

Application for Employment

Vacancy details

Post:	Student Wellbeing Administrator – Grade 4	Where did you see this post advertised?
Closing date:	Wednesday 18th June 2025 at 12 noon	

Personal Details

Please ensure these are accurate as it is the only way we have to get in touch with you. It is important that you supply a National Insurance Number.

Title: Mr/Mrs/Miss/Ms:	Surname:
Forename(s):	Former Names: (if applicable)

Present address:	
Postcode:	
Telephone No. (Home):	Telephone No. (Work):
Mobile No:	Email:
NI Number:	Preferred form of contact:

References

Please give details of two people who have agreed to act as referees; one of which should be able to comment on any employed work with children, if applicable. **One must be your current or most recent employer, and if the reference is from a school; it must be from the Headteacher.** References will not be accepted from relatives or from people writing solely in the capacity of friends. Referees of short-listed candidates will be approached prior to interview.

Name	Name
Position	Position
Organisation	Organisation
Address	Address
Postcode	Postcode
Telephone	Telephone
Email address	Emails address
<i>Please tick here if you do not wish this referee to be contacted at this stage:</i> <input type="checkbox"/>	<i>Please tick here if you do not wish this referee to be contacted at this stage:</i> <input type="checkbox"/>

Are you currently (or have previously been) employed by the Greater Manchester Education Trust?

Yes ☐ No ☐

Are you a qualified teacher Yes ☐ No ☐

If Yes please supply the following information:

DfE No

QTS Registered Yes ☐ No ☐

Employment

Please give details of your current or previous work (if applicable), starting with the most recent. This can be paid work, voluntary work or work from home. CVs will only be accepted with a fully completed application form. Unexplained gaps in your employment or education history may lead to your application being rejected.

CURRENT EMPLOYER

From (MM/YY)

To (MM/YY)

Name of Employer:

Post Held:

Salary/Grade:

Responsibilities:

Reason for Leaving:

Notice period:

PREVIOUS EMPLOYER

From (MM/YY)

To (MM/YY)

Name of Employer:

Post Held:

Salary/Grade:

Responsibilities:

Reason for Leaving:

PREVIOUS EMPLOYER

From (MM/YY)

To (MM/YY)

Name of Employer:

Post Held:

Salary/Grade:

Responsibilities:

Reason for Leaving:

PREVIOUS EMPLOYER		
From (MM/YY) To (MM/YY)	Name of Employer:	
Post Held:	Salary/Grade:	
Responsibilities:		
Reason for Leaving:		

Please continue on a separate sheet if necessary

If there are any gaps in your education or employment, please explain them here, specifying the dates/period covered. Unexplained gaps in your employment or education history may lead to your application being rejected.

Date	Reason

Qualifications

Please give details of your academic and/or vocational qualifications relevant to the post applied for. If offered a post, you will be asked for original evidence of your qualifications on appointment, and the School reserves the right to approach education providers to verify qualifications stated.

Date	Level	Qualification	Grade	Where obtained

Please continue on a separate sheet if necessary

Training

Include any short courses that you have undertaken in the past 5 years.

Date	Level	Qualifications

Please continue on a separate sheet if necessary

Access to work

If you are a disabled applicant, you may be entitled to aids and adaptations to assist you in the working environment. Access to work is available to help overcome the problems resulting from disability. Practical advice and help is offered in a flexible way that can be tailored to suit the needs of an individual in a particular job. If you require information on this service, please contact your local Jobcentre Plus.

Are you related to any member of the Greater Manchester Education Trust, Governor or Director/Trustees? Yes ☐ No ☐

If 'yes', please give name(s) and relationship:

NB the canvassing of any Members or Officers/Employees of the Trust in connection with this appointment will disqualify your application for this post.

Information in support of your application

Please provide any additional information that will enable the recruitment panel to decide whether you could be a successful member of our organisation in this role. They will be looking not only at the competencies and expectations of the role, but also to what extent you would be the right fit for our organisation and its values and the team you would be joining.

Data Protection

I consent to the information contained in this form, and any information received by or on behalf of the Greater Manchester Education Trust relating to my application, being processed by them in administering the recruitment process and fulfilling their safeguarding obligation towards students. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.

Yes ☐ No ☐

Disclosure and Barring/Rehabilitation of Offenders Act

The Greater Manchester Education Trust is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which are not “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

As the position you are applying for gives you privileged access to vulnerable groups, you are required to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 unless it is a “protected” conviction/caution under the amendments made to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (in 2013) and, therefore, not subject to disclosure.

Failure to disclose any disclosable criminal convictions could lead either to your application being rejected or, if you are appointed, to summary dismissal if it is subsequently discovered that you have had any criminal convictions and a referral to the Police may be made.

The information will not be used to discriminate unfairly against those with convictions which we consider unrelated to working with vulnerable groups. We ask for this information in order to facilitate an honest and open dialogue with prospective employees and we encourage all prospective employees to provide contextual information regarding any convictions disclosed. Having a criminal record will not automatically bar you from employment with us.

A separate disclosure form will be sent to you if you are shortlisted for an interview. Please refer to <https://www.nacro.org.uk/criminal-record-support-service/> for independent advice and guidance.

I declare that the information given is complete and accurate.

Signed:

Date:

(Typing your name on the signature line will be regarded as signing this form)

Print Name: