

Application for Employment
/ DBS form

**For office use only:** Applicants number

Part 1

Sections 1–8

Sections 1–8 of the application form contain information we require from all applicants.
You may then complete **Part 2** of the form in support of your application. From your submission, the recruitment panel will need to gain enough evidence about how you might meet the requirements of the person specification to be able to short-list you.

1 Vacancy details

Post:

Contract length:

Grade: Unknown

Reference number:

Department: Education – Moston Fields Primary School

Closing date:

2 Job share/full-time

If this job was advertised as available for job share, please tick the relevant box to show whether or not you wish to job share:

Job share only

Full-time

Either job share or full-time

3 Personal details

First name(s):

Last name:

Date of Birth:

Permanent address

Postcode

Telephone/textphone:

Mobile:

Email:

Preferred method of communication:

Are you entitled to work in the UK? Yes No
Under current legislation you will need to provide documentary evidence showing your entitlement to work in the UK.

Where did you see this vacancy advertised?

4 References

Please give details of two people who have agreed to act as referees. One must be your current or most recent employer who will be asked for information about attendance and sickness absences. You should indicate if you do not wish us to take up a reference without your consent. Please note that, in addition to your two nominated referees, any number of previous employers may be contacted without seeking further permission from you in relation to your employment history as part of the vetting process (this includes vetting of internal applicants). Checks may also be made on referees and their relationship to you.

Name:

Address:

Postcode:

Relationship:

Telephone:

Mobile:

Email:

Please tick here if you do not wish this referee to be contacted at this stage 🞎

Name:

Address:

Postcode:

Relationship:

Telephone:

Mobile:

Email:

Please tick here if you do not wish this referee to be contacted at this stage 🞎

5 General information

a) Are you currently employed by Manchester City Council? Yes No

b) If yes, please give details of your current jobs within the council

Dept:

Job Title:

Hours per week:

If **no**, but you have been employed by the Council in the past, please give the
reason for leaving:

c) Have you previously left this or any other local government employment under the following:

Voluntary early retirement? Yes No

Redundancy? Yes No

If yes, did you receive any enhancements? Yes No

If yes, name of the local authority:

d) Are you related to any councilor or senior officer of the Council? Yes No

If yes, please state their name and your relationship:

Name(s):

Relationship:

6 Period of notice

If offered the job, how soon could you start?

Data Protection Act

The Council will use the information given on this application for recruitment and selection, personnel management and for employment purposes in respect of successful candidates. The information you give us will be kept confidential and your personal information will not be disclosed to third parties without your prior consent except where necessary to confirm factual information provided by you, or to protect public funds, including the prevention and detection of fraud and/or otherwise required by law.

7 Declaration

I (print name):

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 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 without notice.

Signature:

Date:

Applicants who return the application via email or online will be asked to sign the above declaration at interview, if invited to attend.

8 Application method

Please tick appropriate box to indicate which option you have adopted.

Completing: **Part 1 and part 2** **Part 1** and alternative evidence

Part 2

Sections 9–11.

Complete this part or submit some other form of evidence in support of your application, for example a written submission, letter or curriculum vitae. Please ensure that information you supply is relevant to the post you are applying for.

9 Work experience

Please give details of your current or previous work (if applicable).

Current salary:

From:

To:

Employer’s name and address:

Paid/unpaid:

Job title and main duties:

Reason for leaving:

From:

To:

Employer’s name and address:

Paid/unpaid:

Job title and main duties:

Reason for leaving:

From:

To:

Employer’s name and address:

Paid/unpaid:

Job title and main duties:

Reason for leaving:

From:

To:

Employer’s name and address:

Paid/unpaid:

Job title and main duties:

From:

To:

Employer’s name and address:

Paid/unpaid:

Job title and main duties:

Reason for leaving:

From:

To:

Employer’s name and address:

Paid/unpaid:

Job title and main duties:

Reason for leaving:

From:

To:

Employer’s name and address:

Paid/unpaid:

Job title and main duties:

Reason for leaving:

10 Gaps in employment

Please indicate and explain any gaps since leaving secondary education

From:

To:

Reason for gap:

11 Qualifications

Please give details of your qualifications relevant to the post applied for. If offered a post, you will be asked for original evidence of your qualifications on appointment, and the Council reserves the right to approach any number of education providers to verify qualifications stated.

Date:

Level:

Qualification:

Where obtained:

Date:

Level:

Qualification:

Where obtained:

Date:

Level:

Qualification:

Where obtained:

Date:

Level:

Qualification:

Where obtained:

Date:

Level:

Qualification:

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Qualification:

Where obtained:

Date:

Level:

Qualification:

Where obtained:

Date:

Level:

Qualification:

Where obtained:

Date:

Please continue on a separate sheet if necessary.

12 Training relevant to the post applied for

Date:

Course:

Brief description:

Date:

Course:

Brief description:

Date:

Course:

Brief description:

Date:

Course:

Brief description:

Date:

Course:

Brief description:

Date:

Course:

Brief description:

Date:

Course:

Brief description:.

Date:

Course:

Brief description:

Date:

Course:

Brief description:

13 Information in support of your application

Please provide information that demonstrates you can do the job successfully. You will need to provide enough evidence to show the recruitment panel how you meet the requirements of the person specification.

Please continue on a separate sheet if necessary.

**IMPORTANT: Please return the completed form to the relevant department.
The postal address is on the back of the application form or in Jobs Update.**

Equal opportunities monitoring

The information in this section will be treated in the strictest confidence – this page will be removed before the recruitment panel sees your application. The results will be used to produce overall statistics about recruitment and selection, and to take action to prevent discrimination.

 Ethnic origin

Please tick one of the following. I am:

Bangladeshi 🞎 20

Chinese 🞎 30

East African Asian 🞎 35

Indian 🞎 40

Kashmiri 🞎 37

Pakistani 🞎 45

Vietnamese 🞎 55

Other Asian, please specify: 🞎 52

Black British 🞎 25

Caribbean 🞎 15

Somali 🞎 18

Other African 🞎 10

Middle Eastern 🞎 50

Other black, please specify: 🞎 60

White and black Caribbean 🞎 65

White and black African 🞎 70

White and Asian 🞎 75

Other mixed origin, please specify: 🞎 80

Irish 🞎 85

White British 🞎 90

Other white, please specify: 🞎 95

**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.

 Date of birth

 Sexuality

We are monitoring sexuality in order to demonstrate our commitment as an equal opportunities employer, to highlight any possible inequalities and remove any unfairness or disadvantage.

Please tick one of the boxes below:

Bisexual 🞎

Gay man 🞎

Gay woman/lesbian 🞎

Heterosexual/straight 🞎

Other, please specify: 🞎

Prefer not to say 🞎

 Gender/disability

I am: Female 🞎 Male 🞎

Are you a disabled person? Yes 🞎 No 🞎

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

 Disabled applicants

If 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 full consideration will be given to job redesign. If you wish to bring such a matter to the panel’s attention at this stage, please do so in the space below.

**Access to work**
If you are a disabled applicant, you may be entitled to aids and adaptations to assist you in the working environment. Access to work is available to help overcome the problems resulting from disability. Practical advice and help are offered in a flexible way that can be tailored to suit the needs of an individual in a particular job. If you require information on this service, please contact your local Jobcentre Plus.

Help and advice for jobseekers

Thank you for replying to our recent advertisement. The following details provide you with information and advice on applying for a job with Manchester City Council. The application form is divided into two parts. Please read all the instructions carefully before you begin completing it.

 Equal opportunities monitoring

The information in this section will be treated in the strictest confidence and is used in our recruitment and selection monitoring. Please note that we have a policy of guaranteeing that disabled applicants who meet the short listing criteria are guaranteed to go through to the recruitment assessment process. **Equal opportunities and monitoring information must be completed by all applicants.**

 Part 1

**1 Vacancy details**
Enter the vacancy details referred to in the job advertisement.

**2 Job share/full-time**
Job sharing means that two people can voluntarily share one full-time job. If the job you are applying for is full-time and open to job sharing, indicate your preferred choice.

**3 Personal details**
Please enter your personal details fully and clearly so that we may contact you about your application. If you are unsuccessful, we will send confirmation to your email address where one is provided.

**4 References**
Please give the names and addresses of two people who can provide references. Do not include relatives (unless your current or previous employer is a relative). If you are at present employed, give details of your present employer. If you are not currently employed, give details of your last employer.

**5 General information**
This is to ensure that the Council acts in accordance with its financial responsibilities and to ensure that all applicants are treated fairly during the selection process.

**6 Period of notice**
Please tell us the notice you are required to give.

**7 Declaration**
Please make sure you have signed and dated the application form to confirm that your details are correct.

**8 Application method**
In order to assist us with our recruitment monitoring, please indicate which option you have used to submit your application.

 Part 2

Once you have completed **part 1**, you may complete **part 2**, or you can submit some other form of evidence in support of your application, for example a written submission, letter, and curriculum vitae. **Please ensure that information you supply is relevant to the post
you are applying for.**

You can mention any experiences gained through work, school, college, at home, in voluntary work, on work experience or through hobbies.

You will need to provide enough evidence to show the recruitment panel how you meet the requirements of the person specification.

 Returning your application form

* Completed application forms must be returned by the advertised closing date to the address on the back of the application pack or given in the advertisement. Please use the correct postage
* You may find it useful to keep a copy of your submission, as you may want to refer to it if you are invited for an interview.

**We look forward to receiving your application.**

 What happens if you’re not successful?

We aim to advise all applicants whether their application has been successful or not. However within four weeks of the closing date, please assume your application has been unsuccessful.

If you are not successful, you can ask for feedback.

Policy on employment of ex-offenders

 1 Purpose

Manchester City Council is an equal opportunities employer committed to eliminating prejudice in employment and is taking positive steps to counter the effects of disadvantage. It believes that people are its most valuable resource and endeavours to create a fair and just workplace for all its employees.

The purpose of this policy is to ensure that ex-offenders are treated fairly in the recruitment process. This policy enables Manchester City Council to fulfill its responsibility of care and be fair to all applicants at the same time.

 2 General principles

As part of its recruitment and selection process, the Council has put in place procedures to guard against any further disadvantage and to ensure that ex-offenders are not barred from employment due to irrelevant offences.

This policy will be made available for all applicants for positions of trust at the outset of the recruitment process.

 3 Main responsibilities

* Manchester City Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexuality, responsibilities for dependants, age, physical/mental disability or offending background.
* The Council will actively promote equality of opportunity for all with the right mix of talent, skills and potential, and welcomes applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
* We ensure that all those in Manchester City Council who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, for example the Rehabilitation of Offenders Act 1974.
* At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

**Having a criminal record will not necessarily bar you from working with us.**
This will depend on the nature of the position and the circumstances and background
of your offences.

Work with children or vulnerable adults

Please note that a high level of vetting is undertaken on candidates and that the definition of working with children and vulnerable adults is widely drawn. Further information about the Criminal Records Bureau can be found at **www.disclosure.gov.uk**

The post that you have applied for meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. If you are short-listed for the post, you will be asked to reveal any convictions, cautions, final warnings and reprimands, but these will not be looked at unless you are selected for the position. All applicants who are offered employment will be subject to a criminal records check, and a check will be made with the Criminal Records Bureau before the appointment is confirmed.

The Council is an equal opportunities employer and is committed to eliminating prejudice in employment and taking positive action to counter the effects of disadvantage.

We recognise that people with criminal convictions face discrimination when seeking employment, and so have procedures as part of the recruitment and selection process to guard against further disadvantage. ANY INFORMATION WILL BE TREATED IN THE STRICTEST CONFIDENCE AND YOU WILL ONLY BE PREVENTED FROM OBTAINING EMPLOYMENT IF THE COUNCIL CONSIDERS YOU HAVE A CRIMINAL RECORD THAT MAKES YOU UNSUITABLE FOR THE POST IN QUESTION.

The Council will ignore convictions that are not relevant to the post you are applying for. If a conviction may be relevant, the appointing panel will carefully consider the nature of the offence and the requirements of the post. The panel will also look at when the offence occurred and if there is a pattern of unrelated offences. Some serious offences will, however, almost certainly prevent the panel from making an appointment.

The Council’s full policy on employment of ex-offenders is attached at the end of this form. The Code of Practice issued by the Criminal Records Bureau, which guides the Council’s use of Disclosures in recruitment, is also available from the Personnel Office upon request.