| logo.png | **Striving to be an Equal Opportunities Employer****Application for School Based Appointment****Guidance Notes &****Information to Applicants** |
| --- | --- |

| Thank you for the interest you have shown in working for this School. This information is provided to help you complete your application form. If you have any queries about the completion of this form please telephone the School.**Closing Date**Take a note of the closing date for applications and make sure your application is submitted in plenty of time. **Late Applications will not be accepted after the closing date.****Lost/Delayed Applications**Claims that any application form has been lost or delayed in the post will not be considered without proof of posting from the Post office in support of such claims.**Rehabilitation of Offenders Act 1974**Amendments to the Rehabilitation of Offenders Act 1974 Exceptions Order 1975 (Amended 2013) provide that certain spent convictions and cautions are “protected” and are not subject to disclosure to employers and cannot be take into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website. [www.gov.uk/dbs](http://www.gov.uk/dbs) Appointment to this post will be subject to an enhanced Disclosure and Barring check along with a barred list check for the Children’s Workforce.**Childcare (Disqualification) Regulations 2009 Amended November 2014 (Keeping Children Safe in Education)**Appointment to this post will be subject to a Childcare (Disqualification) Disclosure (If applicable)**Medical Assessment**All posts are subject to satisfactory medical clearance from the School’s occupational health advisers.**Probationary (Support Staff)**All new entrants to School will be subject to a probationary period of up to 6 months. | **Period of Notice**The period of notice will be in accordance with Teachers/Support Staff Conditions of Service.**Data Protection**We are required, under the Data Protection Act (1998), to inform you that details of your name address and the post applied for will be held on computer to facilitate the recruitment process and that information you provide on the Recruitment Monitoring Form, will also be held in order to monitor the effectiveness of our policies. Information given may be used to create electronic identities in order to use the School/Service computer systems.**Relatives of Governing Bodies, members or officers**Candidates for any employment with the School must disclose any relationships with a member or senior officer of the school. Candidates who fail to do so shall be disqualified from appointment. Members, Teachers and Senior Officers are also required to disclose any relationship known to exist with a candidate for an appointment. ‘Senior Officer’ is defined as including all officers whose salaries are graded SO1 or above.**Smoke Free Policy**The School operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the building which is wholly owned, leased or operated and occupied by MCC or the School.**Complaints Procedure**If a candidate is not satisfied with the feedback and explanations of their overall performance and they want to raise a concern or complain, you may make a written complaint under the Schools Recruitment and Selection Complaint Procedure.**Website**Information about school job vacancies are available from the School’s website, and the Council’s e-recruitment website. |
| --- | --- |

**Striving to be an Equal Opportunities Employer**

| **Applications/CVs**Applications will be accepted on the attached form and continuation sheets (if needed).Use black ink so we can clearly photocopy forms for shortlisting and interviewing. **Curriculum Vitaes (CVs) are not accepted.****Job Descriptions and Person Specifications**Before you start to complete the application you should read the job description and person specification carefully. This information will enable you to show us, on your application form, how your knowledge, experience, skills and abilities match those we require and how they will enable you to successfully do the job.Use the criteria in the person specification as headings and give examples of your experiences and skills under each heading. If you do not clearly demonstrate how you meet the essential criteria in the person specification, you cannot be shortlisted for interview,You can use skills you have gained from community and voluntary work, leisure interests and your home life, as well as those from the post and recent employment.**Decision to shortlist**Your application form is an important part of the recruitment process. The decision whether or not to shortlist you for interview will be based on the information you provide on your application form, we do not take into account any previous applications or prior knowledge of you.**References**Two satisfactory references will be required prior to appointment. One should be from your present/relevant employer (or your last employer if unemployed) References will be requested at the point of your application being shortlisted.**Disabled candidates**Disabled candidates meeting the essential criteria for the post will be guaranteed an interview. Your application form will be judged solely on its merits. Where possible, adjustments will be made to ensure a disabled person is able to carry out the work. | **Difficulties in completing this form**If you have any questions about the completion of this form please contact the School for assistance.**False Information**Providing false information is an offence and could result in your application being rejected or summary dismissal if selected, as well as possible referral to the police.**Recruitment Monitoring Form**Manchester City Council/Higher Openshaw Community School aims to be an Equal Opportunities Employer. The School positively welcomes applications regardless of age, gender, cultural and ethnic origin, religion, disability and sexuality.To help monitor the effectiveness of our recruitment practices and assess the success of different media in attracting applications, please complete the form and return it attached to your application form. It will be used for statistical purposes only.**Acknowledgment and Feedback**If you want confirmation that your application has been received please enclose a stamped addressed envelope marked ‘**acknowledgment**’. You may also send a stamped addressed envelope marked **‘notification’** if you want to be told if your application is unsuccessful at the shortlisting stage.If you want feedback as to why you have not been shortlisted and suggestions to improve your chances of success in the future please telephone the School and you will be directed to the appropriate person.**Disclosure and Barring** The School/Council is committed to safeguarding and promoting the welfare of vulnerable adults, children and young people. The information requested for applicants to posts where they will come into contact with vulnerable adults or children and young people is considered to be objectively justified to comply with government guidance on safer recruitment in such areas. |
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**Striving to be an Equal Opportunities Employer**

**Application form School Teachers/Support**

**Posts subject to Disclosure and Barring vetting check and if**

**applicable, a Childcare (Disqualification) Disclosure.**

**Please return to the address stated in the advert/recruitment pack.**

**Please note that late applications and CVs cannot be accepted.**

| Application for the post of: | Administration/Office Assistant  |
| --- | --- |
| School: | Higher Openshaw Community School |
| Grade: | *Grade 3 Depending on experience* |
| Closing Date: | 11th July 2025 |
| **Personal Details** |
| Mr/Mrs/Miss/Ms/Dr |  | Date of birth |  |
| Surname |  | Address |  |
| Previous Surname |  |  |  |
| Forename names(s) |  | Town/City |  |
| Telephone no (Home) |  | Post code |  |
| Telephone no (Work) |  | E-mail address |  |
| Mobile |  | National. Ins. No. |  |

| References |
| --- |
| Please nominate **TWO** referees. If currently employed, one referee MUST be your current employer. If currently unemployed, one referee must be your last employer. If you are at present a student or newly qualified one of your referees must be your academic referee or a person who knows you as a helper or volunteer. If you have previously worked with children on a paid or a voluntary basis you will need to provide a referee who can provide a reference on your suitability to work with children.References will not be accepted from relatives, friends or personal referees. You may not name persons who are members of the Governing Body of the school to which you are applying or are elected members of the Council. **Please note that references will be requested if you are shortlisted for interview**. |
| **References** |
| **Professional 1** |  |  |
| Name |  | Designation |  |
| Address |  | Telephone no |  |
| Fax no |  |
| Town/City |  | E-mail |  |
| Postcode |  |  |  |
|  |
| **Professional 2:** |  |  |
| Name |  | Designation |  |
| Address |  | Telephone no |  |
| Town/City |  | Fax no |  |
| Postcode |  | E-mail |  |

| Qualifications & Training |
| --- |
| The Person Specification for the job will tell you which qualifications are essential and desirable. Please list your relevant qualifications in date order with the most recent first. Please also provide information about the post-16 education and training you have received in this country or broad.You will be considered for shortlisting only if you have the essential qualifications listed for the job. If shortlisted, you will be required to produce proof of essential qualifications at interview. Teaching Certificates, degrees, relevant National Vocational Qualifications and Apprenticeships should be included in this section. **Add extra boxes or continue on separate sheet if required.** |
| School/College/University | Subject or Title of Qualification Course | **Qualification and Level Obtained** | **Class of Degree** | **Full/Part time** | **Date(s)****awarded** |
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| **Current Employment** This section MUST be completed in full. |
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| Date started in current post \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Post Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School Name and Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name and Address of Local Authority:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date left (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Reason(s) for leaving (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Current Salary Details:**Salary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Salary Point: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Notice Period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Any additional payments i.e. TLR/SEN(including safeguarding). Please state amount:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Group size of school: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Age Range Taught: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Current responsibilities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| --- | --- |

| Previous Employment (other than teaching) |
| --- |
| Please list below **all** your other jobs since leaving school/college/university, including those overseas, in chronological order, with the most recent first. **Add extra boxes or continue on separate sheet if required.** |
| **Employer's name, and address** | **From/to****DD/MM/YY** | **Job Title** | **Reason for Leaving (must be stated)** | **Full/Part time** | **Salary Point** |
|  |  |  |  |  |  |
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| Previous Teaching Posts/Experience |
| --- |
| Please provide details of all previous teaching experience, including those posts overseas, starting with the most recent first. NQTs should state their experience to date. **Add extra boxes or continue on separate sheet if required.** |
| **Name and address of School, Local Authority name,****State school group size** | **From/to****DD/MM/YY** | **Age range/subject responsibility** | **Reason for leaving** **(must be stated)** | **Salary point** |
|  |  |  |  |  |
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| Gaps/Breaks in Employment |
| Please provide a written explanation of any gaps/breaks in your employment history, eg looking after children/family, gap year.  |

| Unpaid/Voluntary Experience  |
| --- |
| You may have also gained skills and experience to meet the person specification through unpaid/voluntary work or other life experiences. It is important you also tell us about these experiences where they are relevant to the job you are applying for (e.g. voluntary work, unpaid work). **Add more rows or continue on a separate sheet if needed.** |
| **Organisation** | **Dates From / to** | **Experience Gained** | **Hours per week** |
|  |  |  |  |
|  |  |  |  |

| In Service Training/Continuing Professional Development |
| --- |
| Please provide information about training courses you have attended. **Add more rows or continue on a separate sheet if needed.** |
| **Title of Course** | **Date completed** | **Length of course** | **Organising Body** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

| Membership of Relevant Professional Bodies or AssociationsAdd more rows or continue on a separate sheet if needed. |
| --- |
| **Body** | **Status of Membership** | **Membership by Exam? Yes/No** |
|  |  |  |
|  |  |  |
|  |  |  |

|  | Details of your experience and your reasons for applying for the post.Explain how you would relate your education, training and experience (including examples from your paid or voluntary work) to the requirements of the person specification for the post for which you are applying.The **Essential Criteria** are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.The **Desirable Criteria** are used to help decide between candidates who meet **ALL** the Essential Criteria.The **How Identified** column shows how the School will obtain the necessary information about you.If the **How Identified** column says the A**pplication Form** next to an **Essential Criteria** or a **Desirable Criteria,** you **MUST** include in your application enough information to show how you meet these criteria. |
| --- | --- |
|  | **Please use additional sheets is necessary** |
| **Are you related to, or the partner of:**  |
| a) any existing employee of the School? | Yes? |  | No? |  |
| b) any member of the School Governing Body? | Yes? |  | No? |  |
| If yes, please give their names below: |
|  |
| **Failure to declare any such relationship may lead to disqualification for appointment or to dismissal** |

| **Dismissals (excluding redundancy and retirement)****Failure to provide true and accurate information may lead to disqualification or to dismissal**. |
| --- |
| Have you ever been dismissed from any employment?  | Yes? |  | No? |  |
| If yes on what grounds and date. |  |

| Have you ever been the subject of any **child protection concern** either in your work or personal life, or disciplinary action, including any which is time expired? | Yes? |  | No? |  |
| --- | --- | --- | --- | --- |
| If yes please provide details, including dates |  |

| **Declarations**1. I have read or had explained to me and understand all the questions on the form.
2. I am not subject to any immigration controls or restrictions that prohibit my undertaking work in the UK.
3. I understand that:
	1. Under the Rehabilitation of Offenders Act if shortlisted, I will be asked to sign a written declaration stating any convictions, cautions, reprimands or final warnings on my record or pending, which would not be filtered in line with current guidance. I understand that if successful, I may be questioned about the content of the declaration. I further understand that failure to disclose such convictions may result in dismissal or disciplinary action.
	2. Under the Home Office guidelines regarding the protection of children I will be asked, if shortlisted, to agree to a check being made by the Disclosure and Barring Service about the existence and content of a criminal record.
	3. In accordance with the Data Protection Act, the personal details submitted on this application form are collected by Manchester City Council. Personal data will be used for the purpose of selection, interview and employment records. In addition personal data may be disclosed to third parties where a legal basis is satisfied.
	4. Providing false information is an offence and could result in my application being rejected or summary dismissal if selected and possible referral to the police.
4. The information I have given on this form is true and accurate to the best of my knowledge.
 |
| --- |
| **Signed:** (If you submit your application by email, you will be asked to sign this declaration if you are invited for interview.) | **Date:** |

Thank you for your interest in working at this School. If you do not hear within 4 weeks of the closing date, please assume that you have been unsuccessful.

|  | logo.png**Recruitment Monitoring** | Office Use |
| --- | --- | --- |
|  |
|  |  | Job centre Plus |  |
|  |  | Please specify if TES online or paper copy |  |
|  |  | Other, please specify |  |
|  |  |  |  |
|  |
|  |  | Date of birth |  | Age |  |

|  | **Race / Ethnicity** Put a cross (X) next to ONE of the following |
| --- | --- |
|  | **1. White** | **3.** **Black or Black British** |
|  | 1.1 White British |  | 3.1 Black Caribbean |  |
|  | 1.2 White Irish |  | 3.2 Black African |  |
|  | 1.3 Any other white background |  | 3.3 Black British |  |
|  |  | 3.4 Any other Black background |  |
|  |  |
|  | **2. Asian or Asian British** | **4. Mixed** |
|  | 2.1 Pakistani |  | 4.2 White and Black Caribbean |  |
|  | 2.2 Bangladeshi |  | 4.2 White and Black African |  |
|  | 2.3 Kashmiri |  | 4.3 White and Asian |  |
|  | 2.4 Indian |  |  |  |
|  | 2.5 British Asian |  |
|  | 2.6 Any other Asian background |  | **5. Chinese or other Ethnic group** |
|  |  | 5.1 Chinese  |  |
|  | 5.2 Other Ethnic Group |  |
|  | **Religion** Put a cross (X) next to ONE of the following |
|  | Christian (including CofE, Catholic, Protestant & all other Christian denominations) |  | Muslim |  |
|  | Buddhist |  | Sikh |  |
|  | Hindu |  | None |  |
|  | Jewish |  | Any other religion (please indicate) |  |
| **Applicants with Disabilities** (Put a cross - X - in the appropriate boxes and give details if necessary)Applications from suitably qualified disabled people are positively welcomed. Any disabled person demonstrating they meet the essential requirements of the person specification will be guaranteed an interview. |
| Do you consider you have a disability?  | **Yes?** |  | **No?** |  |
| If you are shortlisted for interview, do you have any specific requirements? (e.g. British Sign Language interpreter, wheelchair access, induction loop system, etc.) | **Yes?** |  | **No?** |  |
| If Yes please specify below |
| **Caring Responsibilities** |
| I look after children  | **Yes?** |  | **No?** |  |
| I help an adult with her/his daily routine  | **Yes?** |  | **No?** |  |
|  | **Data Protection Act 1998**I consent to the data on this form being used for statistical purposes to assist Manchester Council in the monitoring of equality and diversity. |
|  | Signed  |  | Date |  |