original documents only) that you are eligible to live and work in the UK and copies will be taken at interview and if unsuccessful these will be destroyed in accordance with the Data Protection Act 2018 (DPA). If you are offered the post these original documents will be retained on your personal file |

### Criminal convictions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Do you have any convictions that are not spent under the Rehabilitation of Offenders Act 1974?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **[ ]**  | **No** | **[ ]**  |

**If ‘Yes’ please give details below or on an additional sheet if necessary** |
|       |

**Disciplinary action**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you been the subject of formal disciplinary action in your past employment or currently in the process of ongoing disciplinary action in your current position?

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **[ ]**  | **No** | **[ ]**  |

 |
| If ‘yes’ please give brief details below or on an additional sheet if necessary      |

|  |
| --- |
| I confirm that the details I have provided in this application form are correct and that I have not deliberately withheld any relevant information that could affect the decision to employ**Signature:** **Date:** **Submitting this completed application form electronically signifies your acceptance** **of ALL of the above declarations.****Please note areas of your application form will be used to build your profile, which will be sent to schools (sections that will be used are employment history, education, professional development and supporting statement).** **DATA PROTECTION ACT 2018.** INFORMATION FROM THIS APPLICATION MAY BE PROCESSED FOR ANY PURPOSES REGISTERED BY EXETER SUPPLY PARTNERSHIP UNDER DATA PROTECTION LEGISLATION. INDIVIDUALS HAVE THE RIGHT OF ACCESS TO PERSONAL DATA HELD ABOUT THEM BY EXETER SUPPLY PARTNERSHIP. THIS INFORMATION WILL BE DISCLOSED ONLY TO THOSE PERSONS AUTHORISED TO SEE IT, WILL BE USED FOR THE SELECTION PROCESS AND, FOR SUCCESSFUL CANDIDATES WILL BE RETAINED ON THEIR PERSONNEL FILE, USED FOR PAYROLL AND ADMINISTRATIVE PURPOSES AND MAY BE DISCLOSED TO GOVERNMENT DEPARTMENTS WHERE THERE IS A LEGAL OBLIGATION TO DO SO. |

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| --- |
| **FOR ESP OFFICE USE ONLY** |
| **Application reviewed (sign and date x2 members of staff)** |
| **1)** |
| **2)** |