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| **web** | Application Form | **Children’s Services** |

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| **Application for Appointment as:**  **School/Service:** Varna Community Primary School | **Closing Date**: 01.11.2021 |
| **Vacancy Ref: SENDCo – Oct 21** |

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| **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:** |

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| **PERSONAL DETAILS**:  First Name(s): Last Name: Title:  Permanent Address:  Postcode: *(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 Infirmity Retirement by the Department of Education and Skills? Yes [ ] No [ ]  If **yes**, please give date: |

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| **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**  Mr/Mrs/Ms/Miss:  Name:  Address:  Email:  Telephone:  Capacity in which known:  Your referees will only be contacted if you are selected for interview but will be contacted prior to interview. | | **2nd Referee**  Mr/Mrs/Ms/Miss:  Name:  Address:  Email:  Telephone:  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** |
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| **SKILLS TESTS:**  Please list the skills tests undertaken, date of successful completion and registration number | | |
| **QTS Skills Test** | **Registration number** | **Date of successful completion** |
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| **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** |
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| **CONTINUING PROFESSIONAL DEVELOPMENT/TRAINING (appropriate to the Job)** | | | | |
| Course title | **Provider** | **Dates**  **From and To** | **Duration**  **eg: number of days** | **Awards (if any)** |
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| **TEACHING EXPERIENCE - Current** | | |
| **Present Post (or most recent):** | **Employing Authority:** | **Date of Appointment:** |
| **Post Held:** | **Grade/Allowances:** | **Salary:** |

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| **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** |
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| **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** |
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| **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. |
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### 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 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.

**Criminal Records Check**

Varna Community Primary School is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo stringent child protection screening including checks with past employers and an enhanced DBS is required. **Please see additional safeguarding information provided.**

***This post is not exempt from the Rehabilitation of Offenders Act 1974. We only ask applicants to disclose convictions which are not yet spent under the Rehabilitation of Offenders Act 1974. If you are not sure whether your convictions are spent, please contact*** [***Nacro***](http://www.nacro.org.uk/resettlement-advice-service/support-for-individuals/jobs-and-volunteering/) ***for further advice.***

***A person’s criminal record will not, in itself, debar that person from being appointed to this post. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.***

***Do you have any unspent convictions? Yes 🞐 No 🞐***

***If shortlisted for interview, all applicants will be asked to complete a criminal record declaration form.***

Signature:

Date:

#### Data Protection Act

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