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| **http://www.mcc/comms/downloads/::web.png** | Application for a Headteacher Post | New Medlock Logo |

Thank you for your interest in working with us. Attached with this form are the Job Description, Person Specification and Equality Monitoring Form for the role you wish to apply for. If you require large print or other reasonable adjustments to be made to support your application please contact the Resourcing Team.

Please complete the details below and return it to: [recruitment@medlock.manchester.sch.uk](mailto:recruitment@medlock.manchester.sch.uk). Please note that CV’s cannot be accepted.

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| **VACANCY DETAILS – please write or type in black ink** |
| School:  Job Title of Post Applied for: Headteacher  Closing Date: |

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| **PERSONAL DETAILS**:  First Name(s): Last Name: Title:  Permanent Address:  Post code:  Contact Number: Email address:  Preferred method of communication: Telephone: Email:  National Insurance No. (if known):  Are you entitled to work in the UK? Yes 🞎 No 🞎 Under current legislation you will need to provide documentary evidence showing your entitlement to work in the UK.  Where did you see this vacancy advertised?  Should you be selected for interview, please indicate dates (if any) when it would be impossible for you to attend: |

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| TEACHING Are you a qualified teacher? **Yes** [ ] **No** [ ]  **DFE Number**: | | Please state the date and name under which you are qualified: |
| Have  Are you subject to any conditions or prohibitions placed on you by the NCTL (or other) in the UK?    **Yes** [ ] **No** [ ]  If yes, please provide details: | | |
| Leadership experience (tick as appropriate): | Early Years | |
| KS1 | |
| KS2 | |
| KS4 | |
| Special | |

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| **GENERAL INFORMATION** *(Please place a* ***X*** *next to the relevant item)* |
| 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 and your relationship:  Name: 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: |

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

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| **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** |
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| **B. Higher and 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** |
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| **EXPERIENCE - Current** | | |
| **Name of present establishment:** | **Employing Body:** | **Date of Appointment:**  **Date of Termination:** |
| **Post held:** | **Salary: £**  **Allowances:** | **Reason for Leaving:** |

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| **TEACHING EXPERIENCE - Previous** | | | | | |
| **Previous teaching appointments listed. Please put most recent first.** | | | | | |
| **Name of School/Education Service/College/LEA** | **Full Time/Part Time** | **Title of post and grade** | **Age range** | **Main responsibilities held** | **Dates**  **From and to & reason for leaving** |
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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 on this form must provide a complete chronology from age 16. 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.

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| **Further information regarding gaps in education/employment and other experience** | |
| Dates | Reason for gap |
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| **CONTINUING PROFESSIONAL DEVELOPMENT**  Please provide details of significant aspects of your Continuing Professional Development over the last three years. Explain how it has:   * Made a difference to your current role * Prepared you for leadership and management |
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| **PERSONAL STATEMENT –** Your personal statement should not exceed more than 3 sides of A4. In your personal statement you should demonstrate how well your knowledge, skills and experience meet the requirements of the person specification and job description, paying particular attention to the ‘Excellence as standard’ domains. |
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| **ADDITIONAL INFORMATION AND SPECIAL INTERESTS IN SUPPORT OF YOUR APPLICATION**  You may use this space to provide any additional information you wish, including any relevant interest, unpaid activity, voluntary or community work. |
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**Disclosure of Criminal Background and Child Protection Matters**

This post is exempt from Section 4(2) of the Rehabilitation of Offenders Act (1974). You are required therefore, to disclose below all convictions against yourself, cautions or reprimands, warnings or bindovers, including those which in other circumstances would be considered as ‘spent’ under the provisions of the Act in relation to this application. You must also declare if you are on the ‘Children’s Barred List’, disqualified from work with children, or subject to sanctions imposed by a regulatory body. If you are appointed to the postany failure to disclose such information could result the offer of appointment being withdrawn, dismissal or disciplinary action being taken.

If you are successful any information declared will be considered and discussed with you prior to a decision being made on your appointment. The School/ Authority has a policy on the recruitment of ex-offenders and that a criminal record will not automatically debar anyone from employment with the School/Authority.

Do you have any convictions, cautions, reprimands or final warning that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) Yes  No

If you have answered Yes please give details below:

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The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and 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.](https://www.gov.uk/government/news/disclosure-and-barring-service-filtering)

Are you registered on Children’s Barred List, disqualified from work with children or subject to sanctions imposed by a regulatory body? Yes  No

If yes, please give details below:

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If you are offered the position the Disclosure and Barring Service will be contacted to assess the possible existence and content of an enhanced criminal record. Any such information will be strictly confidential and will only be used to consider your suitability for the post for which you are applying.

I have read the above statement and agree to the Disclosure and Barring Service being contacted:

……………………………………………………………… (Signature) Date ………………………………….

### 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 an **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 pleas 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 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.

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**Period of Notice**

If offered the job, how soon could you start?

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**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 I am liable to be disqualified from further consideration or, if appointed, to be dismissed immediately and without notice.

Signature:

Date:

#### Data Protection Act

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