

<u>Application for Appointment as Teacher:</u> School/Service:	Closing Date:
	Vacancy Ref:

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

PERSONAL DETAILS:

First Name(s): _____ Last Name: _____ Title: _____

Permanent Address: _____

Post code: _____ *(Please do not omit your Post Code)*

Telephone/Textphone: _____

Email address: _____

Preferred method of communication: _____

National Insurance No. (if known): _____

Where did you see this vacancy advertised? _____

Should you be selected for interview, please indicate dates when it would be impossible for you to attend: _____

GENERAL INFORMATION *(Please place a x next to the relevant item)*

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

If no, but you have been employed by the City Council 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 []

If **yes**, did you receive any enhancements?

If **yes**, name of Local Authority:

Are you related to any Member or Senior Office of the Council? 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 Infirmary Retirement by the Department of Education and Skills? Yes [] No []

If **yes**, please give date:

REFERENCES: It is expected that Teachers/Deputy Headteachers will name their present or most recent Headteacher as their first referee. Headteachers should list their LA or Employing Body. University leavers should name their course tutor. One referee should be your current or last employer and in the case of NQTs the last school placement.

1st Referee

Name

Address

Capacity in which known:

Your referees will only be contacted if you are selected for interview

2nd Referee

Name

Address

Capacity in which known:

EXPERIENCE - Current		
Present Post (or most recent)	Employing Authority	Date of Appointment
Post Held	Grade/Allowances	Salary £

TEACHING EXPERIENCE - Previous					
Previous teaching appointments listed in sequence. Please include your teaching practice (if this is your first appointment)					
Name of School/Education Service/College/LEA	Full Time/Part Time F/T	Title of post and grade	Age range	/Subject taught (Secondary) Subject Specialism (Primary)	Dates From and to

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.

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:-

Bangladeshi20	Middle East50
Chinese30	Other Black please specify60
East African Asian35	
Indian40	White & Black Caribbean65
Kashmiri37	White & Black African70
Pakistani45	White & Asian75
Vietnamese55	Other Mixed Origin please specify:	
Other Asian please specify:	80	
.....	52		
Black British25	Irish85
Caribbean15	White British90
Somali18	Other White please specify95
Other African10	

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
 Prefer not to say
 Prefer to self-describe: _____

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.

Period of Notice

If offered the job, how soon could you start?

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.