Bowker Vale Primary School

Application for Employment



**PART 1**

**1 Vacancy details**

|  |  |
| --- | --- |
| Post |  |
| Contract length |  |
| Grade | To be determined on application |
| Reference number |  |
| Closing date |  |
| Where did you see the vacancy? |  |

**2 Personal details**

|  |  |
| --- | --- |
| First name(s) |  |
| Last name |  |
| National Insurance No |  |
| Permanent address |  |
| Postcode |  |
| Telephone |  |
| Mobile |  |
| Email |  |
| Preferred method of communication |  |

**Are you entitled to work in the UK? Please state Yes or No:**

Under current legislation you will need to provide documentary evidence showing your entitlement to work in the UK.

**3 References**

Please give details of two people who have agreed to act as referees. **Referee One must be your current or most recent employer** who will be asked for information about attendance and sickness absences. You should indicate if you do not wish us to take up a reference without your consent prior to our shortlisting process. **However please note that we will always request references if you are shortlisted and selected for interview**. This is because we follow the Safer Recruitment Guidelines. Please note that, in addition to your two nominated referees, any number of previous employers may be contacted without seeking further permission from you in relation to your employment history as part of the vetting process. Checks may also be made on referees and their relationship to you.

***Please also note that we adhere to the safer recruitment guidelines and if you are selected for interview following our short listing process then we will undertake online checks regarding your social media and online footprint. To do this we use a 3rd party company.***

At Bowker Vale we are fully committed to safeguarding and promoting the welfare of our children and we expect all

staff and volunteers to share the same commitment. This post will be subject to enhanced DBS checks, satisfactory

references and will be exempt from the provisions of the Rehabilitation of Offenders Act 1974.

|  |  |  |
| --- | --- | --- |
| Full Name | **Referee 1 (this should be your current employer)** | **Referee 2** |
| Name of Company |  |  |
| Address |  |  |
| Postcode |  |  |
| Relationship |  |  |
| Telephone ***(Please do not omit)*** |  |  |
| Mobile |  |  |
| Email ***(Please do not omit)*** |  |  |

**Please state here if you DO NOT wish your referees to be contacted at pre interview stage:**

**4 Period of notice**

If offered the job, how soon could you start?

**5 Qualifications**

Please give details of your qualifications relevant to the post applied for. If offered a post, you will be asked for original evidence of your qualifications on appointment, and the School reserves the right to approach any number of education providers to verify qualifications stated.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Level** | **Qualification** | **Where Obtained** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**6 Work experience**

Please give details of your current or previous work (most recent first)

|  |  |
| --- | --- |
| Current salary: | Paid/unpaid: |
| From: | To: |
| Employer’s name and address:  Employer’s email address: | |
| Job title and main duties: | |
| Reason for leaving: | |

|  |  |
| --- | --- |
| Paid/unpaid: | |
| From: | To: |
| Employer’s name and address:  Employer’s email address: | |
| Job title and main duties: | |
| Reason for leaving: | |

|  |  |
| --- | --- |
| Paid/unpaid: | |
| From: | To: |
| Employer’s name and address:  Employer’s email address: | |
| Job title and main duties: | |
| Reason for leaving: | |

|  |  |
| --- | --- |
| Paid/unpaid: | |
| From: | To: |
| Employer’s name and address: | |
| Job title and main duties:  Employer’s email address: | |
| Reason for leaving: | |

**7**. **Information in support of your application**

Please provide information that demonstrates you can do the job successfully. You will need to provide enough evidence to show the recruitment panel how you meet the requirements of the person specification

|  |
| --- |
|  |

**IMPORTANT: Please return the completed form by email to our Business Manager, Kirsten Bird**

[**recruitment@bowkervale.manchester.sch.uk**](mailto:recruitment@bowkervale.manchester.sch.uk)

**Please note that we not accept CV’s.**

**8 Declaration**

I (state name)

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 without notice.

Signature:

Date:

Applicants will be asked to sign the above declaration at interview, if invited to attend.

**PART 2**

This section will be separated from Part 1 on receipt. Relevant contents may be verified prior to shortlisting but will not then be used for selection purposes.

**Equal opportunities monitoring**

You are asked to complete the grid below for the purpose of monitoring applicants for employment by reference to the ethnic groups to which you belong. However, you are not obliged to do so. The information in this section will be treated in the strictest confidence.

|  |  |  |
| --- | --- | --- |
| Please mark the relevant box | | X |
| White | British |  |
|  | Irish |  |
|  | Other White |  |
| Mixed | White and Black Caribbean |  |
|  | White and Black African |  |
|  | White and Asian |  |
|  | Other Mixed |  |
| Asian or Asian British | Indian |  |
|  | Pakistani |  |
|  | Bangladeshi |  |
|  | Other Asian |  |
| Black or Black British | Black Caribbean |  |
|  | Black African |  |
|  | Other Black |  |
| Chinese or other ethnic group | Chinese |  |
|  | Other ethnic group |  |
| Do not wish to be recorded |  |  |

**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.

**DISABILITY**

The Disability Discrimination Act 1995 defines a disability as 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. An amendment in 2005 means certain conditions are also covered at the point of diagnosis, not when they begin to affect day to day activities.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you consider yourself to be disabled? | Yes: |  | No: |  |

Are there any considerations in relation to any of the information that you have provided in this form that we should take into account for making interview or assessment arrangements?

|  |
| --- |
|  |

**Disabled applicants**

If successfully appointed, every effort will be made to supply aids or equipment where required to enable you to carry out the full duties of the job. If you feel that due to the nature of your impairment, you may not be able to do a certain aspect of the job, then full consideration will be given to job redesign. If you wish to bring such a matter to the panel’s attention at this stage, please do so in the space below.

|  |
| --- |
|  |

**Data Protection Act**

Bowker Vale Primary 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.