**Private and Confidential**

**Application for Employment at the Manley Park Primary School**

**Policy Statement**

We are committed to the rights of the child’s safety and emotional wellbeing, and the protection of children from all forms of abuse.

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| Your application must be **completed in full** and should be submitted to: **recruitment@manleypark.com** | | | | | | | | | |
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| **Post Details** | | | | | | | | | |
| Job Title |  | | | | | | | | |
| Vacancy Reference |  | | | | | | | | |
| How did you hear about the advert? |  | | | | | | | | |
| Role Category | Senior Leadership | | | | Teaching | | | | Support Staff  (incl Site, Catering, Learning Support etc) |
|  | | | | | | | | | |
| **Personal Details** | | | | | | | | | |
| Surname |  | | | | | | | | |
| Forename(s) |  | | | | | | | | |
| Previous Surname |  | | | | | | | | |
| Other Names known by |  | | | | | | | | |
| Title (please select) | Mr | Mrs | Ms | | | Miss | Other, specify: | | |
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|  | | | | | | | | | |
| Home Address |  | | | | | | | | |
| Postcode |  | | | | | | | | |
| Email Address |  | | | | | | | | |
| Telephone Number |  | | | | | | | | |
| Mobile Number |  | | | | | | | | |
| Preferred Contact Number | Telephone | | | Mobile | | | | Other, specify: | |
|  | | |  | | | |  | |
| Preferred Contact Method | Post to Home Address | | | Email | | | | Other, specify: | |
|  | | |  | | | |  | |
|  | | | | | | | | | |
| National Insurance Number | -  -  -  - | | | | | | | | |
| DfE Teacher Reference Number (if applicable) |  | | | | | | | | |
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| **Equal Opportunities and Employment** | | | | | | | | | | | |
| We seek a workforce which reflects the community we serve. We welcome applications from those groups which are under-represented on our staff. Applicants for jobs are judged on their skills and suitability for the vacancy.  To ensure this policy is carried out effectively, we ask all applicants to provide the information requested on this page. It will be used only for administrative and monitoring purposes and will be confidential and not used to discriminate in favour or against any individual applicant. | | | | | | | | | | | |
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| **Ethnicity** | | | | | | | | | | | |
| **White** | | **Mixed** | | **Asian or Asian British** | | | **Black or Black British** | | | **Other Ethnic Groups** | |
| English |  | White & Black Caribbean |  | Indian | |  | Caribbean | |  | Chinese |  |
| Scottish |  | White & Black African |  | Pakistani | |  | African | |  | Any other ethnic group |  |
| Welsh |  | White & Asian |  | Bangladeshi | |  | Any other black | |  |  |  |
| Irish |  | Any other mixed |  | Kashmiri | |  |  | |  |  |  |
| Any other white |  |  |  | Any other Asian | |  |  | |  |  |  |
| **Please note these categories have been recommended to the employers by the Commission for Racial Equality and are being collected to assist us to monitor the effects of its equal rights policy and to meet the requirements of the Race Relations (Amendment) Act 2000.** | | | | | | | | | | | |
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| **Sex** | | | | | | | | | | | |
| Male | | | |  | Female | | |  | | | |
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| **Gender** | | | | | | | | | | | |
| Do you identify with the gender assigned to you at birth? | | | | | | | | | | | |
| Yes | | | |  | No | | |  | | | |
| If no, please specify your gender identity and preferred pro-nouns below | | | | | | | | | | | |
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|  | | | | | | | | | | | |
| **Date of Birth** | | | | | | | | | | | |
| DD/MM/YYYY | | /  / | | | | | | | | | |
|  | | | | | | | | | | | |
| **Health** | | | | | | | | | | | |
| Please note that you may be required to complete a medical questionnaire and/or consent to a medical examination for certain posts | | | | | | | | | | | |
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| **Interview Requirements** | | | | | | | | | | | |
| Do you have any specific requirements to enable you to attend an interview? | | | | | | | | | | | |
| Yes | | | |  | No | | |  | | | |
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| If yes, please give brief details: | | | | | | | | | | | |
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| **Internal Use Only** | |
| Candidate Anonymisation |  |

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| **Employment History** | | | |
| Current or most recent employment: | | | |
| Post Title: |  | | |
| Start Date | /  / | End Date | /  / |
| Full-time Equivalent Salary | £ | | |
| Salary Range | £      to £ | | |
| Salary Grade |  | | |
| **If applicable:** | | | |
| Allowance Type |  | | |
| Amount (£) per annum |  | | |
| Reason for allowance |  | | |
| Date UPS awarded |  | | |
|  | | | |
| Contracted Hours |  | | |
| Contracted Weeks | e.g. Term Time Only (38 weeks) or All Year Round (52 weeks) | | |
| Length of Notice |  | | |
|  | | | |
| Employer Name |  | | |
| Manager Name |  | | |
| Work Address |  | | |
| Postcode |  | | |
| School Size |  | | |
| School Type |  | | |
|  | | | |
| Description of Duties |  | | |
| Reason for Leaving |  | | |
| If I am successful this will be my only role? |  | | |
| If no, please state the weekly hours and nature of the additional work? |  | | |
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| **Employment History Continued** | | | | | | |
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| Employer’s Name and Address  (include Local Authority and Type of School) | Age Range of Students (if applicable) | Position held | Salary/Wage | Employed | | Reason for Leaving or Break in Service |
| From | To |
|  |  |  | £ |  |  |  |
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| **Please provide reasons for any gaps in employment?** |
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| **Qualifications** | | | |
| Details of Qualification | Awarding Body | Result | Date |
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| **Professional Development** | | | |
| Please give details of significant aspects of your continuing professional development over the last three years. Please include the date and place obtained and explain how this has:   * Made a difference to your current role * Helped you achieve your performance management objectives * Prepared you for this leadership and management role | | | |
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| **Professional Membership** | | | |
| Relevant Institute/Body | Class of Membership e.g. Associate, Member, Student, Fellow etc. | Expiry Date | State if Examination |
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| **Personal Statement including Hobbies and Interests** |
| Please supplement your application by outlining your reasons for applying for the post and give an indication of what you can offer the school. Please ensure this is typed into this section.  Details of experience, knowledge, skills, abilities and other relevant information. This does not just include paid employment. You could for example include recent training, and/or experience in the voluntary sector. Please refer to the person specification/job profile for completing this section. |
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| **Referees** | | | |
| It is our policy to take up references for shortlisted candidates. Give names and addresses of two referees, one of which should be your present or most recent employer. If you are known to your referee/s by a former name please supply the name by which you were known.  References requests will ask for information relating to safeguarding, disciplinary and job performance issues along with other matters relevant to the post. If you are not currently employed by an LA or independent school please name two referees, one of which should be your present or most recent employer. Referees should have direct knowledge of your professional capacities and performance.  We may contact you to ask you to provide additional referees who have knowledge of your professional work. | | | |
| **Name of Referee** | **Position/ Relationship** | **Contact Details** | |
|  |  | Company Name |  |
| Address |  |
| Email Address |  |
| Telephone Number |  |
| Employer / Academic / Character Reference | |
|  |  | Company Name |  |
| Address |  |
| Email Address |  |
| Telephone Number |  |
| Employer / Academic / Character Reference | |

For posts which have substantial access to children or vulnerable adults, the School reserves the right to approach any previous employer.

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| **Declaration** | | | |
| **Immigration, Asylum and Nationality Act (2006)** | | | |
| In accordance with the Immigration, Asylum and Nationality Act 2006, the employer requires new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, all candidates shortlisted for interview are required to complete a declaration and to produce acceptable specified documentary evidence at interview | | | |
| I confirm that I am legally entitled to work in the UK | | | |
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| **Online Searches** | | | |
| In accordance with paragraph 221 of Keeping Children Safe in Education 2023, the school will undertake Online Searches for shortlisted candidates. This is to assist in the identification of any incidences or issues that may have happened and are publicly available online, which the school might wish to explore with the applicant at interview. | | | |
| I can confirm that I understand this requirement in line with Keeping Children Safe in Education 2023 | | | |
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| **Working/Living Overseas** | | | |
| Have you worked or lived overseas in the past 10 years for a period of 12 months or longer whilst over the age of 18? | | | |
| Yes | | No | |
| The application process for criminal records checks or ‘Certificates of Good Character’ for someone from overseas varies from country to country. **You’ll have to apply in the country or to the relevant embassy in the UK.**  **Certificates of Good Character MUST be provided if appointed.**  Please read the [guidance document](https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants) if you have any queries. If you have any questions on applying for a criminal record check in the UK, please contact the [Disclosure & Barring Service](https://www.gov.uk/government/organisations/disclosure-and-barring-service#org-contacts). | | | |
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| **Safeguarding Vulnerable Groups Act (2006)** | | | |
| The employer is obliged by law to operate a checking procedure for employees who have substantial access to children and young people.  **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.** | | | |
| I confirm that I am not barred by the Disclosure & Barring Service from working with or applying to work with children or included on the DBS Children’s Barred List | | | |
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| **Rehabilitation of Offenders Act 1974** | | | |
| All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are ‘protected’. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.  Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed. | | | |
| I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to   1. references that are satisfactory to the school 2. a satisfactory enhanced DBS certificate and check of the Barred list where relevant 3. the entries on this form proven to be complete and accurate 4. a satisfactory medical report, if appropriate. | | | |
| I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard. | | | |
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| **Data Protection Act 2018** | | | |
| The information provided by you on this form as an applicant will be stored securely either on paper or electronically in accordance with our obligations under the Data Protection Act 2018 and General Data Protection Regulation. The information provided will be processed solely for the purpose of recruitment and any other activity relating to this recruitment. For more information in relation to how we process your personal data, please see our privacy policy or contact us for more information on 0161 8814338. | | | |
| I hereby give my consent for the information provided on this form to be held on computer or other relevant filing system and to be shared with other 3rd Party Processors for the purpose of this recruitment in accordance with Data Protection 2018. | | | |
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| **Disclosure** | | | |
| A candidate for any appointment with the school must state below any known relationship to any member of the school, Governing Body or related to an employee of school when making an application. A candidate failing to disclose such a relationship or seeking to improperly influence the recruitment and selection process shall be disqualified from appointment, or if appointed, shall be liable to dismissal without notice. | | | |
| Are you related to any member of the governing body or existing employees of school? If yes, please give details below. | | | |
| Yes | | No | |
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| I DECLARE THAT ALL THE INFORMATION ON THIS FORM IS CORRECT TO THE BEST OF MY KNOWLEDGE AND I NOTE THAT THE WITHHOLDING, FALSIFICATION OR OMISSION OF RELEVANT INFORMATION BY A SUCCESSFUL CANDIDATE ARE GROUNDS FOR DISCIPLINARY ACTION WHICH MAY LEAD TO DIMISSAL | | | |
| **Signed** |  | **Date** |  |
| **BY SUBMITTING THIS FORM ONLINE, I AGREE THAT THIS IS EQUIVALENT TO ME SIGNING THE DECLARATION.** | | | |
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| I DECLARE THAT ALL THE INFORMATION ON THIS FORM IS CORRECT TO THE BEST OF MY KNOWLEDGE AND I NOTE THAT THE WITHHOLDING, FALSIFICATION OR OMISSION OF RELEVANT INFORMATION BY A SUCCESSFUL CANDIDATE ARE GROUNDS FOR DISCIPLINARY ACTION WHICH MAY LEAD TO DIMISSAL. | | | |
| **Signed** |  | **Date** |  |
| **IF SUMBITTED ONLINE, CANDIDATE MUST SIGN THIS SECTION UPON ARRIVAL FOR INTERVIEW, IF SHORTLISTED.** | | | |