

APPLICATION FOR EMPLOYMENT WITH ACACIAS CPS (MANCHESTER CITY COUNCIL)

#  CONFIDENTIAL

Position applied for: Assistant Cook (Permanent)

To be returned by: 12 noon on 23rd September 2024

Return to: D Griffiths

 Acacias Community Primary School

 Alexandra Drive, Burnage, Manchester, M19 2WW

 Or by email to recruitment@acacias.manchester.sch.uk

Surname:

Other Names:

Address:

Postcode:

Daytime Telephone No:

Evening Telephone No:

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How soon after an offer of a job would you be able to start?

Are you disabled? Yes/No

If “yes” are you registered disabled? Yes/No

Your Experience

Please give details of past and present work. This can be paid work, voluntary work or work at home/ time spent raising a family etc. All time since leaving full time education should be accounted for. Start with the most recent. Use the space below and continue on a separate sheet if necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name & Address of employer | Job Title | Main duties of the job | Dates of employment & reason for leaving | Annual Salary£ |
|  |  |  | From:To:Reason for leaving: |  |
|  |  |  | From:To:Reason for leaving: |  |
|  |  |  | From:To:Reason for leaving: |  |
|  |  |  | From:To:Reason for leaving: |  |
|  |  |  | From:To:Reason for leaving: |  |
|  |  |  | From:To:Reason for leaving: |  |
|  |  |  | From:To:Reason for leaving: |  |

Qualifications

Please list any qualifications you have obtained at school or since leaving school

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Qualification (including level e.g. A level, GCSE) | Grade Achieved | Where Obtained |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
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References

Please give the names of addresses of two people who can provide references. Do not include relatives (unless your current employer is a relative). One reference should be from your current employer or your college and the other should be a personal reference from someone who has known you for over two years.

Current Employer/College Personal

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

References will be taken up on shortlisting.Other Details

The person specification lists the minimum requirements considered necessary for the post. Please give details below to show how you meet those requirements in the person specification marked with an asterisk (items which are to be assessed from the application form), giving details of your experience together with examples of how you have undertaken tasks which illustrate clearly that you have the relevant experience, abilities, skills, knowledge and commitment for the post.

*Please continue on a separate sheet if necessary.*

## Declaration

I confirm that to the best of my knowledge the information I have provided in this application is correct. I realise that if I am employed and it is found that I have deliberately given false or misleading information, I am liable to dismissal without notice.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_