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**APPLICATION FOR EMPLOYMENT WITH**

**MANCHESTER CITY COUNCIL**

PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION FORM FULLY BEFORE RETURNING IT, IF ALL SECTIONS ARE NOT COMPLETED YOUR APPLICATION MAY NOT BE PROCESSED

Role applied for: **EYFS Teaching Assistant, Level 3, Grade 4**

At: **Crowcroft Park Primary School**

Please state where you first learned about this vacancy:

**Personal Details:**

|  |  |
| --- | --- |
| **FIRST NAME** |  |
| **SURNAME** |  |
| **TITLE** |  |
| **KNOWN AS** |  |
| **PERMANENT ADDRESS** |  |
| **POSTCODE** |  |
| **MOBILE TEL NO** |  |
| **EMAIL ADDRESS** |  |
| **PREFERRED METHOD OF** **CONTACT** |  |
| **NATIONAL INSURANCE****NUMBER (IF KNOWN)** |  |

**Details of Present Employment:**

Are you presently employed: Yes [ ]  No [ ]

If no, please proceed to the next section.

Enter details of present employment below:

|  |  |
| --- | --- |
| Your Role |  |
| **Name of employer** |  |
| **Name of school** |  |
| **Address of school** |  |
| **Tel No** |  |
| **Local Authority** |  |
| **Permanent or Temporary**  |  |
| **Full/Part time** |  |
| **Duties/responsibilities** **Including key stages** |  |
| **Date of appointment** |  |
| **Notice required** |  |
| **Salary scale** |  |
| **Spine point** |  |

**Employment History:**

Please complete in chronological order, starting with the **most recent**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Full name and address of employer** | **Post held and responsibilities**  | **Dates employed month / year****(from – to)** | **Reason for leaving** |
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**Other Employment / Work Experience:**

Please complete in chronological order, starting with the **most recent**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employment / Experience** | **Employer / Location** | **Responsibilities** | **Dates employed month / year****(from – to)** | **Reason for leaving** |
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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 in this form **must** provide a complete chronology from the age of 18. 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.

|  |  |
| --- | --- |
| **Dates (from – to)** | **Activity** |
|  |  |
|  |  |
|  |  |

**Post-11 education and training:**

Please complete in chronological order, starting with the **most recent**:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Full name and address of establishment** | **Full or part time** | **Dates attended month / year****From - to** | **Date of award** | **Awarding body and registration number (if known)** | **Award and classification** |

**Post-Graduate Qualifications**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
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**Higher Education Qualifications**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
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**School / College Qualifications**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
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**TRAINING RELEVANT TO THE POST**

Please list any courses you have completed and/or any professional development in which you have been involved in which you consider relevant to this post.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Title** | **Course Provider** | **Length of Course** | **Dates****From – To** | **Award / Classification (if applicable)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Please provide details of your most recent safeguarding training:

**Information in support of your application**

Please provide information that demonstrates that you can do the job successfully

**The recruitment panel will need to gain enough evidence about how you might meet the requirements of the person specification from your submission to be able to shortlist you.**

**References:**

A referee who is a current or former employer should have full access to the applicant’s personal records, to the extent that this is achievable in compliance with the DPA 2018.

In accordance with Keeping Children Safe in Education we will obtain references prior to interview and referees will be contacted to provide further clarification as appropriate. All information provided by referees will also be compared for consistency with the information you provide on this form and you will be asked about any discrepancies.

Referees will also be asked for information about:

* all disciplinary offences (including those where the penalty is “time expired” if related to children); and
* all child protection allegations including the outcome of any child protection investigations.

If any of your referees knew you by another name please specify that name alongside the details of the relevant referee.

|  |
| --- |
| **PRESENT EMPLOYER**  |
| Name |  |
| Address |  |
| Role |  |
| Telephone |  |
| Email |  |

|  |
| --- |
| **OTHER PROFESSIONAL (where you are not currently with children, this must be your most recent school/college/employer prior to your current employer)** |
| Name |  |
| Address |  |
| Role |  |
| Telephone |  |
| Email |  |

**Disclosure of Criminal and Child Protection Matters and Disclosure and Barring Service Checks**

The Governing Body is obliged by law to operate a checking procedure for employees who have access to children and young people.

Please confirm whether you have ever been the subject of any child protection concern either in your work or personal life, or been the subject of, or involved in, any disciplinary action in relation thereto, including any which is time expired.

Yes [ ]  No [ ]

If yes please provide full details:

**It is an offence to knowingly apply for, offer to do, accept, or do any work in a regulated position if you have been disqualified from working with children. Any offer of employment will be subject to checks being carried out in order to ensure that you are not subject to a prohibition order or an interim prohibition order.**

In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks (“DBS Checks”) in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.

By checking the box you consent to a DBS Check(s) being made: [ ]

**Request for Your Consent to Process Your Data**

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this application form.

**Important information regarding your consent**

1. The person responsible for data protection within our organisation is Mr Shane O'Neill of Global Policing and you can contact them with any questions relating to our handling of your data. You can contact them by telephone on 0161 212 1681 or e-mail datarequests@globalpolicing.co.uk.
2. We require the information we have requested on this form to fulfil our duties under the Equality Act 2010, namely for statistical and equal opportunity monitoring purposes.
3. To the extent that you have shared any special categories of personal data[[1]](#footnote-1) this will not be shared with any third party except as detailed in paragraphs 2 and 4 above unless a legal obligation should arise.
4. We shall retain the information you have provided on this form for a period of 6 months to enable equal opportunity monitoring to take place.
5. We will keep a record of your consent as evidence that we have obtained your consent to collect and process the data you have provided on this application form.
6. You have the right to withdraw your consent at any time and can do so by informing our organisation’s Data Protection Officer (see paragraph 3 above) that you wish to withdraw your consent.
7. To read about your individual rights you can refer to our fair processing notice and data protection policies.
8. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by contacting the school directly. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner’s Office via their website at [www.ico.org.uk](http://www.ico.org.uk).

**Request for your consent**

Please ensure that you read paragraphs 1-8 above and raise any relevant questions before providing your consent below:

* I confirm that I have read and understood paragraphs 1-8 above and that I have been offered the opportunity to raise any relevant questions: Yes [ ]  No [ ]
* Please check this box if you agree to our collecting and processing your personal information as described in paragraphs 1-8 above: [ ]
* I agree to my personal data being shared as stated in paragraphs 2 and 5 above: Yes [ ]  No [ ]

**Right to work in the UK.**

The Governing Body will require you to provide evidence of your entitlement to undertake the position applied for and/or of your ongoing entitlement to live and work in the United Kingdom in accordance with the current immigration rules. More information can be found in the Notes to Applicants. By checking the box below, you confirm that you are legally entitled to work in the United Kingdom and that you will promptly provide documentary evidence of such entitlement when requested: [ ]

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**Declaration**

If you know that any of the information that you have given in this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment which comes to our attention then your application form may be withdrawn from the recruitment process. Please note that checks may be carried out in order to verify the information you have included.

Providing false information is an offence and may result in this application being rejected. If such a discovery is made after you have been appointed then you may be liable to be dismissed summarily.

Signature:

Date:

Please Return to by email to: Mrs P Hoque, Senior Finance & HR Officer

p.hoque@crowcroftpark.manchester.sch.uk

**Equal Opportunities Monitoring**

The information used 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.

**Ethnic Origin**

I would describe my ethnic origin as:

Bangladeshi ---

Chinese ---

East African Asian ---

Kashmiri ---

Pakistani ---

Other Asian please specify -----------------------------------

Black British ---

Caribbean ---

Somali ---

Other African ---

Middle Eastern ---

Other Black ---

White & Black Caribbean ---

White & Black African ---

White & Asian ---

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.

**Gender**

I am: Female Male

**Disability**

Are you a disabled person? Yes No

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

1. [↑](#footnote-ref-1)