All Saints Voluntary Aided Church of England Primary School

Application form for Lunchtime Organiser

Please complete all sections of this form using black ink or type using Helvetica/Arial 10 pt font.

The sections of this application form that include your personal details and equalities monitoring information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.

Applications will only be accepted if they are signed, dated and completed in full (CVs are not accepted).

DATA PROTECTION NOTICE

Throughout this form we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations

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

VACANCY INFORMATION

Application for the post of:

Job ID/reference number:

Job share/Full time

If this job was advertised as available for job share, please put an x next to the relevant item below to show whether or not you wish to job share:

Job share only: Full time: Either job share or full time:

What date are you available to begin a new post?

Where did you first hear about this post?

DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013) 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 Disclosure and Barring Service website or at 'Unlock'.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the 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 & Barring Service before your appointment is confirmed. Any convictions listed on a DBS check will be considered on a case-by-case basis.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

- For posts in regulated activity, the DBS check will include a barred list check.
- It is an offence to seek employment in regulated activity if you are on a barred list.
- We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations.
- It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

If you have lived or worked outside of the UK in the last 5 years, the school may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

Have you lived or worked outside of the UK in the last 5 years?: [ ] Yes [ ] No

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

RIGHT TO WORK IN THE UK
The school will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. By signing this application, you agree to provide such evidence when requested.

PERSONAL DETAILS	
First name	
Surname	
Preferred title	
Previous surnames	
If you prefer to be called by a name other than the one listed above, please specify	
National Insurance No. (if known)	

CONTACT DETAILS	
Permanent Address	
Postcode	
Home phone	
Mobile phone	
Email address	
Preferred method of communication	

DISABILITY AND ACCESSIBILITY
The school has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require:

GENERAL INFORMATION

Are you currently employed by Manchester City Council? Yes [ ] No [ ]

If you have been employed by the MCC 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 [ ]
Severance	Yes [ ]	No [ ]
Compromise Agreement	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 or Employee of the School?
Yes [ ] No [ ]

If yes, please state their name, role and your relationship:

Name: Role:

Relationship:

Are you in receipt of a public service pension? Yes [ ] No [ ]

If you are returning to teaching, have you been granted Infirmity Retirement by the Department of Education and Skills? Yes [ ] No [ ]

If yes, please provide the date:

REFERENCES

References must be provided for the whole period of three years preceding application for this post. If you are currently in employment, you must provide details of your present employer. It is expected that Headteachers should name a member of your schools governing board or trust.

In addition to this if you are not currently working in an education setting but have done so in the past, please provide the reference details of the last employer where you worked with children.

References are not accepted from relatives or people writing solely in the capacity of a friend. Testimonials are also not accepted.

References will be sought from the named contacts provided and we will ask your referees for comments on your suitability for the post request details on attendance, sickness levels and salary.

1st Referee	**2nd Referee**
Name:	Name:
Job Title:	Job Title:
Address:	Address:
Capacity in which known and for how many years:	Capacity in which known and for how many years:
Telephone Number:	Telephone Number:
Email Address:	Email Address:

Your referees will only be contacted if you are selected for interview and will be sought prior to interview.

We reserve the right to request alternative references during the processing of your application.

EDUCATION AND QUALIFICATIONS

Successful applicants will be required to provide original documentary evidence of all qualifications stated below.

A. Secondary & Further Education

Name of Schools/Colleges/Further Education Providers	From	To	Qualifications obtained (please indicate level, Awarding Body, Subjects and Grades)	Date of Award

B. Higher & Professional Education

Name of University's or Education Providers	From	To	Qualifications obtained (please indicate level, Awarding Body, Class Subjects and Grades)	Date of Award

TRAINING AND PROFESSIONAL DEVELOPMENT				
Please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application.				
Course dates	**Length of course**	**Course title**	**Qualification obtained**	**Course provider**

EMPLOYMENT - Current	
Job Title	
Employer details **(name, address, email and/or telephone)**	
Dates employed	
Permanent or temporary	
Part-time or full-time	
Grade / Allowances	
Salary £	
Description of responsibilities	

EMPLOYMENT - Previous				
Please provide details of all previous employment. List the most recent employment first.				
Job Title	**Name and address of employer**	**Dates employed**	**Description of responsibilities**	**Reason for Leaving**

Please provide details of any gaps in training and employment since leaving secondary and / or higher education:

ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION

You may use this space to provide any information you wish, including any relevant interest or unpaid activity. 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 (1 side of A4 maximum using Helvetica/Arial 10 pt font).

EQUALITIES MONITORING

At All Saints C.E. Primary School we are bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we're meeting this duty, whether our policies are effective and whether we're complying with relevant legislation, we need to know the information requested below.

This information will **not** be used during the selection process. 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.

What is your date of birth? (DD/MM/YYYY)	
What is your sex?	[ ] Male [ ] Female
What is your gender?	[ ] Male [ ] Female [ ] Other [ ] Prefer not to say
Do you identify as the gender you were assigned at birth?	[ ] Yes [ ] No [ ] Prefer not to say

How would you describe your 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.

White [ ] British [ ] Irish [ ] Gypsy or Irish Traveller [ ] Any other White background **Asian or British Asian** [ ] Bangladeshi [ ] Indian [ ] Pakistani [ ] Chinese	**Black or Black British** [ ] African [ ] Caribbean [ ] Any other Black background **Mixed** [ ] White and Asian [ ] White and Black African [ ] White and Black Caribbean [ ] Any other mixed background	**Other Ethnic groups** [ ] Arab [ ] Any other ethnic group [ ] Prefer not to say

Which of the following best describes your sexual orientation?

[ ] Bisexual [ ] Heterosexual [ ] Homosexual	[ ] Other [ ] Prefer not to say

What is your religion or belief?

None of the answers below would prohibit you from working in our school. You would however be expected to respect and contribute to the Christian ethos of the school.

[ ] Agnostic [ ] Atheist [ ] Buddhist [ ] Christian [ ] Hindu	[ ] Jain [ ] Jewish [ ] Muslim [ ] No religion	[ ] Other [ ] Pagan [ ] Sikh [ ] Prefer not to say

Pregnancy and maternity

Are you pregnant? [ ] Yes [ ] No [ ] Prefer not to say	Have you given birth within the last 12 months? [ ] Yes [ ] No [ ] Prefer not to say

Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?

Our 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.

[ ] Yes
[ ] No
[ ] Prefer not to say

If you answered 'yes' to the question above, please state the type of impairment. Please mark all that apply. If none of the below categories applies, please mark 'other'.

[ ] Physical impairment
[ ] Sensory impairment
[ ] Learning disability/difficulty
[ ] Long-standing illness
[ ] Mental health condition
[ ] Developmental condition
[ ] Other

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 re-designing 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.

PERIOD OF NOTICE
If offered the job, how soon could you start?

DECLARATION	
All Saints C of E Primary School is committed to creating a diverse and inclusive workplace. We recruit, employ, train, compensate, and promote without regard to age, sex, disability, ethnicity, religion, or any other protected characteristic under the Equality Act 2010. All selections are made solely on merit, skills, and experience. I confirm that all of the information within this application is honest and accurate.	
Signature:	
Date:	