APPLICATION FOR EMPLOYMENT AT ABRAHAM MOSS COMMUNITY SCHOOL

WORKING TOWARDS EQUAL OPPORTUNITIES

Office use only

Candidate Reference Number…………………… ...…….………………

CONFIDENTIAL

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| --- |
| Dear Applicant  Thank you for the interest you have shown in working for Abraham Moss Community School. Please note that employment with the school depends on a Disclosure and Barring Service Clearance being sought, your entitlement to work in the UK and on receipt of satisfactory references.  Fill in the application form in black ink or type, as we may need to photocopy it.  We only contact people who are invited for interview. So, if you haven’t heard from us within 4 weeks either by e-mail or letter after the closing date for applications, please accept that you have not been short listed and will not be asked for interview.  Manchester Council operates an interview guarantee scheme for disabled applicants. This means that we guarantee that all disabled people who meet the essential criteria for a post will be guaranteed an interview. Job appointment will be on merit.  A NEW LOGO FOR BADGES  Yours sincerely    Miss Gillian Houghton - Headteacher |

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| --- |
| Post Details  Post applied for: Qualified Teacher of Religious Studies  Department: Humanities Faculty  Location/Administration Centre: Abraham Moss Community School  Closing Date: **First Post / E-mail by 9.00 a.m.** Monday 22 May 2017  Interviews: Thursday 25 May 2017 |
|  |

**Please return your completed application form to:**

[n.taker@abrahammoss.manchester.sch.uk](mailto:n.taker@abrahammoss.manchester.sch.uk) or by post

FAO Ms Noeline Taker

Assistant to Associate Headteacher

Abraham Moss Community School

Crescent Road

Crumpsall

Manchester

M8 5UF

# Application for employment

Please complete the form and provide your written evidence as to how you meet the requirements of the job either on the questionnaire if one has been provided or on separate sheets of paper.

**Personal Details**

|  |  |  |
| --- | --- | --- |
| Title (select as appropriate): | Dr  Mr  Mrs  Miss  Ms  Other (please specify) |  |

|  |  |
| --- | --- |
| Surname(s): |  |

|  |  |
| --- | --- |
| First name(s): |  |

|  |  |
| --- | --- |
| Previous surname(s): |  |

|  |  |
| --- | --- |
| Address: |  |

|  |  |
| --- | --- |
| Post Code: |  |

|  |  |
| --- | --- |
| Email Address: |  |

|  |  |
| --- | --- |
| Telephone: | Work:       Home: |
|  | Mobile: |

|  |  |
| --- | --- |
| Where did you find out about this job? |  |
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| --- | --- |
| National Insurance No\*: |  |

|  |  |
| --- | --- |
| Date of Birth\*: |  |

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| --- | --- |
| DFE No (Teachers Only): |  |

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| --- | --- |
| GTC Registered (Teachers Only): | Yes: No: |

|  |  |
| --- | --- |
| NQT (Teachers Only) : | Yes:  No: |
| Date of Satisfactory  Completion of Induction: |  |
| Induction Assessments Completed : | 0: 1: 2: 3: |

\* This information is required to ensure correct identification of candidates

**References**– remember to ask your referees for permission before you give their name.

**One Reference must be from your current employer or your most recent employer**

|  |  |
| --- | --- |
| Name: |  |

|  |  |
| --- | --- |
| Email: |  |

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| --- | --- |
| Address: |  |

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| Post Code: |  |

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| --- | --- |
| Tel: |  |

|  |  |
| --- | --- |
| Occupation: |  |

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| Relationship: |  |

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| Name: |  |

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| Occupation: |  |

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| Relationship: |  |

References will be requested as part of the recruitment process and they will form part of the decision making process. Your Referees must be able to answer questions concerning your employment history and suitability for the post which includes any details of any investigations and/or disciplinary action – this forms part of the requirements under “Safeguarding & Safer Recruitment in Education”. Please do not give the names of friends or family.

After a conditional offer has been made your referee will be asked for information regarding your sickness absence record during the past 24 months.

If you are applying for a Headship your Local Authority will be required to provide representation.

**Work History**

**Present Employment** (or last job for applicants currently unemployed)

|  |  |
| --- | --- |
| Job title: |  |

|  |  |
| --- | --- |
| Date employment  started: |  |
|  |

|  |  |
| --- | --- |
| Date employment  ended (if applicable) |  |
|  |

|  |  |
| --- | --- |
| Reason for leaving/looking for other employment : |  |

|  |  |
| --- | --- |
| Notice required  (if applicable): |  |
|  |

|  |  |
| --- | --- |
| Name of employer/School: |  |
| Name of Local Authority/Agency: |  |

|  |  |
| --- | --- |
| Address: |  |

|  |  |
| --- | --- |
| Post Code: |  |

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| --- | --- |
| Current Salary: |  |

|  |  |
| --- | --- |
| Grade: |  |

|  |  |
| --- | --- |
| Briefly describe  your duties: |  |

**Previous Employment**

This section deals with your previous employment. Start with the most recent and please include any part-time, casual or voluntary work. We need details of previous employment (paid or unpaid), and also periods of non-employment e.g. child care, unemployment etc. If you use additional sheets please remember to put your name and the post applied for on each extra page and number it.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Job Title** | **Main Duties** | **Name and Address of Employer** | **From** | **To** | **Wage/Salary** | **Reason for Leaving** |
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If you need more space, please attach additional sheets and tick this box

**Education and Qualifications**

This section deals with school education/further. Please include the dates when you started and finished each level of education. (Sight of original certificates would be required if you are successful).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Periods of Study.**  **Please indicate Full/Part Time** | | **Degrees or certificates obtained** | **Dates of Awards** |
| **Name of Schools/ College/ University Attended** | **From** | **To** | **Details/subject/grades** |  |
|  |  |  |  |  |

If you need more space, please attach additional sheets and tick this box

**Breaks / Gaps in Employment / Education**

Please explain any breaks in your educational attainment and/or employment history in the following space.

If you need more space, please attach additional sheets and tick this box

|  |
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**Relevant Information**

**Please read this section carefully as this is the most important part of your application**

Using this page and if needed additional paper, **demonstrate** your ability to meet the requirements of the job by giving clear, concise examples of each criterion in the Employee Specification in the following order or by completing the questionnaire if attached:

Relevant Experience, Education and Training Attainments, General and Special Knowledge, Skills and Abilities, Additional Factors including continual Professional Development.

If you need more space, please attach additional sheets and tick this box

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**Additional Information**

1. If you are in receipt of a pension payable under the Teachers’ Pension Regulations following early retirement, please indicate the grounds on which you were retired:

Interest of efficiency / Redundancy / Ill health (delete as appropriate).

|  |  |
| --- | --- |
| Date of retirement |  |
|  |  |

1. If you have received a redundancy payment in respect of a previous employment with a local authority, please give details.

|  |  |
| --- | --- |
| Name of Authority |  |
| Date of Redundancy |  |

**Criminal Convictions**

The Rehabilitation of Offenders Act 1974 provides that certain criminal convictions become ‘spent’ after the passage of time, that is the law will treat them for the most purposes as if they have never happened and it is not necessary to disclose them on Application Forms. The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 contains certain classes of employment where a person can be asked to disclose spent convictions. *The job for which you are now applying falls within that order.*

However, the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) provides that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account.

For details of what criminal convictions must be declared please refer to the following guidance:

<https://www.gov.uk/government/news/disclosure-and-barring-service-filtering> It is your responsibility to read this information in full and complete the application form accurately.

If you fail to disclose that you have been convicted of a criminal offence or received a caution, reprimand or warning this may lead to dismissal or disciplinary action by the authority. Any information given will be treated in the strictest confidence and will be considered only in relation to an application for which the order applies.

For jobs that are subject to a disclosure, please note that a criminal record will not necessarily bar you from employment. This will depend on the nature of the position you are applying for and the circumstances and background of the offence.

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198? Please give details below:

|  |  |  |
| --- | --- | --- |
| Date | Details of conviction, caution, reprimand or warning | Penalty |
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Are there any matters pending? Yes  No

|  |  |
| --- | --- |
| If ‘Yes’ please  give details |  |

I declare that the particulars given are correct and I have not withheld any facts which might unfavourably affect my application. I am aware that to withhold or falsify information could result in dismissal or disciplinary action.

|  |  |
| --- | --- |
| Last name: |  |

|  |  |
| --- | --- |
| First name: |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Signed: | Date: |  |

N.B. If you fail to complete this section of the application form you may not be shortlisted or invited to attend an interview.

**We will treat all information provided on this form in the strictest confidence - you may provide additional information in writing and in confidence or indicate that you wish discuss in more detail if invited for interview.**

**Important Notice to Applicants**



Manchester City Council takes its duty of care to the people who receive services from us very seriously.

To ensure all reasonable care is taken, references will always be taken from your current employer and we reserve the right to take up references from any previous employers, or places where you have carried out voluntary work.

It is important, therefore, that you give exact names and current addresses of previous employers/voluntary work areas. Please also advise us of any change to your name relevant to previous employment, ie known by your maiden name. Failure to provide this information may result in any offer of appointment being delayed.

You may also be offered the job subject to an Enhanced DBS check and other relevant checks**. However, you may not be able to commence work, until these checks have been received.**

This intensive procedure can take some time; however, I am certain you will appreciate the reasons why such stringent checks are made, and ask you to bear with us whilst they are completed.

I have not canvassed (either directly or indirectly) any councillor or employee of Kirklees Council and will not do so.

Data Protection Act 1998 applies. We will treat all information relating to your application in confidence. If you are unsuccessful, your form will be destroyed 6 months after the closing date although the Council reserves the right to add your details to our database of suitable candidates for other similar jobs. We may also contact job seekers for recruitment research.

|  |
| --- |
| **I declare that the information I have given on this form is complete and accurate and that I am not barred or disqualified from working with children and / or vulnerable adults nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Disclosure and Barring Service. I understand that to knowingly give false information, or to omit information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future.** |

Please sign the form\*

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date: |  |
| Print Name: |  |  |  |

**\*If you submit electronically you will be asked to provide a true signature if you are shortlisted.**

**Please get your application form in on time and**

**GOOD LUCK!**