**Chorlton C of E Primary School**

**Application Form**

**Post: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Closing Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Other Names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Birth:**

**Permanent Residential Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Postcode:** |  |  |  |  |  |  |  | (Please do not omit your Postcode) |

|  |  |  |  |
| --- | --- | --- | --- |
| **Telephone Number:** |  | **Mobile Number**: |  |
| **Email Address** |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **National Insurance Number** |  |  |  |  |  |

Please state the publication or Job Centre where you saw this job advertised

**Job Share/Full-time**

**If this job was advertised as available for job share,** please tick one box below to show whether or not you wish to job share:

Job share only 🞎 Full-time only 🞎 Either job share or full-time 🞎

**Equal Opportunities Monitoring**

The information in this section will be treated in the strictest confidence. The results will be used to produce overall statistics about recruitment and selection to take action to prevent discrimination.

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**Sex** Please put a tick in one of these boxes, I am: - Male 🞎 Female 🞎

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Disability** Please put a tick in one of these boxes: - Yes 🞎 No 🞎

##### Guide to the meaning of disability

The Council’s definition of disability includes people with physical, mental or sensory impairments who experience, or have experienced, restrictions or discrimination in taking part fully in the mainstream of society. For example, they may have been disabled by lack of access in the built environment, segregated services, restricted employment opportunities, lack of access to information, which exclude them from taking part independently or fully in every day life.

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**Ethnic Origin**

Please put a tick in one of these boxes, I would describe my ethnic origin as:-

Bangladeshi 🞎 20 Middle East 🞎 50

East African Asian 🞎 35 Other Black please specify 🞎 60

Indian 🞎 40 ………………………………

Pakistani 🞎 45 White & Black Caribbean 🞎 65

Chinese 🞎 30 White & Black African 🞎 70

Vietnamese 🞎 55 White & Asian 🞎 75

Other Asian please specify 🞎 52 Other Mixed Origin please specify 🞎 80

……………………………… ………………………………………

Black British 🞎 25 Irish 🞎 85

Caribbean 🞎 15 White British 🞎 90

Somali 🞎 18 Other White please specify 🞎 95

Other African 🞎 10 ………………………………

##### What is ethnic origin?

Ethnic origin refers to members of an ethnic group who share the same cultural identity. This does **not** mean country of birth or nationality.

**FURTHER INFORMATION**

1. Are you currently employed by Manchester City Council? Yes /No

2. If no, have you previously been employed by the City Council? Yes /No

3. Have you previously left this or any other Local Government employment under a Voluntary Early Retirement/Redundancy package? Yes /No

If yes: Was the pension enhanced? Yes /No

Name of Local Authority\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Are you related to any Member or Senior Officer of Manchester City Council? Yes /No

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Referees**

Please give the names and addresses of two people who can provide references. Do not include relatives (unless your current or previous employer is a relative). **If you are at present employed, please give details of your present employer. If not currently employed please give details of last employer.** Please state in what capacity each referee is acting, e.g. Current employer, former employer, friend etc.

**1st Referee**  **2nd Referee**

Delete as appropriate: Current employer/ Delete as appropriate: Current employer/

Former employer/friend/other (please specify) Former employer/friend/other (please specify)

……………………………………………………. …………………………………………………….

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WORK EXPERIENCE**

**All positions within the school require an enhanced check by the Disclose and Barring Service.**

**Please indicate if there is any information that may show up on a DBS check \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Full employment history is required. Details must be given of any gaps in employment. Full details of start and end of employment dates are needed. It is not acceptable to enter just the month and/or year.**

Please give the details of past and present work. This can be paid work, voluntary work or work at home/time spent raising a family etc. All time since leaving full-time education should be accounted for. **Start with the most recent. Use the space below and please do not attach a CV.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name & Address of Employer or Organisation** | **Job Title or Role** | **Paid or**  **Unpaid** | **Access to Children**  **Yes/No** | **Was access supervised**  **Yes/No** | **Main Duties of the Job** | **From** | **To** | **Reason for Leaving** |
|  |  |  |  |  |  |  |  |  |

*Please continue on separate sheet if necessary*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SECONDARY, FURTHER AND HIGHER EDUCATION (please start with the most recent)** | | | | |
| **Date** | **School, College, University or Establishment** | **Examinations taken or being taken or any other qualification obtained** | **Full or Part Time** | **Exam result and grade** |
|  |  |  |  |  |

**QUALIFICATIONS**

**TRAINING**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CONTINUING PROFESSIONAL DEVELOPMENT/TRAINING (please start with the most recent)** | | | | |
| **Course title** | **Provider** | **Dates**  **From and To** | **Duration**  **eg: number of days** | **Awards (if any)** |
|  |  |  |  |  |

**The Person Specification**

With your application pack we sent you a person specification. This is very important because it lists the essential requirements necessary for this job. **Please follow the steps below before completing this section.**

**First of all** read the job description and the person specification carefully. Both of these are enclosed with you application form.

**The job description** tells you what the person getting the job will be expected to do.

**The person specification** tells you the skills, knowledge and experience a person will need to have to be able to do the job.

**Making use of the person specification.**  When completing the Supporting Information section, use the **person specification** to help you pick out the relevant aspects of your experience, skills and knowledge. The short-listing panel will be looking for evidence in your application form that you match each of the criteria on the person specification. It is important that you use examples in your application to show clearly how you meet the criteria.

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*Please continue on separate sheet if necessary*

**Disabled Applicants**

Where the successful applicant is a disabled person, every effort will be made to supply all necessary adaptations, employment aids or equipment to enable them to carry out the full duties of the job.

If, however, you feel that a certain aspect of the job may still prove unachievable by you, and this is due to the nature of your impairment, then the panel will give full consideration to the possibility of redesigning the job to remove that particular barrier. If you wish to bring such a matter to the panel’s attention at this stage, please do so in the space below. If you have no such matter to raise, then simply leave this space blank.

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**Safeguarding**

Chorlton CofE Primary School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo stringent child protection screening including checks with past employers and the Criminal Records Bureau. Date of birth will only be used for safer recruitment purposes.

The above post will be subject to enhanced DBS checks, satisfactory references and will be exempt from the provisions of the Rehabilitation of Offenders Act 1974. DBS Code of Practice which can be viewed [here](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Fdbs-code-of-practice&data=05%7C01%7CLorna.Carey%40manchester.gov.uk%7C9e7e3640473a4f19a01c08db3a8dc537%7Cb0ce7d5e81cd47fb94f7276c626b7b09%7C0%7C0%7C638168152788445348%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=7zZJyiH%2FsYyHdJQV3m7MVpUYBvVMuDXL9BXrlkOECvw%3D&reserved=0).

It is an offence to apply for this role if the applicant is barred from engaging in regulated activity relevant to children.   
  
This post is also subject to satisfactory references, proof of right to work in the UK in accordance with the Asylum and Immigration Act 1996 and other pre-employment checks where applicable.  
  
We strive to create a fair and inclusive workplace that is as diverse as the communities we serve. We positively welcome applications from all candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy, and maternity, race, religion or belief, sex and sexual orientation

**Period of Notice**

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How soon after an offer of employment would you be able to start the job?

**Declaration**

Public funds must be protected and therefore the information you have provided on your form may be used to prevent and detect fraud. The information may also be shared, for this purpose, with other organisations that handle public funds.

I confirm that to the best of my knowledge the information I have provided in this application (including home address and self-declaration) is correct and true. I am under 65 years of age. I realise that if it is found that I have deliberately given false or misleading information I am liable to be disqualified from further consideration or, if appointed, to be dismissed immediately and without notice.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return to:**

Mrs Joanne Derbyshire

Business Manager

Chorlton CofE Primary School

Vicars Road

Chorlton

Manchester M21 9JA

Email: [admin@chorlton.manchester.sch.uk](mailto:admin@chorlton.manchester.sch.uk)