**APPLICATION FOR EMPLOYMENT WITH**

 **MANCHESTER CITY COUNCIL**

**PART 1** of the application form contains information we require for **all** applicants.

You must then complete **PART 2** of the form and provide evidence in support of your application, i.e. written submission. **Please note CVs will not be accepted**.

**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. (Help and Advice is attached at the end of this form)**

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**Part 1 (Sections 1 - 9)**

**1) Vacancy Details**

Job applied for Teaching Assistant level 1 at St Augustine’s CE Primary School, St Augustine Street, Monsall, Manchester, M40 8PL

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2) Full time term time only

Salary :- £20,534 (actual salary) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3) Personal Details**

Name:

Surname:

Permanent Address:

Postcode: ***(Please do not omit your Post Code)***

Telephone:

E-mail address:

Preferred method of communication:

National Insurance No: (if known):

Where did you see this vacancy advertised?

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**4) References** - please give details of 2 people who have agreed to act as referees. If you are currently employed, please give details of your current employer.

**1st Referee**

Name:

Address:

Postcode:

**Telephone No:**

**Email address:**

Relationship:

**2nd Referee:**

Name:

Address:

Postcode:

**Telephone No:**

**Email address:**

Relationship:

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**5) General Information** - (Please put a x next to the relevant item).

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

 b) If **no**, but you have been employed by the City 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 Local Authority:

**d)** 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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### **6) 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:

 Other Asian please specify: ........................................... 80

 .......................................... 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 Council’s 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 everyday 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.

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**7) Period of Notice**

If offered the job, how soon could you start?

## **8 ) Shortlisting process**

After shortlisting has been completed candidates will be notified by email if they are successful. At this stage references will be sought and an online check will be carried out.

Please tick the box to consent to this process.

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**9) 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 the information I have given on this application form is true and correct to the best of my knowledge.
* I confirm that I am not on the Children's Barred List, disqualified from work with children or subject to sanctions imposed by a regulatory body.
* I confirm that I am not subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts me from teaching or being involved in the management of a school.
* I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
* I consent to the school processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.
* I consent to the school making direct contact with the people specified as my referees to verify the reference.
* I confirm that, to the best of my knowledge, I am not disqualified from working in early years’ provision or later years’ provision with children under the age of eight.

 Signature ………………………………………………………………. Date ………………………..

Where this form is submitted electronically and without signature, electronic receipt of this form by the school will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 12.

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**Data Protection Act**

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

**Part 2 (sections 10 - 13) - complete this part and submit some other form of evidence in support of your application, i.e. written submission.**

(Please ensure that information you supply is relevant to the post you are applying for).

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**10) Work Experience** - In the last 5 years (or longer where relevant to the post applied for).

Name & Address of Employer:

Job Title or Role:

Paid/Unpaid:

Main Duties of the Job:

From (Month/Year): To (Month/Year):

Reason for Leaving:

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

Name & Address of Employer:

Job Title or Role:

Paid/Unpaid:

Main Duties of the Job:

From (Month/Year): To (Month/Year):

Reason for Leaving:

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

Name & Address of Employer:

Job Title or Role:

Paid/Unpaid:

Main Duties of the Job:

From (Month/Year): To (Month/Year):

Reason for Leaving:

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

*Continue on additional sheets if necessary*

### **11) Qualifications** - Details of qualifications relevant to the post applied for.

1. Date

 Level

 Qualification
Where Obtained

2. Date
Level

 Qualification
Where Obtained

3. Date
Level

 Qualification
Where Obtained

4. Date
Level

 Qualification
Where Obtained

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

**12) Training - Relevant to the post applied for**

1. Date

 Course

 Brief Details

2. Date

 Course

 Brief Details

3. Date

 Course

 Brief Details

4. Date

 Course

 Brief Details *Continue on additional sheets if necessary*

**Please ensure you complete section 13 (Information in Support of Your Application).**

**13) Information in Support of your Application**

Please provide information that demonstrates that you can do the job successfully.

**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.**

*continue on additional sheets if necessary*

**14) Criminal record**

An offer of employment is conditional upon the school receiving an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**) which the school considers to be satisfactory. The school applies for an Enhanced Check for Regulated Activity from the DBS (which includes a check of the Children's Barred List) in respect of all positions at the school which amount to regulated activity. It is unlawful for the school to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the school. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or code of practice published by the DBS.

The school is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared. **You are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules (see Appendix 1 to this form).**

It is a condition of your application that you answer the questions below. **Before doing so please read Appendix 1.**

|  |  |  |
| --- | --- | --- |
| Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence whether in the United Kingdom or in another country? **You are not required to disclose a caution or conviction for an offence committed in the United Kingdom which is subject to the Disclosure and Barring Service filtering rules (see Appendix 1).** | Yes  | No  |
| Is there any relevant court action pending against you? | Yes  | No  |
| If answering "YES' to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked ***"confidential"*** with your Application Form. |

**IMPORTANT: Please return the completed form to**

**sbm@st-augustines.manchester.sch.uk****.**

Closing date – 3rd January 2025

Short listing – 6th January 2025

Interviews - 9th/10th January 2025

**You will be required to sign your e-mailed completed application form if shortlisted and invited to interview. (See below for Help and Advice)**

**Appendix 1**

**Spent convictions and the DBS filtering rules**

**Spent convictions**

|  |  |
| --- | --- |
| **Sentence** | **Rehabilitation period** (in all cases the period commences from the date of the conviction) |
|  | **Aged over 18 at the time of the conviction** | **Aged under 18 at the time of the conviction** |
| Prison sentence of more than 4 years | Never | Never |
| Prison sentence of more than 30 months but less than or equal to 4 years | Length of sentence + 7 years | Length of sentence + 3.5 years |
| Prison sentence, or sentence of detention, of more than 6 months but less than or equal to 30 months | Length of sentence + 4 years | Length of sentence + 2 years |
| Prison sentence, or sentence of detention, of less than or equal to 6 months | Length of sentence +2 years | Length of sentence + 18 months |
| Removal from HM Service | 1 year | 6 months |
| Service detention | 1 year | 6 months |
| Community order | 1 year | 6 months |
| Fine | 1 year | 6 months |
| Youth rehabilitation order | N/A | 6 months |
| Compensation order | Once paid in full | Once paid in full |
| Hospital order | At the end of the order | At the end of the order |
| Conditional discharge, binding over, care order, supervision order, reception order | At the end of the order | At the end of the order |
| Absolute discharge | Spent immediately | Spent immediately |
| Disqualification | End of the disqualification | End of the disqualification |
| Relevant order | End of the order | End of the order |
| Conditional cautions | Once conditions end | Once conditions end |
| Caution, warning, reprimand | No period | No period |

Prison sentences of more than two and a half years are never considered spent (whether suspended or not).

**Filtering rules**

You are not required to disclose information about spent criminal convictions for offences committed in the United Kingdom if you were over 18 years of age at the time of the offence and:

11 years have elapsed since the date of conviction;

it is your only offence;

it did not result in a custodial sentence; and

it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution in relation to an offence committed in the United Kingdom if you were over 18 years of age at the time of the offence and six years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

You are not required to disclose information about a spent criminal conviction if you were under 18 years of age at the time of the offence and:

five and a half years have elapsed since the date of conviction;

it is your only offence;

it did not result in a custodial sentence; and

it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution if you were under 18 years of age at the time of the offence and two years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

The list of "specified offences" that will always be disclosed can be found at:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>.

**Help and Advice for Job-seekers**

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 2 parts. Please read all the instructions carefully before you begin completing it.

**Part 1**

This must be completed by all applicants.

**Section 1:** Vacancy Details

Enter the vacancy details referred to in the job advertisement.

**Section 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.

**Section 3:** Personal Details

Please enter your personal details fully and clearly so that we may contact you about your application.

**Section 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 not currently employed give details of your last employer.

**Section 5:** General Information

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

**Section 6:** 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 we have a policy of guaranteeing an interview to people with disabilities who meet the requirements of the job.

**Section 7:** Period of Notice

Please tell us the notice you are required to give.

**Section 8:** Declaration

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

**Section 9:** 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 must complete part 2 and you must submit some other form of evidence in support of your application e.g. written submission

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

**The recruitment panel will need to gain enough evidence from your submission about how you might meet the requirements of the person specification for the post, to be able to shortlist you.**

**Returning your application form**

1. Completed application forms must be returned by the advertised closing date and returned to the address given in the advertisement.
2. 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 interview.

**What happens if you’re not successful?**

If you are not successful, you can ask for feedback. You can use this feedback as a guide to what you did well and the things that need improving for next time.

**We look forward to receiving your application. Please do not send this guidance back with the completed application form.**