

Application Form

Job Title	Teaching Assistant Level 2
School	Greenmount Primary
Closing Date	13 November 2026

Thank you for your interest in employment with The Keep Learning Trust.

Please carefully read the Recruitment Pack for the Job Description, Person Specification and other information, including Guidance Notes for this application form.

We are firmly committed to ensuring that all of our children are safeguarded effectively within all of our schools, therefore please follow this link to read and understand our robust safeguarding policy and procedures. [Keep Learning Trust - Policies](#)

If you are completing this application form by hand, please use a **black** pen or typescript, also ticking each box where appropriate and return to:

**Mr David Griffith
Greenmount Primary School
1 Holhouse Lane
Greenmount
Bury
BL8 4HD**

Alternatively, you may download a copy of the application form from the School or Trust Website to complete and return via email: david.griffith@keeplearningtrust.co.uk

If you require any assistance in completing or downloading the application form, please contact the school either via email or Tel:-

- greenmount@bury.gov.uk
- 01204 884031



We will conduct an online search after the shortlisting process. Any issues or concerns will be addressed during the interview stage.

Do not enclose your own CV with this application form, as it will not be considered by the shortlisting panel.

Personal Details

Personal information will not be made available for shortlisting except when required as a genuine occupational qualification.

Title	
First name(s)	
Surname	
Address	
Postcode	
Telephone numbers • Home • Work • Mobile	
Email address*	
<i>*Only complete email address if you are willing to be contacted using this method</i>	
Current salary (if applicable)	
National Insurance No.	
IFL Ref (teaching positions only)	
DFES Ref No. (teaching positions only)	
ISA Ref No.	



Do you have a current driving licence?

Referees

Please give the names and addresses of two people, at least one of whom should be your present employer (if applicable), who can be consulted regarding your suitability for the post. If your referees know you by another name, please specify. These references will be applied as part of the selection process.

If the referee is school or college based, the reference should be provided by or confirmed by the Head Teacher.

Further references may be requested if the applicant has previously worked with children even if its not their last employer.

Referee No. 1		Referee No. 2	
Name		Name	
Address		Address	
Tel no.		Tel no.	
Occupation		Occupation	
Email		Email	
Are you related to a member of The Keep Learning Trust?		Are you related to a member of The Keep Learning Trust?	
If yes, please state to whom and how related		If yes, please state to whom and how related	



If you do not wish The Keep Learning Trust to take up references prior to interview, please contact the named person above to explain the reason.			

Work History

Please tell us about your work history, starting with your present or most recent job, including any part-time, casual or voluntary work of a regular nature.

Current or most recent post

Employer			
Position held/experience gained			
Full or part-time			
From (Month and Year)		To (Month and Year)	

Previous posts

Employer			
Position held/experience gained			
Full or part-time			
From (Month and Year)		To (Month and Year)	



Employer			
Position held/experience gained			
Full or part-time			
From (Month and Year)		To (Month and Year)	

Employer			
Position held/experience gained			
Full or part-time			
From (Month and Year)		To (Month and Year)	

Employer			
Position held/experience gained			
Full or part-time			
From (Month and Year)		To (Month and Year)	



Knowledge relevant to post

This section tells us about the knowledge you have that relates to the post for which you are applying. The knowledge and qualifications we are looking for are outlined in the Person Specification. In the sections below, you should show how you meet these requirements. List below examination results and professional qualifications, including training acquired.

Education and Training

Education after age 11	Dates attended	Full or part-time	Qualifications awarded

Details of in-house training courses, research experience, publications, examinerships and memberships of professional bodies.

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Experience

The Person Specification lists a number of key areas of experience essential to the post. Please demonstrate how your experience meets each of these requirements.

Please continue on a separate sheet if necessary and add your name to any additional sheets.



About yourself

Is there anything else you want to say about yourself in support of your application?

Please include any specific skills, aptitudes or personal qualities you have that you feel are important to this post.



Disclosure and Barring

The Keep Learning Trust meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a Disclosure and Barring check before the appointment is confirmed. All convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198 must be declared below.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offence(s).

Please list details of all criminal convictions or offences which are not protected below.

Date of conviction	Nature of summons/charge/caution/allegation	Court	Sentence/order

If none, please enter none:

We have to safeguard children and vulnerable adults, therefore, you are asked to provide the following information: any allegations, disciplinary investigations, child protection concerns, whether you are subject to a child protection plan or have had a child for whom you have responsibility, removed from you or placed in care.

Please provide details below.

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If none, please enter none:	
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Disclosure and Barring - Declaration

I confirm that the information given above is correct. I understand that if I am appointed to this post, a Disclosure from the Disclosure and Barring Service will be requested, and I give my consent to this. My consent is conditional upon The Keep Learning Trust complying with its obligations under the DBS Code of Practice.

Name	
Signature	

Post applied for:	
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