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| st wilfrids logo | **Application for employment at**  **St Wilfrid’s CE Primary School** |

Thank you for your interest in working with us. Attached with this form are the Job Description, Person Specification and Equality Monitoring Form for the role you wish to apply for. If you require large print or other reasonable adjustments to be made to support your application, please contact us.

Please complete the details below and return it to: **Mrs Julie Hallett, School Business Manager,**

**St Wilfrid’s CE Primary School, Newton Heath, Manchester M40 1GB**. Please note that CV’s cannot be accepted.

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| **VACANCY DETAILS – please write or type in black ink.** |
| School: St Wilfrid’s CE Primary School  Job Title of Post Applied for:  Closing Date: |

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| Job share/Full time  If this job was advertised as available for job share, please put an x next to the relevant item below to show whether or not you wish to job share:  Job share only: Full time: Either job share or full time |

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| **PERSONAL DETAILS** |
| Title: First Name: Surname:  Permanent Address:  Post code:  Contact Number: Email address:  Preferred method of communication: Telephone: 🞎 Email: 🞎  National Insurance Number:  Are you entitled to work in the UK? Yes 🞎 No 🞎 Under current legislation you will need to provide documentary evidence showing your entitlement to work in the UK.  Where did you see this vacancy advertised?  Should you be selected for interview, please indicate dates (if any) when it would be impossible for you to attend: |
| **GENERAL INFORMATION** *(Please place a x next to the relevant item)* |
| Are you currently employed by Manchester City Council? Yes 🞎 No 🞎  If no, but you have been employed by the City Council in the past, please give the reason for leaving:    Have you previously left this or any other Local Government employment under the following:  Voluntary Early Retirement Yes 🞎 No 🞎  Redundancy Yes 🞎 No 🞎  If **yes**, did you receive any enhancements?  If **yes**, name of Local Authority:  Are you related to any Member or Senior Office of the Council? Yes 🞎 No 🞎  If **yes**, please state their name and your relationship:  Name: Relationship:  Are you in receipt of a public service pension? Yes 🞎 No 🞎  If you are returning to teaching have you been granted Infirmity Retirement by the Department of Education and Skills? Yes 🞎 No 🞎  If **yes**, please give date: |

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| **REFERENCES - It is expected that Teachers/Deputy Headteachers will name their present or most recent Headteacher as their first referee. Headteachers should list their LA or Employing Body. University leavers should name their course tutor. One referee should be your current or last employer and in the case of NQTs the last school placement.**  In addition to this if you are not currently working in an education setting but have done so in the past, please provide the reference details of the last employer where you worked with children. | |
| **1st Referee**  Name:  Address:  Telephone Number:  E-mail address:  Capacity in which known:  Your referees will only be contacted if you are selected for interview | **2nd Referee**  Name:  Address:  Telephone Number:  E-mail address:  Capacity in which known:  Your referees will only be contacted if you are selected for interview |

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| **SECONDARY, FURTHER AND HIGHER EDUCATION** | | |  |  |
| Date | School, College, University or Establishment | Examinations taken or being taken or any other qualification obtained | Full or Part Time | Exam result and grade |
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| **CONTINUING PROFESSIONAL DEVELOPMENT/TRAINING (appropriate to the Job)** | | | | |
| Course title | Course title | Course title | Course title | Course title |
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| **OTHER WORK EXPERIENCE:** (Please start with most recent)  Please provide details in chronological order of any experience/activities which you consider relevant to teaching Eg: commercial experience, raising a family, youth work, and voluntary work. | | | |
| **Details and nature of work/activity** | **Name of employer** | **Period of service**  **From and to** | **Full time/Part time**  **FT/PT** |
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| 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 on this form must provide a complete chronology from age 16. 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. | |
| **Further information regarding gaps in education/employment and other experience** | |
| Dates | Reason for gap |
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| **INFORMATION IN SUPPORT OF YOUR APPLICATION** |
| You may use this space to provide any information you wish, including any relevant interest or unpaid activity. Ensure that you provide a full description of all skills, knowledge and experience that you feel are relevant to the post for which you are applying. |
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| **PERIOD OF NOTICE** |
| If offered the job, how soon could you start: |

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| **REHABILITATION OF OFFENDERS ACT 1974.** |
| All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974.  The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’. These are not subject to disclosure to employers and cannot be taken into account. Guidance ad criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.  **Have you ever been convicted of a criminal offence which is not ‘protected’** **YES/NO**  If you have answered yes, supply details of all convictions in a sealed envelope marked “confidential” and attach to this form. If your application is successful, this information will be checked against information from the Disclosing & Barring Service before your appointment is confirmed. |

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| **DECLARATION** | |
| 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 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. and I understand that any offer of employment is subject to a) references which are satisfactory to the school b) a satisfactory DBS certificate and barred check list c) the entries on this form proving to be complete and accurate d) a satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard. | |
| **Signature:** | **Date:** |

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| **DATA PROTECTION ACT** |
| The School will use the information given on this application for recruitment and selection, personnel management and for employment purposes in respect of successful candidates. The information you give us will be kept confidential and your personal information will not be disclosed to third parties without your prior consent except where necessary to confirm factual information provided by you, or to protect public funds, including the prevention and detection of fraud and/or otherwise required by law. |

Equal opportunities monitoring

The information in this section will be treated in the strictest confidence – this page will be removed before the recruitment panel sees your application. The results will be used to produce overall statistics about recruitment and selection, and to take action to prevent discrimination.

Ethnic origin

Please tick one of the following. I am:

Bangladeshi 🞎

Chinese 🞎

East African Asian 🞎

Indian 🞎

Kashmiri 🞎

Pakistani 🞎

Vietnamese 🞎

Other Asian, please specify: 🞎

Black British 🞎

Caribbean 🞎

Somali 🞎

Other African 🞎

Middle Eastern 🞎

Other black, please specify: 🞎

White and black Caribbean 🞎

White and black African 🞎

White and Asian 🞎

Other mixed origin, please specify: 🞎

Irish 🞎

White British 🞎

Other white, please specify: 🞎

**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.

Sexuality

We are monitoring sexuality in order to demonstrate our commitment as an equal opportunities employer, to highlight any possible inequalities and remove any unfairness or disadvantage.

Please tick one of the boxes below:

Bisexual 🞎

Gay man 🞎

Gay woman/lesbian 🞎

Heterosexual/straight 🞎

Other, please specify: 🞎

Prefer not to say 🞎

Gender/disability

I am: Female 🞎 Male 🞎

Are you a disabled person? Yes 🞎 No 🞎

**Meaning of disability**  
The Council’s definition includes people with physical, mental or sensory impairments who experience, or have experienced, restrictions or discrimination in taking part fully in mainstream society.