The Eden Learning Trust

Teaching Assistant
Grade 2 Level 3
FULL TIME
SEPTEMBER 2026

IT IS AN OFFENCE TO APPLY FOR A ROLE IF YOU ARE BARRED FROM ENGAGING IN REGULATED ACTIVITY RELEVANT TO CHILDREN

Please note: ALL sections within the application form must be completed. Incomplete application forms will not be considered for the post.

Post Title: **School:**		**Closing Date:**
Title:	**Forename:** **Middle name/s:** **(if applicable)**	**Surname:** **Previous Surnames:**
Have you been known by any other name? If yes, please state here:		
Current Address: **Postcode:**		**Telephone No. Work (optional)** **Telephone No: Home** **Mobile:**
E-mail address:		**NI Number**

Job Share
If this post is open to job share, do you wish to apply for this post in a job share capacity?

☐ **Yes** ☐ **No**

Please state where you saw the advertisement for this post.

Do you consider yourself to be a person with a disability? This may include a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities. Long-term means that it has lasted, or is likely to last, for over a year. Applicants with disabilities will be invited for interview if they meet the essential criteria on the person specification.

☐ **Yes** ☐ **No** ☐ **Prefer not to say**

If you have answered yes please detail below any specific requirements to assist you with an interview and we will try to make the necessary arrangements.

(For Office Use Only)
Candidate Ref. No:

IMPORTANT SAFEGUARDING INFORMATION	
Criminal Convictions	
1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	
2. Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?" * *If after reading the guidance notes below you have any spent or unspent convictions to declare please declare them here.	
Gaps in Employment/Education History	
If during the completion of this form you have any gaps where you were in neither education nor employment, could this be explained here:	
Length of gap:	
Dates:	
Reason for the gap in Education and/or Employment:	
Disciplinary Information	
Have you been subject to disciplinary sanctions in the past 5 years. If so, give full details here including any outcomes including dates:	
Safeguarding Allegations	
Have any safeguarding concerns or allegations been raised against you at any time? If so, give full details here including any outcomes and including dates:	
Data Protection Statement The Eden Learning Trust is committed to confidentiality and complies with the Data Protection Act 2018. All information will be handled and stored sensitively and used only for its intended purpose.	
I have read the guidance notes including the information regarding Criminal Convictions and Gaps in Employment/Education History and I declare that the information I have given is true in all respects. I understand that false information may render me liable for dismissal if I am appointed. I agree to the above statement and will sign and date a copy of this application as a true record if I am invited for an interview: *I have also completed the Criminal Self Declaration form and will email this as part of my application.*	
Signature:	**Date:**

A	Education

Secondary Education				
N.B. The appointment will only be confirmed subject to receipt of official certificates in support of below. (Please use continuation sheets if required) *Please complete all required information below for each qualification you list.*				
School attended	Dates to & from	Qualifications & Awarding Body	Subject & Grade	Date of Award
		GCSE, O Level and Other Level 2 Qualifications / AQA, Edexcel		
		A level or other Level 3 Qualifications		

Higher Education				
Qualification	Institution Date awarded	Date Awarded	Name of Qualification, Subject e.g. BSC Biology	Grade e.g. 2:1
Degree				
Other/Higher/Advanced Degree/Diploma/Certificate/NPQSL				

In-Service Training – last 5 years	
Name of Establishment	Course Taken / Date

B	Employment Details

(1) Present Appointment

Current Post Job Title	Full or Part time	Permanent or Temporary	Salary Grade/Group indicating any additional allowances	Name and Address of work base Employer (Trust name if applicable)	Type of Business	Start Date month/year	Reason for seeking change in employment

(2) Previous Appointments (please list most recent first) - please include any gaps in employment

Post/Job Title	Full or Part Time	Temporary or Permanent	Salary Grade/Group indicating any additional allowances	Name and Address of work base Employer (Trust name if applicable)	Type of Business	Start Date month/year	End Date month/year	Reason for Leaving

B Other Employment History and/or voluntary work

Name & Address of Employer	Appointment held/Grade &/or salary (if any)	Start Date (month/year)	End date (month/year)	Reason for Leaving

B Other/Current Employment Details

Do you have any additional employment which you intend to continue if appointed to this post?			
☐	**Yes**	☐	**No**
If yes, please detail the nature of the work and the hours:			
Period of notice required or termination date for current employment:			

C Letter of Application / Statement of personal qualities/experience

This section should contain the candidate's letter of application and a statement of:

- *the personal qualities and experience that the applicant believes are relevant to their suitability for the role*
- *how they meet the person specification*
- *why they are applying for this post*

*Please note the length of this section should be no longer than **1 side** of A4 (Open Sans font 11, single spaced) and it should be typed in open sans font, point 10 with single line spacing.*

D Referees

Give name, job title, relationship to referee and address of TWO people, who must know you well to whom a reference may be made. Referee 1 should be your present (or most recent) employer. Next of kin or immediate relatives should not be named as referees.

Please note that for positions in contact with children and vulnerable adults, The Eden Learning Trust has the right to seek references from any or all previous employers and line managers prior to interview.

Referee 1	Referee 2
Name:	Name:
Job Title:	Job Title:
Relationship to Referee:	Relationship to Referee:
Address:	Address:
Postcode:	Postcode:
Telephone No:	Telephone No:
Email:	Email:
N.B. Appointment will only be confirmed subject to satisfactory references.	

You are required to state in writing whether, to the best of your belief you are a parent, grandparent, partner, child, step-child, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing member of the Academy Senior Leadership team, Governing Body or Board of Trustees.

NAME	RELATIONSHIP

If "not applicable" please sign here to confirm that is the case: ……

Guidance Notes

*The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 contains certain classes of employment where a person can be asked to disclose spent convictions. The job which you are now applying for falls within that order. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

It is your responsibility to read this information in full and complete the application form accurately.

If you prefer, send details by post marked 'For the attention of the Headteacher, in strict confidence - only to be opened by the addressee' stating the post title and post reference number.

Where a role involves engaging in regulated activity relevant to children, it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

The school's policy on Child Protection is available on the school website;

Employment history, (since leaving school, including education, employment and voluntary work)

The school will not accept curriculum vitae in place of an application form.

Please be aware that if you are shortlisted for the advertised post, an online search will be conducted prior to your interview.