All Saints Voluntary Aided Church of England Primary School

Application form for School Administration Officer

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Please complete all sections of this form using black ink or type using Helvetica/Arial 10 pt font.

The sections of this application form that include your personal details and equalities monitoring information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.

Applications will only be accepted if they are signed, dated and completed in full (CVs are not accepted).

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| DATA PROTECTION NOTICE |
| Throughout this form we ask for some personal data about you. We will only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:   * + - * You have given us your consent       * We must process it to comply with our legal obligations   All documents associated with Recruitment and Selection will be stored for a period of 6 months. |
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| VACANCY INFORMATION |
| Application for the post of:  Job ID/reference number:  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:  Where did you first hear about this post? |

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| DISCLOSURE AND BARRING AND RECRUITMENT CHECKS |
| The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.  All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, 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 and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website or at ‘Unlock’.  Shortlisted candidates will be asked to provide details of all unspent convictions and those that would note be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. Any convictions listed on a DBS check will be considered on a case-by-case basis.  The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.   * + For posts in regulated activity, the DBS check will include a barred list check.   + It is an offence to seek employment in regulated activity if you are on a barred list.   + We’ll use the DBS check to ensure we comply with the Childcare Disqualification Regulations.   + It is an offence to provide or manage childcare covered by these regulations if you are disqualified.   If you’ve lived or worked outside of the UK in the last 5 years, the school may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.  **Have you lived or worked outside of the UK in the last 5 years?**: [ ] Yes [ ] No  Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. |

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| RIGHT TO WORK IN THE UK |
| The school will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.  By signing this application, you agree to provide such evidence when requested. |

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| PERSONAL DETAILS | |
| **First name** |  |
| **Surname** |  |
| **Preferred title** |  |
| **Previous surnames** |  |
| **If you prefer to be called by a name other than the one listed above, please specify** |  |
| **National Insurance No. (if known)** |  |
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| CONTACT DETAILS | |
| **Permanent Address** |  |
| **Postcode** |  |
| **Home phone** |  |
| **Mobile phone** |  |
| **Email address** |  |
| **Preferred method of communication** |  |
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| DISABILITY AND ACCESSIBILITY | |
| The school has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require: | |

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| GENERAL INFORMATION |
| Are you currently employed by Manchester City Council? Yes [ ] No [ ]  If you have been employed by the MCC 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 [ ]  Severance Yes [ ] No [ ]  Compromise Agreement Yes [ ] No [ ]  If yes, did you receive any enhancements? Yes [ ] No [ ]  If yes, name of Local Authority:  Are you related to any Member or Senior Officer of the Council or Employee of the School?  Yes [ ] No [ ]  If yes, please state their name, role and your relationship:  Name: Role:  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 provide the date: |

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| REFERENCES | |
| References must be provided for the whole period of three years preceding application for this post. If you are currently in employment, you must provide details of your present employer. It is expected that Head Teachers should name a member of your school’s governing board or trust.  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.  References are not accepted from relatives or people writing solely in the capacity of a friend. Testimonials are also not accepted.  References will be sought from the named contacts provided and we will ask your referees for comments on your suitability for the post request details on attendance, sickness levels and salary. | |
| 1st Referee  Name:  Job Title:  Address:  Capacity in which known and for how many years:    Telephone Number:  Email Address: | 2nd Referee  Name:  Job Title:  Address:  Capacity in which known and for how many years:  Telephone Number:  Email Address: |
| Your referees will only be contacted if you are selected for interview and will be sought prior to interview.  We reserve the right to request alternative references during the processing of your application. | |

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| EDUCATION AND QUALIFICATIONS | | | | |
| Successful applicants will be required to provide original documentary evidence of all qualifications stated below. | | | | |
| **A. Secondary & Further Education** | | | | |
| **Name of Schools/Colleges/Further Education Providers** | **From** | **To** | **Qualifications obtained (please indicate level, Awarding Body, Subjects and Grades)** | **Date of Award** |
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| **B. Higher & Professional Education** | | | | |
| **Name of University’s or Education Providers** | **From** | **To** | **Qualifications obtained (please indicate level, Awarding Body, Class Subjects and Grades)** | **Date of Award** |
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| TRAINING AND PROFESSIONAL DEVELOPMENT | | | | |
| Please give details of training or professional development courses undertaken that are relevant to your application. | | | | |
| **Course dates** | **Length of course** | **Course title** | **Qualification obtained** | **Course provider** |
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| EMPLOYMENT - Current | |
| **Job Title** |  |
| **Employer details**  **(name, address, email and/or telephone)** |  |
| **Dates employed** |  |
| **Permanent or temporary** |  |
| **Part-time or full-time** |  |
| **Grade / Allowances** |  |
| **Salary £** |  |
| **Description of responsibilities** |  |

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| EMPLOYMENT - Previous | | | | |
| Please provide details of all previous employment. List the most recent employment first. | | | | |
| **Job Title** | **Name and address of employer** | **Dates employed** | **Description of responsibilities** | **Reason for Leaving** |
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| Please provide details of any gaps in training and employment since leaving secondary and / or higher education: | | | | |

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| PERSONAL STATEMENT |
| Explain why you are applying for this post and how your experience, training and personal qualities match the requirements of the role as set out in the job description and person specification.  *Your personal statement must be no longer than 3 sides of A4 using Helvetica/Arial 10 pt font.* |

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| ADDITIONAL 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 *(1 side of A4 maximum using Helvetica/Arial 10 pt font)*. |
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| EQUALITIES MONITORING | | | |
| At All Saints C.E. Primary School we are bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we’re meeting this duty, whether our policies are effective and whether we’re complying with relevant legislation, we need to know the information requested below.  This information will not be used during the selection process. 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 and to take action to prevent discrimination. | | | |
| What is your date of birth?  (DD/MM/YYYY) | |  | |
| What is your sex? | | [ ] Male  [ ] Female | |
| What is your gender? | | [ ] Male  [ ] Female  [ ] Other  [ ] Prefer not to say | |
| Do you identify as the gender you were assigned at birth? | | [ ] Yes  [ ] No  [ ] Prefer not to say | |
| **How would you describe your 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.* | | | |
| **White**  [ ] British  [ ] Irish  [ ] Gypsy or Irish Traveller  [ ] Any other White background  **Asian or British Asian**  [ ] Bangladeshi  [ ] Indian  [ ] Pakistani  [ ] Chinese | **Black or Black British**  [ ] African  [ ] Caribbean  [ ] Any other Black background  **Mixed**  [ ] White and Asian  [ ] White and Black African  [ ] White and Black Caribbean  [ ] Any other mixed background | | **Other Ethnic groups**  [ ] Arab  [ ] Any other ethnic group  [ ] Prefer not to say |
| **Which of the following best describes your sexual orientation?** | | | |
| [ ] Bisexual  [ ] Heterosexual  [ ] Homosexual | | [ ] Other  [ ] Prefer not to say | |
| **What is your religion or belief?**  *None of the answers below would prohibit you from working in our school. You would however be expected to respect and contribute to the Christian ethos of the school.* | | | |
| [ ] Agnostic  [ ] Atheist  [ ] Buddhist  [ ] Christian  [ ] Hindu | [ ] Jain  [ ] Jewish  [ ] Muslim  [ ] No religion | | [ ] Other  [ ] Pagan  [ ] Sikh  [ ] Prefer not to say |
| **Pregnancy and maternity** | | | |
| Are you pregnant?  [ ] Yes  [ ] No  [ ] Prefer not to say | | Have you given birth within the last 12 months?  [ ] Yes  [ ] No  [ ] Prefer not to say | |
| **Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?** | | | |
| *Our 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 everyday life.* | | | |
| [ ] Yes  [ ] No  [ ] Prefer not to say | | | |
| If you answered ‘yes’ to the question above, please state the type of impairment. Please mark all that apply. If none of the below categories applies, please mark ‘other’. | | | |
| [ ] Physical impairment  [ ] Sensory impairment  [ ] Learning disability/difficulty  [ ] Long-standing illness | | [ ] Mental health condition  [ ] Developmental condition  [ ] Other | |
| Disabled Applicants  If you are 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 the panel will give full consideration to redesigning the job. If you wish to bring such a matter to the panel’s attention at this stage, please do so in the space below. | | | |
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| PERIOD OF NOTICE | |
| If offered the job, how soon could you start? | |
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| 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 which 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. I understand that any offer of employment is subject to a) references which are satisfactory to the school b) a satisfactory DBS certificate and check of the Barred list c) the entries on this form proving to be complete and accurate and d) a satisfactory medical report, if appropriate. | |
| Signature: |  |
| Date: |  |