

**We are Hiring, Join the Martenscroft Team**

**Application for Lunchtime Organiser at Martenscroft Nursery School and Children’s Centres**

Thank you for your interest in working with us and taking the time to apply for the role advertised. Please also refer to the Job Advert, Job Description and Person Specification for the role you wish to apply for. If you require large print or any other reasonable adjustments to be made to support your application, please contact us.

Please complete the details below and return it to Amy Davenport at [admin@martenscroft.manchester.sch.uk](mailto:admin@martenscroft.manchester.sch.uk) . **Please note CV’s cannot be accepted**.

**VACANCY DETAILS**

Job Title of Post Applied For:

Closing Date:

Salary:

**PERSONAL DETAILS**

Title:

First Name (s):

Surname:

Address:

Post Code:

Contact Number:

Email Address:

National Insurance Number:

Are you entitled to work in the UK?

**(Under current legislation you will need provide documentary evidence showing your entitlement to work in the UK.)**

Where did you see this vacancy advertised?

**The information provided in this section will be treated in the strictest of confidence and you do not have to complete the information if you would rather not say. The results will be used to produce overall statistics about recruitment and selection and to take action to prevent discrimination.**

Ethnicity:

Religion:

Gender:

Sexual Orientation:

Do you consider yourself to have a disability?

**GENERAL INFORMATION (Please place a X next to the relevant item)**

Are you currently employed by Manchester City Council?

If you have been employed by Manchester 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

Redundancy

Severance

Compromise Agreement

If **YES,** did you receive any enhancements?

If **YES**, name of Local Authority:

Are you related to any member or senior officer of the council or employee of the school?

If **YES**, please sate their name, their position and your relationship:

Are you in receipt of a public service pension?

Have you ever been convicted of a criminal offence?

**(Declaration subject to Rehabilitation of Offenders Act 1974)**

**REFERENCES:**

If you are currently in employment, you must provide details of your present employer.

In addition to this, if you are not currently working in an education setting but have done so in the past, please provide the reference details of the last employer where you worked with children.

Reference are not accepted from relatives or people writing solely in the capacity of a friend. Testimonials are also not accepted.

References will be sought from the named contacts provided prior to interview if you are selected. We will ask your referees for comments on your suitability for the post.

We reserve the right to request alternative references during the processing of your application.

**1st Referee:**

Name:

Job Title:

Address:

Capacity in which known:

Telephone Number:

Email Address:

**2nd Referee:**

Name:

Job Title:

Address:

Capacity in which known:

Telephone Number:

Email Address:

**EDUCATION and QUALIFICATIONS:**

Successful applicants will be required to provide original documentary evidence of all qualifications stated below.

**Secondary and Further Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of school/ college/ further education provider | From: | To: | Qualifications Obtained  (please indicate subject, level, grade and Awarding body) | Date Awarded: |
|  |  |  |  |  |

**Higher and Professional Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of University | From: | To: | Qualifications Obtained  (please indicate subject, level, class and Awarding body) | Date Awarded: |
|  |  |  |  |  |

**CURRENT EMPLOYMENT:**

Organisation:

Post Held:

Employing Body:

Date of Appointment:

Date of Termination:

Reason for leaving:

Salary:

Allowances:

If offered the job, how soon could you start?

**PREVIOUS EXPERIENCE:**

Please list your previous employment, put the most recent first.

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation | Full / Part Time | Tile of Post | Dates From and to |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation | Full / Part Time | Tile of Post | Dates From and to |
|  |  |  |  |

If there are any periods of time that have not been accounted for in your application, for instance, periods spent raising a family or extended travel, please give details of them here with dates. The information provided on this form must provide a complete chronology from age 16. Please ensure that there are no gaps in the history of your education, employment and other experience. Failure to provide a full account may lead to your application being rejected.

**Further information regarding gaps in education / employment and other experience:**

|  |  |
| --- | --- |
| Dates | Reason for Gap |
|  |  |

**CONTINUING PROFESSIONAL DEVELOPMENT:**

Please provide details of any courses / training or professional development over the last three years.

|  |  |
| --- | --- |
| Dates | Course / Training |
|  |  |

**ADDITIONAL INFORMATION:**

You may want to use this space to provide any additional information you wish to share with us, including any relevant interest, unpaid activity, voluntary or community work.

**PERSONAL STATEMENT:**

Your personal statement should not exceed more than 4 sides of A4. In your personal statement you should demonstrate how well your knowledge, skills and experience meet the requirements of the person specification and job description.

**DECLARATION:**

Public funds must be protected and therefore 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 can confirm that to the best of my knowledge the information I have provided in this application 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 immediately and without notice. If appointed, I am aware that an Enhanced DBS check will be carried out before I am able to start my new post.

Signature:

Full Name:

Date:

**DATA PROTECTION:**

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