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| **school logo2** Application form for  Support Staff | | |
| **Application for Appointment as** |  | **PT  FT** |
| **Closing Date** |  | |
| **Agency Reference**  (where applicable) |  | |

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| **Personal Details** | | | | | | | |
| **First Name** |  | | **Surname** |  | | **Title** |  |
| **Permanent Address** (please include postcode) | |  | | | | | |
| **Telephone number** | |  | | | | | |
| **Email address** | |  | | | | | |
| **Preferred method of communication** | | Email Telephone | | | | | |
| **National Insurance No** | |  | | | | | |
| **Where did you see this vacancy advertised?** | |  | | | | | |
| **Should you be selected for interview, please indicate any dates that you are unable to attend** | | | | |  | | |

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| **General Information** | | | | | | | |
| **Are you currently employed by Manchester City Council?** | | | | | | YesNo | |
| **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 YesNo | | | | | Redundancy YesNo | | |
| **If yes, did you receive any enhancements?** |  | | | **If yes, name of Local Authority?** | | |  |
| **Are you related to any Member or Trustee of the Link Learning Trust?** | | | | | | | YesNo |
| **If yes, please state their name and your relationship** | | |  | | | | |
| **Are you in receipt of a public service pension?** | | | | | | | YesNo |
| **If you are returning to teaching, have you been granted Infirmity retirement by the Department of Education and Skills?** | | YesNoIf yes, please give a 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 leaders 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** | **2nd Referee** |
| **Name** |  |  |
| **Address** |  |  |
| **Email Address** |  |  |
| **Contact Telephone** |  |  |
| **Capacity in which known?** |  |  |
| Please note, your references will only be contacted if you are selected for interview. We will inform you of shortlisting prior to contacting your referees. | | |

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| **Qualifications** | | |
| **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 and Grade** | **University or College** |
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| **Secondary, Further and Higher Education** | | | |
| **Date** | **School, College, University or Establishment** | **Examinations being taken / any other qualification obtained** | **Exam result / grade** |
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| **Continuing Professional Development / Training** | | | | |
| Please provide details of any training gained relevant or appropriate to the role you are applying for | | | | |
| **Course Title** | **Provider** | **Dates** | **Duration  (e.g. number of days** | **Awards (if any)** |
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| **Other Work Experience** | | | | | |
| Starting with most recent, please provide details in chronological order of any experience/activities which you consider relevant to teaching e.g. commercial experience, raising a family, youth work and voluntary work | | | | | |
| **Details and nature of work/activity** | **Name of employer** | **Period of Service** | | | **Full Time / Part Time** |
| **From** | | **To** |
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| **Information in support of your application** |
| We ask that you use this space to provide any information you wish, including any relevant interests or unpaid activity. Please 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. If you are attaching a separate letter in support of your application, please indicate that in the box below. |
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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 check relevantitem. | | | | | | | | | |
| **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. | | | | | | | | | |
| **I would describe my ethnic origin as** | | | | | | | | | |
| **Bangladeshi** | |  | **Black British** | | |  | **Other Mixed Origin** | |  |
| **Chinese** | |  | **Caribbean** | | |  | Please specify | **⇨** | |
| **East African Asian** | |  | **Somali** | | |  | **Middle East** | |  |
| **Indian** | |  | **Other African** | | |  | **Other Black** | |  |
| **Kashmiri** | |  | Please Specify | **⇨** | | | Please specify | **⇨** | |
| **Pakistani** | |  | **White & Black Caribbean** | | |  | **Irish** | |  |
| **Vietnamese** | |  | **White & Black African** | | |  | **White British** | |  |
| **Other Asian** | |  | **White & Asian** | | |  | **Other White** | |  |
| Please specify | **⇨** | |  | |  | | Please specify |  | |

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| **Gender** | | **Disability** |
| Male Female Other | | Are you a disabled person?  YesNo |
| Other (Please specify) **⇨** |  |
| **Guide to the meaning of disability**  The LINK Learning Trust’s definition of disability includes people with physical, mental or sensory impairments who experience, or who 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 everyday 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? | |  | | |
| **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 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. | | | | |
| **Signed** |  | | **Date** |  |
| **Data Protection Act**  All documents associated with Recruitment and Selection will be stored for a period of 6 months | | | | |
| **DBS Information** The amendments to the Exceptions Order 1975 (2013 & 2020) 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 Ministry of Justice website. | | | | |