CONFIDENTIAL

SUPPORT STAFF APPLICATION FORM

*(Before completing this form please read the **Notes to Applicants**)*

Safeguarding Statement:

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Name of Candidate:

Emily Grace Gillard

TO BE USED FOR THE FOLLOWING POSITIONS ONLY:

Teaching Assistants

Welfare Assistant / Classroom Assistant (temporary or permanent)

Support Staff Member

Nursery Employee

School Business Manager

Early Years Practitioner

PLEASE MAKE SURE THAT YOU ARE USING THE LATEST VERSION OF THIS APPLICATION FORM WHICH CAN BE DOWNLOADED FROM THE CATHOLIC EDUCATION SERVICE WEBSITE:

www.catholiceducation.org.uk

BEFORE YOU BEGIN PLEASE CHECK THAT YOU HAVE THE FOLLOWING:

1. Correct application form for the position being applied for
2. Notes to applicants
3. Recruitment monitoring form
4. Consent to obtain references form

PLEASE DO NOT RETURN ANY COMPLETED APPLICATION FORMS AND/OR SUPPLEMENTARY DOCUMENTS TO THE CATHOLIC EDUCATION SERVICE. PLEASE RETURN ALL COMPLETED APPLICATION FORMS AND/OR SUPPLEMENTARY DOCUMENTS TO THE SCHOOL/COLLEGE/ACADEMY/MULTI ACADEMY TRUST COMPANY WHERE THE POSITION APPLIED FOR IS BASED, OR AS INSTRUCTED IN THE DETAILS OF THE POST.

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PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION FORM FULLY BEFORE RETURNING IT IF ALL SECTIONS ARE NOT COMPLETED YOUR APPLICATION MAY NOT BE PROCESSED

DETAILS OF ROLE APPLIED FOR:

Application for the position of:

Level 2 Teaching Assistant

Full Time ☒ Part Time ☐ Job Share ☐

At: St. Aidan's Catholic Primary School, Holmes House Avenue, Winstanley, Wigan

At which the:

Governing Body ☒

Academy Trust Company ☐

Multi-Academy Trust Company ☐

is the employer of staff.

In the Local Authority of: Wigan

In the Archdiocese / Diocese of: Liverpool

Please state where you first learned of this vacancy: Headteacher

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Personal Details:

Title: Miss

Surname: Gillard

First Name(s): Emily Grace

Known as (if applicable):

Religious Denomination / Faith: Roman Catholic

Address: 8 Chapman Close, Pemberton, Wigan, WN3 6GQ

Telephone Numbers:

Home: 07484257209

Mobile: 07484257209

Email Address: emilygillard08@gmail.com

How do you prefer to be contacted? Phone ☒ Email ☒

If you are a qualified teacher please complete the following section, if you are not, please proceed to the next section:

DfE Teacher Reference Number:

Do you have Qualified Teacher Status? Yes ☐ No ☒

QTS Certificate Number: Date of qualification as a teacher:

Education Workforce Council (Wales only) or other Membership Number:

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Details of Present Employment:

Are you presently employed: Yes ☒ No ☐

If no, please proceed to the next section.

Details of present post: Weekend Position

Role: Soft Play/ Café Assistant

Name of employer: ABUK

Name of school / Academy

(if applicable):

Address: 2A Worsley Street Pemberton, Wigan WN5 8BP

Telephone Number: 01942 375808

Local Authority

(if applicable):

Archdiocese / Diocese

(if applicable):

Permanent ☒ Temporary ☐

Full time ☐ Part time ☒ Job share ☐

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Description of key duties / responsibilities:

General duties involve creating a safe, welcoming and inclusive environment for children and families in the centre; supervising all play areas to ensure children can play safely; support children with SEND by adapting communication and activities to meet individual needs; maintain high standards of cleanliness, hygiene and safety; respond appropriately to incidents, accidents or concerns and report to senior members of staff when needed and working effectively as part of a team.

Date of appointment: October 2024

Notice required: N/A

If notice already given, date it is due to expire: N/A

Reason for leaving: N/A

Gross annual salary (include details of salary scale and spine point if applicable):

N/A

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Employment History and Work Experience:

Please complete in chronological order, starting with the **most recent**:

Employer's name, address and nature of business	Full or part time	Job title and brief description of duties and responsibilities	Dates employed month / year (from – to)	Reason for leaving
Autism Beaudon Understanding Kindness (ABUK)	Weekend work	Supervising all play areas, cleaning, organising events, taking orders and working the till.	October 2024 – present day	

If there are any periods of time that have not been accounted for in your application, for instance, periods spent raising a family or of extended travel, please give details of them here with dates. The information provided in this form must provide a complete chronology from the age of 18. Please ensure that there are no gaps in the history of your education, employment and other experience. Failure to provide a full account may lead to your application being rejected.

Dates (from – to)	Activity

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If you have ever been ordained and/or been a member of a religious community please provide details here:

Post-11 education and training:

Please complete in chronological order, starting with the **most recent**:

Full name and address of establishment	Full or part time	Dates attended month / year From - to	Date of award	Awarding body and registration number (if known)	Award and classification

Post-Graduate Qualifications (please state if you hold the Catholic Certificate of Religious Studies (or equivalent))

Higher Education Qualifications

School / College Qualifications

St John Rigby College	Full Time	September 2024 – Present day	Ongoing		A Levels Maths – predicted B Computer Science - predicted A Psychology – predicted A
St. Edmund Arroswmith Catholic High School Rookery avenue, Ashton-in-Makerfield	Full time	September 2019 – July 2024	August 2024	Pearsons Edexcel / AQA / OCR / WJEC	GCSE's Maths - 7 Art – 7 Biology – 7 Chemistry – 6

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					Physics – 6 RE – 6 Computer Science – 6 English Language – 6 English Literature – 6 L2 Further Maths - 4 Child development – BTEC L2 Distinction+

Continuing Professional Development

Please list any courses you have completed and/or any professional development in which you have been involved in the past 3 years which you consider relevant to this post.

Course Title	Course Provider	Length of Course	Dates From – To	Award / Classification (if applicable)
Safeguarding children Level 2	**Noodle now**	**4 hours**	**7th November 2024**	**Pass**
Food hygiene	**Noodle now**	**1.5 hours**	**16th February 2025**	**Pass**
Basic First Aid	**Noodle now**	**4.5 hours**	**28th February 2025**	**Pass**

Please provide details of your most recent safeguarding training:

As above

Professional Memberships:

Chartered College of Teaching:

Affiliate ☐ Associate ☐ Member (MCCT) ☐ Fellow (FCCT) ☐ Chartered Teacher (CTeach) ☐

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Please list any other professional bodies of which you are a member:

Interests and Hobbies:

Please list your interests and hobbies outside of work:

I have very recently passed my driving test. I enjoy spending time with my family especially my younger brother who is disabled and has special educational needs. I have two dogs and enjoy taking them on long walks at the weekend. I am also registered as a personal assistant for an 8-year old boy with severe autism.

Supporting Statement:

Please provide a written statement of **no more than 1,300 words** detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post advertised and how you meet the person specification applicable to the post.

I am applying for the Level 2 Teaching Assistant position because I am passionate about supporting children to reach their full potential, particularly those with Special Educational Needs. I am a caring, patient and approachable person who understands the importance of creating a safe, structured and encouraging environment where every child feels valued and supported.

Alongside my experience and interest in supporting children, I currently work weekends in a soft play centre where I regularly support children with SEN, particularly children with autism and children who are non-verbal. This role has helped me develop strong communication skills, patience and the ability to adapt activities and interactions to meet individual needs. I understand the importance of routine, reassurance and building trusting relationships to help children and parents feel comfortable and confident.

I also have a personal understanding of disabilities through my younger brother. Growing up alongside him has given me a strong awareness of the importance of communication, consistency and structure in everyday life. It has helped me develop empathy, understanding and patience, and has shown me how vital the right support can be in helping children and young people thrive both socially and academically.

I am particularly interested in working within a Catholic school because I value the caring and inclusive ethos that Catholic education promotes. I believe every child should be treated with dignity, compassion and respect, and I would be proud to contribute positively to the school community and walk 'hand in hand' with the children at your school.

I am eager to gain further experience working within a school environment and to continue developing my skills in supporting children with additional needs. I am enthusiastic, reliable and willing to learn, and I would welcome the opportunity to work as part of your team to support pupils both academically, socially and emotionally.

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References:

A referee who is a current or former employer should have full access to the applicant's personal records, to the extent that this is achievable in compliance with the General Data Protection Regulation. Schools / Academies / Colleges of a Religious Character (in England only) are permitted, when recruiting Support Staff to give preference to applicants who are Catholic where attaching this requirement to the post is a proportionate means of achieving a legitimate aim (commonly known as a "genuine occupational requirement").

If you are a practising Catholic, you should nominate as one of your referees your Parish Priest / the Priest of the Parish where you regularly worship.

If you are Catholic but do not consider yourself to be "practising", you may (as an alternative to nominating your Parish Priest as a referee), provide a copy of your baptism certificate, or the name and address of the parish where you were baptised and the date of your baptism.

In requesting a Priest's reference or baptismal information, it is not our intention to deter applications and non-Catholics are welcome to apply. Please see the Notes to Applicants for further guidance. It is the responsibility of the Applicant to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference. Please also ensure that you complete and return the consent to obtain references form with your application.

In accordance with Keeping Children Safe in Education we will obtain and scrutinise references prior to interview and referees will be contacted to provide further clarification as appropriate. All information provided by referees will also be compared for consistency with the information you provide on this form and you will be asked about any discrepancies. Please advise if you do not want us to take up references at this stage and provide reasons.

Referees will also be asked for information about:

- all disciplinary offences (including those where the penalty is "time expired" if related to children); and
- all child protection allegations including the outcome of any child protection investigations.

You are advised to read the relevant section of the Notes to Applicants before completing this section.

If any of your referees knew you by another name please specify that name alongside the details of the relevant referee.

Present School / Employer:

Name: Cordelia Woods

Address: 2A Worsley Street Pemberton, Wigan WN5 8BP

Role: Centre Owner

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Telephone: 07970520150

Email: Cordelia.w@hotmail.co.uk

Other Professional (where you are not currently employed with children, this must be your most recent school / college / employer prior to your current employer):

Name: Lorna Wilde

Address: St. John Rigby College

Role: Progress Tutor

Telephone: 01942 214797 ext 409

Email: lorna.wilde@sjr.ac.uk

Parish Priest / Priest of the Parish where you regularly worship (if applicable):

Name:

Address:

Role:

Telephone:

Email:

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Please tick this box if you have enclosed a copy of your baptism certificate with this application form:

☐

If you have not nominated your Parish Priest as a referee and you have not provided a copy of your baptism certificate please enter the name and address of the Parish where you were baptised and the date of your baptism here:

If you or your spouse / civil partner / partner are related by marriage, blood or as a co-habitee to any member of the Governing Body / Academy Trust Company / Multi Academy Trust Company or any current employee(s) of the Governing Body / Academy Trust Company / Multi Academy Trust Company please provide the relevant details here:

Name(s) of Governing Body / Academy Trust Company / Multi Academy Trust Company / Employee(s):

Relationship(s) to you:

Disclosure of Criminal and Child Protection Matters and Disclosure and Barring Service Checks

The Governing Body / Academy Trust Company / Multi Academy Trust Company is obliged by law to operate a checking procedure for employees who have access to children and young people.

Please confirm whether you have ever been the subject of any child protection concern either in your work or personal life, or been the subject of, or involved in, any disciplinary action in relation thereto, including any which is time expired.

Yes ☐ No ☒

If yes please provide full details:

It is an offence to knowingly apply for, offer to do, accept, or do any work in a regulated position if you have been disqualified from working with children. Any offer of employment will be subject to checks being carried out in order to ensure that you are not subject to a prohibition order or an interim prohibition order.

In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks ("DBS Checks") in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.

By checking the box you consent to a DBS Check(s) being made: ☒

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Rehabilitation of Offenders Act 1974 (as amended)

If you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended), then the details of these must be disclosed if you are invited for interview.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

If you are invited for interview, please bring The Rehabilitation of Offenders Act 1974 – Disclosure Form with you to the interview in a sealed envelope marked "Confidential – Rehabilitation of Offenders Act 1974 – Disclosure Form". You will be asked to hand the form to the interviewer at the end of the interview. If you do not have disclosable convictions, please complete the relevant sections of the Disclosure Form.

Request for Your Consent to Process Your Data

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this application form.

Important information regarding your consent

1. We are St Aidan's Catholic Primary School.

2. Being a Catholic education provider we work closely with the school's / academy's Diocesan Authority, the school's / academy's Trustees, the Local Authority, the Department for Education, and the Catholic Education Service with whom we may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.

3. The person responsible for data protection within our organisation is Vicky Barker and you can contact them with any questions relating to our handling of your data. You can contact them by emailing the school office.

4. We require the information we have requested on this form in order to process your application for employment.

5. To the extent that you have shared any special categories of personal data[1] this will not be shared with any third party except as detailed in paragraph 2 above, unless a legal obligation should arise.

6. If your application is successful, the information you have provided on this form will become part of your personnel file which shall be retained throughout the duration of your employment within our organisation and afterwards in accordance with our data retention policy.

[1] Article 9(1) GDPR sets out the special categories of personal data as follows: *"personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation…."*

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7. If you are unsuccessful, your application form and any documents you have submitted in support of your application will be destroyed after a period of 6 months.

8. We will keep a record of your consent as evidence that we have obtained your consent to collect and process the data you have provided on this application form.

9. You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Protection Officer (see paragraph 3 above) that you wish to withdraw your consent.

10. To read about your individual rights you can refer to our fair processing notice and data protection policies.

11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by contacting the school office. If you are unhappy with how your complaint has been handled you can contact the Information Commissioner's Office via their website at www.ico.org.uk.

Request for your consent

Please ensure that you read paragraphs 1-11 above and raise any relevant questions before providing your consent below:

- I confirm that I have read and understood paragraphs 1-11 above and that I have been offered the opportunity to raise any relevant questions: Yes ☒ No ☐
- Please check this box if you agree to our collecting and processing your personal information as described in paragraphs 1-11 above: ☒
- I agree to my personal data being shared as stated in paragraphs 2 and 5 above: Yes ☒ No ☐

Right to work in the UK.

The Governing Body / Academy Trust Company / Multi Academy Trust Company will require you to provide evidence of your entitlement to undertake the position applied for and/or of your ongoing entitlement to live and work in the United Kingdom in accordance with the current immigration rules. More information can be found in the Notes to Applicants. By checking the box below, you confirm that you are legally entitled to work in the United Kingdom and that you will promptly provide documentary evidence of such entitlement when requested: ☒

Language requirements for public sector workers.

The ability to communicate with members of the public in accurate spoken English is an essential requirement for the post. This is because this is a public facing public sector post. Please note that this language requirement may be in addition to mandatory English language requirements associated with your immigration route.

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Declaration

If you know that any of the information that you have given in this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment which comes to our attention then your application form may be withdrawn from the recruitment process. Please note that checks may be carried out in order to verify the information you have included.

Providing false information is an offence and may result in this application being rejected. If such a discovery is made after you have been appointed then you may be liable to be dismissed summarily. You may also be reported to the Teaching Regulation Agency (TRA) (England only) or the Education Workforce Council (Wales only) and/or the Police, if appropriate.

By signing below I hereby certify that all the information given by me both on this form and in any supplementary pages and/or the supporting evidence provided, is correct to the best of my knowledge and belief, that all the questions relating to me have been fully answered and that I possess all the qualifications that I claim to hold.

I acknowledge that it is my responsibility as the applicant, if invited for interview, to disclose information to the panel which may affect my suitability and/or eligibility to work with children and/or vulnerable adults.

Signature: E. Gillard

Date: 07.05.2026

(The post will be subject to the terms and conditions of the appropriate Catholic Education Service model contract, a copy of which will be provided to you before interview if you are shortlisted).

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