**Completed applications should be returned to the school at the following address:**

Swaledale Alliance

Brompton on Swale CE Primary School

Brompton Park, Brompton on Swale, Richmond, DL10 7JW

**Applications can also be returned by e-mail to:** mthompson@swaledalealliance.org

**SECTION 1 – COURSE DETAILS**

Course Reference Number: 603/2498/3

**Course Title: CACHE Level 3 Certificate in Supporting Teaching & Learning**

Closing Date: June 2024

Interviews: Late June /Early July 2024

**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.**

**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: | |
| I am over 18 YES / NO (delete as appropriate) | |

**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**

**Whilst the role you are applying for is on a voluntary basis, we are required to ask the following questions to fulfil our recruitment process.**

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 or visa 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:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Insert your National Insurance Number: |  |  |  |  |  |  |  |  |  |

**SECTION 4 – SOURCE OF APPLICATION**

Where did you see the vacancy advertised? Please specify:

**SECTION 5 – SECONDARY EDUCATION**

**Detail here any qualifications held (continue on a separate sheet if necessary).**

|  |  |  |  |
| --- | --- | --- | --- |
| **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).**

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

**SECTION 8 – 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 and job title: | Job Title: |
| Place of work: | Employment start date (Month/YYYY): |
| Employment end date (Month/YYYY)  (if applicable): | Reason for leaving (if applicable): |
| Number on roll (*teaching roles only):* | Age Range (*teaching roles only):* |
| Employee reference number: |  |

**SECTION 9 – 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/Months | Telephone number: |
| Leave date (if applicable- Month/YYYY): | Reason for leaving (if applicable): |
| Summary of current job role; duties and responsibilities | |

**SECTION 10 – PREVIOUS 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): |

|  |
| --- |
| **SECTION 11 – EXPERIENCE IN SCHOOLS** |

**Please describe any school or working with children experience you have that may be relevant to your application (continue on a separate sheet if necessary)**

|  |
| --- |
| **Experience** |
|  |

**SECTION 11 – 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. If you have previously worked with children but no longer do so, you will be asked for a referee from that employer.

|  |  |
| --- | --- |
| 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 12 – 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 13 – DECLARATIONS AND CONSENTS**

|  |  |
| --- | --- |
| Are there any reasonable adjustments that you would require to enable you to participate in the interview/assessment event if you were selected to attend? | |
| Are you related to a member of a School Governing Body within the Swaledale Alliance group of schools? | 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 or work performance** | Yes  No |
| Please provide details: | |
| **Disciplinary** | Yes  No |
| Please provide details:  You are only required to declare live disciplinary sanctions unless they relate to safeguarding (see below) | |
| **Safeguarding** | Yes  No |
| Please include details of any allegations which have been made against you and how these have been categorised. Any disciplinary sanctions relating to safeguarding must also be declared, including those which have expired for disciplinary purposes. | |
| Are there any dates when you would not be available for interview in the near future? | Yes  No |
| Please provide details: | |
| Do you hold a current driving licence? | Yes  No |
| 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 Swaledale Alliance/work experience school will request to see proof of qualifications at the time of interview. | Yes  No |
| I consent to the Swaledale Alliance/work experience school recording and processing the information detailed in this application. The Swaledale Alliance l will comply with their obligation under the Data Protection Act 2018. | Yes  No |

**SECTION 14 – SPONSORSHIP PROGRAMME**

|  |  |
| --- | --- |
| I would like to be considered for the sponsorship programme. | Yes  No |
| If a sponsorship placement is unavailable, I would still like to apply and self-fund the programme. | Yes  No |
| I would like assistance in finding a school placement | Yes  No |

**The schools taking part in the sponsorship programme are listed below please indicate your choice in order of preference, 1 being your preferred choice.**

|  |  |
| --- | --- |
| I have no preference; I am happy to work in any of the participating schools | Yes  No |
| **Placements Schools - Primary** | **Preferred Choice** |
| Placements schools will be confirmed in April 2025, if applying before this please indicate a school you may be interested in. |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Other sponsored places may become available.**  We may also have opportunities for non-sponsored placements. Please check with the Swaledale Alliance admin office. | |

**IMPORTANT ADVICE ON COMPLETING THIS APPLICATION**

Your application form plays an important part in your selection. 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.

**Data Protection**

The information that you state on this application form will be used by the school and the Council to consider you for a job vacancy. To find out about how we use your personal data for the purposes of recruitment please see our Privacy Notice at [Swaledale Alliance - Privacy Policies](https://www.swaledalealliance.org/contact/privacy-policies/)

**Rehabilitation of Offenders**

The post you are applying for requires you to have an enhanced Disclosure and Barring Service criminal records check for work with children, with a barred list check if you work in regulated activity. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries.

Should you be shortlisted, you will be asked to disclose details of your criminal history, in line with DBS filtering rules, prior to your interview. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

Please also see the policy statement on the Recruitment of Ex-offenders below.

**Information in Support of your Application**

Every post advertised is supported by a full person specification. The specification lists all the essential skills, experience and qualifications which are necessary for the placement and the criteria against which you will be assessed, both through your application form and at interview.

As part of the application process, you may have been asked to demonstrate within this application form how you meet some or all of the criteria or key competencies outlined in the person specification. Rather than simply repeating your career history, look at the skills and experience required by the job and provide evidence that you possess them by giving **specific and detailed examples** which include a focus on outcomes and on your own contribution to the scenario. Try to use different and varied examples wherever possible.

When completing these sections, do not forget the skills and experience you have gained outside full-time work. Outlining your previous work experience or other responsibilities may help you to uncover skills which you have taken for granted and which are clear signs of your ability to do the job.

**Canvassing**

You must not try to influence an elected Council Member, any council employee or a member of the school governing body, to act in your favour, as this will disqualify you. If you are related to a Councillor, a Council employee or a governor you must indicate this in the relevant section of the application form.

# Policy Statement on the Recruitment of Ex-offenders

1. As an organisation assessing applicants’ suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), this school complies fully with the DBS [code of practice](https://www.gov.uk/government/publications/dbs-code-of-practice) and undertakes to treat all applicants for positions fairly.
2. This school undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
3. This school can only ask an individual to provide details of convictions and cautions that it is legally entitled to know about. Where a DBS certificate can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 as amended, and where appropriate Police Act Regulations as amended) this school can only ask an individual about convictions and cautions that are not protected.
4. This school is committed to the fair treatment of its staff and potential staff, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
5. This school has this written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
6. This school actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. Candidates are selected for interview based on their skills, qualifications and experience and criminal record information is only requested from short-listed candidates.
7. A disclosure is only requested from the DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that a DBS certificate will be requested in the event of the individual being offered the position.
8. This school ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
9. This school also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
10. At interview, or in a separate discussion, this school ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
11. This school makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](https://www.gov.uk/government/publications/dbs-code-of-practice) and makes a copy available on request.
12. This school undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

(Source [www.gov.uk](https://www.gov.uk/government/publications/dbs-sample-policy-on-the-recruitment-of-ex-offenders/sample-policy-on-the-recruitment-of-ex-offenders))