|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Personal details** | | |  | | | | | |
| Position applied for | | |  | | | | | |
| Full name | | |  | | | | | |
| Previous name(s) | | |  | | | | | |
| Date of birth | | |  | | | | | |
| National Insurance number | | |  | | | | | |
| Qualified to work in the UK | | | YES  NO | | | | | |
| Applying as a job sharer | | | YES  NO | | | | | |
| **Contact details** | | |  | | | | | |
| Mobile telephone | | |  | | | | | |
| Home telephone | | |  | | | | | |
| Address | | |  | | | | | |
| Email | | |  | | | | | |
| **Current / latest employment** | | | | | | | | |
| Post | | |  | | | | | |
| School | | |  | | | | | |
| From | | |  | | | | | |
| Brief description of duties and responsibilities  (1 or 2 sentences) | | |  | | | | | |
| Type of school | | |  | | | | | |
| School gender | | |  | | | | | |
| School age range | | |  | | | | | |
| Total number of students | | |  | | | | | |
| Type of contract | | | Full time Part time Temporary Permanent  (delete as necessary) | | | | | |
| Notice period required | | |  | | | | | |
| Reason for leaving | | |  | | | | | |
| Salary | | |  | | | | | |
| Grade / Scale | | |  | | | | | |
| Additional Allowances | | |  | | | | | |
| **Previous employment** | | | (starting with the most recent) | | | | | |
| Post | | |  | | | | | |
| Employer | | |  | | | | | |
| From and to | | |  | | | | | |
| Reason for leaving | | |  | | | | | |
| Brief Description | | |  | | | | | |
|  | | | | | | | | |
| Post | | |  | | | | | |
| Employer | | |  | | | | | |
| From and to | | |  | | | | | |
| Reason for leaving | | |  | | | | | |
| Brief Description | | |  | | | | | |
|  | | | | | | | | |
| Post | | |  | | | | | |
| Employer | | |  | | | | | |
| From and to | | |  | | | | | |
| Reason for leaving | | |  | | | | | |
| Brief Description | | |  | | | | | |
|  | | | | | | | | |
| Post | | |  | | | | | |
| Employer | | |  | | | | | |
| From and to | | |  | | | | | |
| Reason for leaving | | |  | | | | | |
| Brief Description | | |  | | | | | |
|  | | | | | | | | |
| Post | | |  | | | | | |
| Employer | | |  | | | | | |
| From and to | | |  | | | | | |
| Reason for leaving | | |  | | | | | |
| Brief Description | | |  | | | | | |
|  | | | | | | | | |
| Post | | |  | | | | | |
| Employer | | |  | | | | | |
| From and to | | |  | | | | | |
| Reason for leaving | | |  | | | | | |
| Brief Description | | |  | | | | | |
|  | | | | | | | | |
| **Gaps in employment/education history** | | | | | | | | |
| Do you have gap(s) in employment/education history? | | | | | YES  NO | | | |
| Please give details of all gaps below | | | | | | | | |
| DATES:  REASON: | | | | | | | | |
| **Education** | | |  | | | | | |
| **Degree Course**  **Professional Quals** | **University/College Level** | | | | **Qualification** | | | **Years attended** |
|  |  | | | |  | | |  |
|  |  | | | |  | | |  |
|  |  | | | |  | | |  |
|  |  | | | |  | | |  |
| **Schools attended** | | |  | | | | | |
| **School** | | | | | **Dates attended** | | | |
|  | | | | |  | | | |
|  | | | | |  | | | |
| **A-levels or equivalent** | | |  | | | | | |
| **Subject** | | **Exam** | | | | **Grade** | | |
|  | |  | | | |  | | |
|  | |  | | | |  | | |
|  | |  | | | |  | | |
|  | |  | | | |  | | |
| **GCSEs or equivalent** | | | | | | | | |
| **Subject** | | **Exam** | | | | **Grade** | | |
|  | |  | | | |  | | |
|  | |  | | | |  | | |
|  | |  | | | |  | | |
|  | |  | | | |  | | |
|  | |  | | | |  | | |
|  | |  | | | |  | | |
|  | |  | | | |  | | |
| **Supporting statement** | | | | | | | | |
| This section of the application form is very important, as this is where you demonstrate your suitability for the job. Read through the advertisement and the job description to get a clear view of what the job involves. The person specification describes the necessary skills, experience and qualifications we are looking for. Pay particular attention to those areas on the person specification described as essential.  Make sure that you tell us how you match the requirements of the job. Therefore, give examples of any relevant ability, experience and qualifications. This may be from your current or previous job, or from community or voluntary work, or from skills transferable from other life experience, particularly if you have been out of paid employment for some time. For example, you may have considerable domestic responsibilities, or may organise social or community activities in your spare time.   * **Ensure that the information you provide is well organised and relevant.** * **It should show to that extent you have gained the skills and experience necessary for the post.** * **Give specific examples of the work you have been involved in, how you went about it and the outcome.** * **Always remember to specify your responsibilities rather than those of your section or department** | | | | | | | | |
|  | | | | | | | | |
| **Additional skills** | | | | | | | | |
| Full current driving licence | | | | YES  NO | | | | |
| D1 Endorsements | | | | YES  NO | | | | |
| **Referees** | | | |  | | | | |
| Please provide the names and contact details of at least two referees who can comment on your suitability for this position. One should be your current or most recent employer. (If you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives, or persons who only know you as a friend.)  References will be sought prior to interview, the references will ask your current/previous employer/tutor about any disciplinary offences relating to children. Please note that for Headteacher and Deputy Headteacher appointments a reference will automatically be sought from your current L.A. | | | | | | | | |
| **Current or most recent employer** | | | | | | | | |
| Are you happy for this person to be contacted prior to interview and give permission for this person/organisation to respond accordingly to MSPRU in accordance with GDPR? | | | | | | | YES  NO | |
| Title | | | |  | | | | |
| Name | | | |  | | | | |
| Position held | | | |  | | | | |
| Organisation | | | |  | | | | |
| Capacity | | | |  | | | | |
| Address | | | |  | | | | |
| Email Address | | | |  | | | | |
| Telephone | | | |  | | | | |
| **Second referee** | | | |  | | | | |
| Are you happy for this person to be contacted prior to interview and give permission for this person/organisation to respond accordingly to MSPRU in accordance with GDPR? | | | | | | | YES  NO | |
| Title | | | |  | | | | |
| Name | | | |  | | | | |
| Position held | | | |  | | | | |
| Organisation | | | |  | | | | |
| Capacity | | | |  | | | | |
| Address | | | |  | | | | |
| Email Address | | | |  | | | | |
| Telephone | | | |  | | | | |

This information will be held by HR and will not be provided to the panel unless you are successful

|  |  |
| --- | --- |
| **Declarations** |  |
| **Do you have any convictions, cautions, reprimands or final warnings, whether in the United Kingdom or in another country? These should exclude those defined as “protected” by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).** | |
|  | YES  NO |
| If yes, please give details |  |
|  | |
| **Are you included in any list of people barred from working with children by the DBS or the NCTL** | |
|  | YES  NO |
|  | |
| **Are you registered with the DBS Update Service** | |
|  | YES  NO |
| If yes please provide the certificate number |  |
| **If successful in your application do you give permission for your DBS to be checked on the update service (using the information contained in this form in accordance with GDPR)** | |
|  | YES  NO |
| **Are you subject to any restrictions on being resident or being employed in the UK?** | |
|  | YES  NO |
| **Have you lived outside the UK for more than three months in the past five years?** | |
|  | YES  NO |
| **GDPR Statement** | |
| I can inform you that recruitment documents will be kept for 6 months after completion of the recruitment process after which time documents will be destroyed except those for those pertaining to the successful candidate.  MSPRU do have Service Level Agreements with Manchester City Council, One Education, Healthworks, etc to provide services to. Personal information will only be shared with other organisations as appropriate and necessary. | |
| **Job-specific questions** |  |
| If you are related to any current employees, pupils or governors at MSPRU, please give details below. | |
|  | |
| **Confirmed data to be accurate** |  |
| I confirm that the information contained in this application is correct, I understand that my application may be rejected or that I may be dismissed without notice for withholding, or giving false information. I also give my consent to the processing of data contained or referred to in this application in accordance with the Data Protection Act 2018, GDPR and subsequent legislation. | |
| Signature |  |
| (Electronic signatures are acceptable for application forms, however successful candidates will be asked to sign their application) | |
| **Equal opportunities monitoring** | |
| Nationality |  |
| Cultural/Ethnic Background |  |
| Age |  |
| Gender |  |
| Sexual orientation |  |
| Religious / belief |  |
| Do you consider yourself to be disabled | YES  NO |
| Special arrangements required | YES  NO |
| If yes, please give details |  |
|  | |
| Completed application forms should be returned to Carol Iddon, HR Manager, Mersey Valley Campus, Barlow Hall Road, Chorlton, Manchester, M21 7JJ or by email to [c.iddon@mspru.manchester.sch.uk](mailto:c.iddon@manchester.gov.uk) before the closing date. | |