

 	Manchester City Council All Saints Primary School	Children's Services 
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Application for Appointment as: School/Service: All Saints Primary School	Closing Date:
	Vacancy Ref: N/A

PERSONAL DETAILS:	
First Name(s):	Last Name:
Permanent Address:	
Post code:	<i>(Please do not omit your Post Code)</i>
Telephone (Home):	
Mobile:	
Email address:	
Preferred method of communication:	

REFERENCES: Please provide two professional referees (who are not friends or relatives). One referee should be your present or last employer. **Your referees will only be contacted if you are selected for interview. Please note – permission needs to be sought from your referee.**

1st Referee

Name

Address

Email address:

Capacity in which known:

2nd Referee

Name

Address

Email address:

Capacity in which known:

TEACHING

DFES Number:

If known, please state the date and name under which you are qualified:

Qualifications:

Please list only the academic and professional qualifications (including teacher training) which have been acquired at institutes of higher Education, or which you are currently studying:

Date of Award	Qualification	University or College

SKILLS TESTS:

Please list the skills tests undertaken, date of successful completion and registration number

QTS Skills Test	Registration number	Date of successful completion
Literacy		
Numeracy		
ICT		

SECONDARY, FURTHER AND HIGHER EDUCATION				
Date	School, College, University or Establishment	Examinations taken or being taken or any other qualification obtained	Full or Part Time	Exam result and grade

CONTINUING PROFESSIONAL DEVELOPMENT/TRAINING (appropriate to the role)				
Course Title	Provider	Dates from and to	Duration e.g. number of days	Awards (if any)

TEACHING 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

OTHER WORK EXPERIENCE (Please start with most recent)

Please provide details in chronological order of any experience/activities which you consider relevant to teaching
Eg: commercial experience, raising a family, youth work, and voluntary work.

Details and nature of work/activity	Name of employer	Period of service From and to	Full time/Part time FT/PT

Please explain any gaps in your Education and Employment history

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. Please continue on additional sheets of paper if required.

Period of Notice

If offered the job, how soon could you start?

Section G – Rehabilitation of Offenders Act 1974

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

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.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Disclosure and Barring Service website.

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.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school's privacy notice.

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

We will not ask for any criminal records information until we've received the results of a DBS check.

Any convictions listed on a DBS check will be considered on a case-by-case basis.

Section H – Declaration

I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to a) references where permission has been sought for the reference and which are satisfactory to the school b) a satisfactory DBS certificate and check of the Barred list c) the entries on this form proving to be complete and accurate and d) a satisfactory medical report, if appropriate. I give consent for the named individuals on this application to be contacted to enable a reference to be provided. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

Signature:

Date: