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| BLUE LOGO FINAL | The Birches Specialist Support Primary School | **Application for Employment** |

**This application form contains information we require for all applicants.**

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.

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| **Application for the position of:**  Closing Date: Ref. *( if applicable )* :  Full -Time:  ▢ Part - Time:  ▢ Job  Share:  ▢ |

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| **PERSONAL DETAILS**:  First Name(s): Last Name: Title:  Any former name(s):  Current Permanent Address:  Post code: *(****Please do not omit your Post Code****)*  **Telephone numbers:**  Home: Mobile: Work:  Email address:  **How would you prefer to be contacted:**  Where did you see this vacancy advertised?  National Insurance No.: |

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| **GENERAL INFORMATION**  Are you currently employed by Manchester City Council YES / NO  If NO, but you have been employed by Manchester City Council in the past, please give the reason for leaving:  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 local authority  Are you related to any member or senior officer of the council? YES / NO  If **YES**, please state their name and your relationship:  Name: Relationship: |

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| **REFERENCES:** Please give details of 2 people who have agreed to act as referees. University leavers should name their course tutor. **One referee must be your current or last employer**.  **References will be taken up for all shortlisted candidates before interview so that any discrepancies may be checked.** | |
| **1st Referee (***current or last employer***)**  Name  Address  Email address:  Capacity in which known: | **2nd Referee**  Name  Address  Email address:  Capacity in which known: |

**NOTE: Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any anomalies or discrepancies.**

**Both referees need to be suitably qualified to comment on your ability to meet the Person Specification and Job Description**

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| **Details of Current Employment** |
| **Are you currently employed? Yes ▢ No ▢**  **Employer Name:**  **Address:**  **Telephone No.:**  **Permanent: ▢ Temporary: ▢ Full time: ▢ Part time: ▢ Job Share: ▢**  **Date of Appointment:**  **Notice Required:**  **Job Title and Main Duties/Responsibilities:**  **Please provide the following information relating to present salary and scale:**  **Salary scale / Grade:**  **Annual Salary £**  **Reason for leaving / looking for new role:** |

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| **QUALIFICATIONS - Details of Qualifications obtained, relevant to the post applied for** | | | |
| DatesFromTo | **Establishment** | **Qualification obtained or currently being taken** | **Exam result and grade** |
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| **CONTINUING PROFESSIONAL DEVELOPMENT/TRAINING (appropriate to the Job)**  Please list any course that you have completed and/or any professional development that you consider relevant to the post | | | | |
| Course title | **Provider** | **Dates**  **From and To** | **Duration**  **eg: number of days** | **Awards (if any)** |
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| **Details of Previous Employment** | | | | | | |
| **Previous employment listed in sequence (** *from oldest to most recent* **).** | | | | | | |
| **Name / Address of Employer** | **Full Time/Part Time** | **Paid / Unpaid** | **Title of post and Main Duties** | **From Date** | **To Date** | **Reason for Leaving** |
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| **OTHER EMPLOYMENT / WORK EXPERIENCE**  Please provide details in chronological order **(** *from oldest to most recent* **)** of any experience/activities which you consider relevant to this position  Eg: commercial experience, youth work, and voluntary work. | | | |
| **Details and nature of work/activity** | **Name of employer** | **Period of service**  **From and to** | **Full time/Part time**  **FT/PT** |
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| **OTHER**  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 employment history ( both paid and unpaid ) – **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.** | | | |
| **Period**  **From and to** | **Details and nature of work/activity** | | |
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| **FURTHER SUPPORTING STATEMENT**  You may use this space to provide any information you wish, including any relevant interest or unpaid activity, that demonstrates that you can do the job successfully.  Ensure that you provide a full description of all skills, knowledge and experience that you feel are relevant to the post for which you are applying. 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.  **Please continue on a separate sheet if needed.** |
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### Equal Opportunities Monitoring

The information 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.

Please put a **x**  next to the relevant item.

**Ethnic Origin**

I would describe my ethnic origin as:-

Bangladeshi ......20 Middle East ......50

Chinese ......30 Other Black please specify ......60

East African Asian ......35 ...........................................

Indian ......40 White & Black Caribbean ......65

Kashmiri ......37 White & Black African ......70

Pakistani ......45 White & Asian ......75

Vietnamese ......55

Other Mixed Origin please specify: ........................................... 80

Other Asian please specify: .......................................... 52

Black British ......25 Irish ......85

Caribbean ......15 White British ......90

Somali ......18 Other White please specify ......95

Other African ......10 ............................................

##### 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: (**Please put an x next to relevant item below)

I am: Female Male

**Disability**

Are you a disabled person? Yes No

##### Guide to the meaning of disability

The definition of disability includes people with physical, mental or sensory impairments who experience, or have experienced, restrictions or discrimination in taking part fully in the mainstream of 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 every day life.

**Disabled Applicants**

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

**Declaration**

Public funds must be protected and therefore the information you have provided on your form may be used to prevent and detect fraud. The information may also be shared, for this purpose, with other organisations, which handle public funds.

I 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 am under 65 years of age. I realise that if it is found that I have deliberately given false or misleading information or omitted relevant facts, I am liable to be disqualified from further consideration or, if appointed, to be dismissed immediately and without notice.

**Alongside this application form, please complete a *Self-Disclosure form: Part 2* that forms an integral part of our commitment to Safer Recruitment.**

Signature:

Date:

#### Data Protection Act

All documents associated with Recruitment and Selection will be stored for a period of 6 months.