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MATHS SPECIFIC TEACHING ASSISTANT

UNDERGRADUATE & GRADUATE PLACEMENT SCHEME

MATHS TEACHING

Application Form

**Personal Details**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title |  | | First Name(s) | | | |  | | | |
| Surname | |  | | | | | | | Date of Birth[[1]](#footnote-1) |  |
| If you have previously been known by another name, please specify: | | | |  | | | | | | |
| Address | |  | | | | | | | | |
| Contact Details | | Please only include contact numbers or email addresses that you are happy for us to use. | | | | | | | | |
| Daytime Contact Number: | | |  | | | | | |
| Evening Contact Number: | | |  | | | | | |
| Mobile Number (if different): | | |  | | | | | |
| Email Address: | | |  | | | | | |
| National Insurance Number | | | | |  | | | | | |
| Do you currently have the right to work in the UK? | | | | | YES | NO | | If no, please specify your circumstances below: | | |
|  | | | | | |
| Do you currently have a driving licence? | | | | | YES | NO | | If no, but are intending to learn in the very near future please advise below: | | |
|  | | | | | |

**Higher education details (degree(s) and teaching qualifications)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **University / College etc** | **Start and End Date of Degree** | | **Qualification and subject** | **Grade awarded**  **(Indicate predicted or current)** | **Date of award** |
| **from** | **to** |
|  |  |  |  |  |  |

**A Level Qualifications (or equivalent)**

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| --- | --- | --- | --- |
| **Institution** | **Subject** | **Grade** | **Date of award** |
|  |  |  |  |

**GCSE Qualification (or equivalent)**

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| --- | --- | --- | --- |
| **Institution** | **Subject and Qualification** | **Grade** | **Date of award** |
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**Work Experience or Other Employment**

| Company’s Name and Address | Dates From and To (Month/Year) | Roles and Responsibilities |
| --- | --- | --- |
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**Personal statement**

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| Please provide a personal statement in support of your application (no longer than 2 sides of A4). Please make sure that you refer to the details provided about the role and also include:   * The reasons why you are applying for this placement * The personal qualities and experience that you feel are relevant to your suitability for the placement. * Key responsibilities and achievements job which are relevant to this application. * Details of any relevant interests or activities |

**Referees**

Please supply the names and contact details of at least two referees who can comment on your suitability for this post. One should be your professional tutor, personal tutor or school mentor.

Your referees will be asked about any disciplinary offences relating to children, current and/or time expired; whether you have been the subject of any child protection concerns and if so, the outcome of these investigations.

References will not be accepted from those writing solely in their capacity as friends or relatives.

**Other previous employers may also be approached for information, prior to interview, to verify details on your application form, such as particular experience or qualification.**

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| --- | --- |
| **Referee 1** | |
| Name:  Position:  Telephone:  Email address: | Address:  In what capacity do you know the referee:  Fax: |

|  |  |
| --- | --- |
| **Referee 2** | |
| Name:  Position:  Telephone:  Email address: | Address:  In what capacity do you know the referee:  Fax: |

**Reasonable Adjustments to the Shortlisting Process**

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| The School welcomes applications from disabled people. Please indicate in the box below if there is anything that we need to do, or take into consideration, to ensure that the shortlisting process is fair in relation to a disability. |
|  |
| Candidates who are invited for interview will be asked in the invitation letter if they require any adjustments to be made to the interview or other selection activities. |

**Declarations**

This post is **exempt from the Rehabilitation of Offenders Act 1974**. If you are appointed you will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check (previously known as a CRB check). You are required to declare any unspent convictions, cautions, warnings and bind-overs you may have, regardless of how long ago they occurred, as well as any pending criminal proceedings or current police investigations. Having a criminal record will not necessarily prevent you from taking up appointment; this will depend on the nature of the offence(s) and their relevance to the post you are applying for. However, should you **not** declare any of the above and this is subsequently revealed, e.g. through the DBS check, then this may place your appointment in jeopardy.

*Important changes to the law on the disclosure of criminal records information mean that a prospective employer can only ask you to disclose any unspent cautions, convictions, warnings or bindovers, that are not "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). New filtering rules have also been introduced, although these rules do not apply for individuals who have two or more convictions. Guidance and criteria on the filtering rules can be found at the Disclosure and Barring Service website at:* [*https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates*](https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates)*. Also, because positions in schools are considered to be ‘excepted’, when your certificate is issued it may contain information on spent convictions that the DBS decides your employer needs to take into account in order to ensure the protection of vulnerable groups, including children. In addition, some specific offences will never be removed from a DBS certificate, such as serious sexual and violent offences. You can view this specified list of offences at:* [*https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check*](https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check)*.*

Further guidance on what convictions you must declare and a policy on recruiting ex-offenders are available from the school.

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| Do you have any unspent convictions, cautions, warnings or bind-overs that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) **and/or** are you the subject of a current police investigation or have criminal proceedings pending against you? | | | | YES/NO | |
| Are you on the Children’s Barred List (previously List 99 and PoCA list) or have you ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body (e.g. General Teaching Council, Teaching Agency)? | | | | YES/NO | |
| **It is a criminal offence for barred individuals to seek, or to undertake, work with children.**  If you have answered ‘YES’ to either of the above, please provide **further details on a separate sheet in a sealed envelope marked ‘CONFIDENTIAL’.** | | | | | |
| **Are you currently registered with the DBS Update Service? (service only available from 17.06.13)** | | | | | YES/NO |
| **If YES, please provide the information below. If NO, please proceed to the next section.** | | | | | |
| DBS Registration Number |  | Annual Registration Renewal Date | |  | |
| Level of check obtained at point of registration? (*select one*) | | | STANDARD / ENHANCED | | |
| Which workforce was your check requested for at point of registration? (*select one*) | | | CHILDREN / ADULT / ADULT & CHILDREN / OTHER | | |
| **Declaration:** By signing this application form and providing the information above I understand that I am authorising the school to consult the DBS Update Service in the context of its recruitment and safeguarding procedures and agree to provide the relevant disclosure certificate to facilitate this process. | | | | | |

**Declaration of Relationships**

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| --- | --- |
| Are you related to, or do you have a close personal relationship with, any elected member or senior officer of the local authority or a member of staff or governor of the school? | YES / NO |
| If YES, please provide below his/her name and role, and state your relationship: | |
|  | |

I declare that the information I have given on this form is correct. I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. It could also result in a referral to the police. I understand that my application form will be retained on file for a period of six months (or transferred to my personnel file in the event that my application is successful) and give my consent for the personal data supplied to be used for the purposes of recruitment and selection.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of Applicant |  | Date |  |
| If you have submitted your application electronically, you will be asked to sign your application form in the event that you are shortlisted and called for interview. | | | |
| **Thank you for your application. Please enclose a stamped addressed envelope if you require acknowledgement of its receipt. Otherwise, in the interest of public economy, only shortlisted applicants will receive further notification.**  **Retention of Application Forms:** It is the School’s policy to retain all application forms for unsuccessful applicants for a period of six months, after which time they are securely destroyed. If another suitable vacancy arises during that period which we think might suit your skills and experience, we may contact you to make you aware of the vacancy. If you **do not** wish us to use your application form in this way, please tick this box ❑ | | | |

Please email your completed application form to [mathshub@sjb.surrey.sch.uk](mailto:mathshub@sjb.surrey.sch.uk) with the job title in the subject header.

Alternatively you can print it and post it in to:

Madi Cooper

St John the Baptist School,

Elmbridge Lane,

Woking,

Surrey

GU22 9AL

If you have any questions relating to the completion of this form, please email [mathshub@sjb.surrey.sch.uk](mailto:mathshub@sjb.surrey.sch.uk) or call 01483 729343 ext 174

**Thank you for applying for a placement**

**Equality Monitoring Form**

The Surrey Plus Maths Hub and SJB aims to select staff on merit, irrespective of race, sex, disability, age or other protected characteristics. In order to monitor the effectiveness of the School’s Equality Policy and recruitment procedures, we ask that all applicants complete this form and return it with their application. In accordance with the Data Protection Act 1998, the information provided will only be used for the purposes of equality monitoring and to inform improvements to our policies. **The form will be separated from your application upon receipt and will not be shared with the selection panel.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Post Applied For: |  | | | | | Where did you see this post advertised? | | |  |
| ***Please tick whichever boxes apply. If you prefer not to provide certain information, please leave the box blank.*** | | | | | | | | | |
| **Gender:** | Female |  | Male |  |  | |  |  | |

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| **Age:** | 16-24 |  | 25-34 |  | 35-44 |  | 45-54 |  | 55-64 |  | 65+ |  |  |

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| **Disability:** | Do you consider yourself to have a disability? | Yes |  | No |  |  |

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| --- | --- | --- | --- | --- | --- |
| **Ethnicity:** | Please tick **one** category below. The categories are based on the population census. | | | | |
| **Asian, Asian British, Asian English, Asian Scottish or Asian Welsh:** | | |  | **Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other ethnic group:** | |
| Bangladeshi | |  |  | Chinese |  |
| Indian | |  |  | Any other ethnic background (specify if you wish): |  |
| Pakistani | |  |  |
| Any other Asian background (specify if you wish): | |  |  | **Mixed:** | |
|  | White and Asian |  |
| **Black, Black British, Black English, Black Scottish or Black Welsh:** | | |  | White and Black African |  |
| African | |  |  | White and Black Caribbean |  |
| Caribbean | |  |  | White and Chinese |  |
| Any other Black background (specify if you wish): | |  |  | Any other Mixed background (specify if you wish): |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **White:** | | | | |
| British |  |  | Scottish |  |
| English |  |  | Welsh |  |
| Irish |  |  | Any other White background (specify if you wish): |  |

|  |  |
| --- | --- |
| Ref No. *(For Office Use Only)* |  |

1. The Governing Body complies with the Equality Act 2010 and does not discriminate against job applicants on the grounds of age. Date of birth and other key dates are requested of applicants to meet the recommendations of the DfE statutory guidance “Safeguarding Children and Safer Recruitment in Education” (ref: DfES2006); these are used for identification purposes and to verify that a full education and employment history has been provided. [↑](#footnote-ref-1)