Application for Employment  
Part 1

Sections 1–5

Sections 1–5 of the application form contain information we require from all applicants.   
You may then complete **Part 2** of the form. **We do not accept CVs.** From your submission, the recruitment panel will need to gain enough evidence about how you might meet the requirements of the person specification to be able to short-list you. You can post your application for the attention of Cathy Beresford to the Briscoe Lane Academy postal address or alternatively email your application and presentation to [c.beresford@briscoe.manchester.sch.uk](mailto:c.beresford@briscoe.manchester.sch.uk) – **please state clearly in the subject box ‘SENDCO APPLICATION’**

1 Vacancy details

Post: SEND Co-ordinator with 50% teaching responsibility

Contract length: Permanent, full time

Grade: MPS + TLR2a

Closing Date: 12 noon on Friday 21st January 2022

2 Job share/full-time

If this job was advertised as available for job share, please tick the relevant box to show whether or not you wish to job share:

Job share only 🞎 Full-time 🞎 Either job share or full-time 🞎

3 Personal details

First name : ………………………………… Last name: ……….

Permanent address…………………………………………………………………………………………..……….

…………………………………………………………………Postcode ………………………………

Landine Number ……………………………… Mobile Number ……………..............................

Email address …………………………………………………………………………………………..

Date of Birth …………………………………………………………………………………………….

Are you entitled to work in the UK? Yes 🞎 No 🞎  
Under current legislation you will need to provide documentary evidence showing your entitlement to work in the UK.

4 References

Please give details of two people who have agreed to act as referees. **One must be your current or most recent employer** who will be asked for information about attendance and sickness absences. You should indicate if you do not wish us to take up a reference without your consent. Please note that, in addition to your two nominated referees, any number of previous employers may be contacted without seeking further permission from you in relation to your employment history as part of the vetting process (this includes vetting of internal applicants). Checks may also be made on referees and their relationship to you.

**1st Referee** Name: ……….

Address ……………………………………………………………………………………………

……………………………………………………………….. Postcode: ……….

Relationship: ……….

Landline Number ……………………………. Mobile Number ……….

Email: ……….

Please tick here if you do not wish this referee to be contacted at this stage 🞎

**2nd Referee** Name: ……….

Address ……………………………………………………………………………………………

……………………………………………………………….. Postcode: ……….

Relationship: ……….

Landline Number ……………………………. Mobile Number ……….

Email: ……….

Please tick here if you do not wish this referee to be contacted at this stage 🞎

5 Period of notice

If offered the job, how soon could you start?

Data Protection Act

The Academy Trust will use the information given on this application for recruitment and selection, personnel management and for employment purposes in respect of successful candidates. The information you give us will be kept confidential and your personal information will not be disclosed to third parties without your prior consent except where necessary to confirm factual information provided by you, or to protect public funds, including the prevention and detection of fraud and/or otherwise required by law.

6 Declaration

I (print name):

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 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 without notice.

Signature ……………………………………. Date…

Applicants who return the application via email or online will be asked to sign the above declaration at interview, if invited to attend.

Part 2

Sections 7–10

Complete this part. Please ensure that information you supply is relevant to the post you are applying for.

7 Work experience

Please give details of your current or previous work (if applicable).

From ……………………………….. To ……………………………………………………………….

Employer’s name and address ……………………………………………………………………….…

Paid/unpaid ………………………… Job Role/Title ……………………………………………………

Main duties ………………………………………………………………………………………………..

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Reason for leaving: ………………

From ……………………………….. To ……………………………………………………………….

Employer’s name and address ……………………………………………………………………….…

Paid/unpaid ………………………… Job Role/Title ……………………………………………………

Main duties ………………………………………………………………………………………………..

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Reason for leaving: ………………

From ……………………………….. To ……………………………………………………………….

Employer’s name and address ……………………………………………………………………….…

Paid/unpaid ………………………… Job Role/Title ……………………………………………………

Main duties ………………………………………………………………………………………………..

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Reason for leaving: ………………

Please continue on a separate sheet if necessary

8 Gaps in employment

Please indicate and explain any gaps since leaving secondary education

From ………………………………………….……….. To ……………..

Reason for gap.....……………………………………………………………………………………….

From ………………………………………….……….. To ……………..

Reason for gap.....……………………………………………………………………………………….

Please continue on a separate sheet if necessary

9 Qualifications

Please give details of your qualifications relevant to the post applied for. If offered a post, you will be asked for original evidence of your qualifications on appointment, and we reserve the right to approach any number of education providers to verify qualifications stated.

Date …………………………………………… Level: ……………...

Qualification ………………………………… Where obtained: ……………..

Date …………………………………………… Level: ……………...

Qualification ………………………………… Where obtained: ……………..

Please continue on a separate sheet if necessary.

10 Training relevant to the post applied for

Date ………………………………….. Course Title ………………………………………………….

Brief description: …………….

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Date ………………………………….. Course Title ………………………………………………….

Brief description: …………….

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Please continue on a separate sheet if necessary

11 Information in support of your application

Please provide information that demonstrates you can do the job successfully. You will need to provide enough evidence to show the recruitment panel how you meet the requirements of the person specification.

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Please continue on a separate sheet if necessary.

**IMPORTANT: Please return the completed form to Cathy Beresford at Briscoe Lane Academy, Briscoe Lane, Newton Heath, Manchester, M40 2TB, or alternatively send via email to** [**c.beresford@briscoe.manchester.sch.uk**](mailto:c.beresford@briscoe.manchester.sch.uk)

**Equal opportunities monitoring**

The information in this section will be treated in the strictest confidence and is used in our recruitment and selection monitoring. The results will be used to produce overall statistics about recruitment and selection, and to take action to prevent discrimination. **Equal opportunities and monitoring information must be completed by all applicants.**

What is your gender?

Female 🞎 Male 🞎 Prefer not to say 🞎

What is your age?

Under 16 🞎 16-25 years 🞎 26-39 years 🞎 40-64 years 🞎

65-74 years 🞎 75+ years 🞎 prefer not to say 🞎

Ethnic origin

How would you describe your ethnic origin?

Bangladeshi 🞎 20

Chinese 🞎 30

East African Asian 🞎 35

Indian 🞎 40

Kashmiri 🞎 37

Pakistani 🞎 45

Vietnamese 🞎 55

Other Asian, please specify: 🞎 52 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Black British 🞎 25

Caribbean 🞎 15

Somali 🞎 18

Other African 🞎 10

Middle Eastern 🞎 50

Other black, please specify: 🞎 60 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

White and black Caribbean 🞎 65

White and black African 🞎 70

White and Asian 🞎 75

Other mixed origin, please specify: 🞎 80 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Irish 🞎 85

White British 🞎 90

Other white, please specify: 🞎 95 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prefer not to say 🞎

**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.

Sexual Orientation

We are monitoring sexuality in order to demonstrate our commitment as an equal opportunities employer, to highlight any possible inequalities and remove any unfairness or disadvantage. How would you describe your sexual orientation?

Please tick one of the boxes below:

Bisexual 🞎 Gay man 🞎

Gay woman/lesbian 🞎 Prefer not to say 🞎

Heterosexual/straight 🞎 Other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Disability

The Wise Owl Trust adopts the Social Model of Disability. This means that it is social and environmental factors, rather than medical conditions or impairments, which create disabling barriers. Do you consider yourself to be a disabled person under the social model ?

Yes 🞎 No 🞎 Prefer not to say 🞎

If 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 full consideration will be given to job redesign. If you wish to bring such a matter to the panel’s attention at this stage, please do so on an additional sheet.

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.

Work with children or vulnerable adults

Please note that a high level of vetting is undertaken on candidates and that the definition of working with children and vulnerable adults is widely drawn. Further information about the Disclosure & Barring Service can be found at www.gov.uk/government/.../**disclosure-and-barring**-**service**

The post that you have applied for meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. If you are short-listed for the post, you will be asked to reveal any convictions, cautions, final warnings and reprimands, but these will not be looked at unless you are selected for the position. All applicants who are offered employment will be subject to a criminal records check, and a check will be made with the Disclosure & Barring Service before the appointment is confirmed.

The Academy Trust is an equal opportunities employer and is committed to eliminating prejudice in employment and taking positive action to counter the effects of disadvantage.

We recognise that people with criminal convictions face discrimination when seeking employment, any information will be treated in the strictest confidence and you will only be prevented from obtaining employment if the Academy Trust considers you have a criminal record that makes you unsuitable for the position in question.