



MANCHESTER
CITY COUNCIL

Application Form for teaching post



Chapel Street Community Primary School Teaching Assistant Level 4 Permanent

SAFEGUARDING

Safeguarding and promoting the welfare of all children is our highest priority at Chapel Street Community Primary School – we work together to move beyond compliance to a culture of excellence in relation to safeguarding and this includes implementing robust Safer Recruitment practices, without exception.

Prior to appointment, all relevant and necessary safeguarding checks (including online checks of publicly available information) will be undertaken and we would like to make clear that it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

You will find below further information in relation to safeguarding at Chapel Street Community Primary School, including a link to our relevant policies.

- [Safeguarding at Chapel Street Community Primary School](#)
- [Child Protection and Safeguarding Policy](#)
- [Safer Recruitment Policy](#)
- [Policy on employing 'ex offenders'](#)
- [Keeping Children Safe in Education](#) – Part 3: Safer Recruitment
- [NSPCC Safer Recruitment information](#)

Thank you for your interest in working with us. Attached with this form are the Job Description and Person Specification for the role you wish to apply for, information about the role and a letter for applicants from the Headteacher with information about our school. If you require large print or other reasonable adjustments to be made to support your application please contact the school office on 0161 224 1269 and we will be happy to help.

Please complete the details within this form in full and return to the Administration and Communication Manager, Miss Charlotte Fitton via:

Email to admin@chapelstreet.manchester.sch.uk or

Post to Charlotte Fitton, Chapel Street Community Primary School, Chapel Street, Levenshulme, Manchester, M19 3GH

Please note that:

- CV's cannot be accepted;
- any application cover letter or 'information in support of your application' will only be considered where they are a maximum of two sides of A4 in a minimum of size 11 font;

On the following page there is some key information relating to Data Protection and Safeguarding. If you have any questions, after reading this information, please contact the office on the details above and we will be happy to help.

Data Protection Notice

Throughout this form we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations

You will find more information on how we use your personal data in our privacy notice for job applicants.

Disclosure and Barring and Recruitment Checks

The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check. It is an offence to seek employment in regulated activity if you are on a barred list.

We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school's privacy notice.

Do you have a DBS certificate? ☐ Yes ☐ No **Date of check:**

If you've lived or worked outside of the UK in the last 5 years, the school may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

Have you lived or worked outside of the UK in the last 5 years: ☐ Yes ☐ No

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

Time Spent and/or Working/Living Overseas

If you've lived and/or worked outside of the UK, the school must make any further checks it considers appropriate (in addition to the usual pre-employment checks).

We'll base the decision on whether this is necessary on individual circumstances, and factors such as:

- The amount of information you disclose in the DBS check
- The length of time you've spent in or out of the UK

Right to Work in the UK

The school will require you to provide evidence of your right to work in the UK in accordance with Immigration, Asylum and Nationality Act 2006. By signing this application, you agree to provide such evidence when requested. Find out more about how the school/trust recruits teachers from overseas [here](#).

Name:	Signed:	Date:
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VACANCY DETAILS

School/Service: Chapel Street Community Primary School

Application for Appointment as: Teaching Assistant level 4 Permanent

JOB SHARE

PERSONAL DETAILS

Current First Name(s):

Current Last Name:

Title:

Any former name(s):

Permanent Address:

Post code: *(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 an 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 []
Severance	Yes []	No []

If **yes**, did you receive any enhancements? Yes [] No []

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

Are you related to any Member or Senior Officer of the Council or Employee of the school?
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 Infirmary Retirement by the Department of Education and Skills?
Yes [] No []

If **yes**, please give date:

REFERENCES

References must be provided for a minimum of the whole period of three years preceding application for this post. If you are currently in employment, you must provide details of your present employer. 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.

If you are not currently working with children or young people (0-19) but have done so in the past, it is a requirement that you provide the reference details of the last employer where you worked with children, if it is more than 3 years ago.

If you are unable to provide references for a complete 3 year period, please give details of the employer who employed you for the longest period during that time. Students and University leavers should name their senior tutor or school supervisor. One referee should be your current or last employer and in the case of NQTs / ECTs the last school placement.

References are not accepted from relatives or people writing solely in the capacity of a friend. Testimonials are also not accepted and nor are open references.

References will be sought from the named contacts provided and we will ask your referees for comments on your suitability to work with children, for the requirements of the post and salary.

Your referees will only be contacted if you are selected for interview and will be sought prior to interview unless exceptional circumstances are outlined.

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

IMPORTANT: FULL CONTACT DETAILS MUST BE PROVIDED FOR REFEREES.

1 ST REFEREE	2 ND REFEREE
Name:	Name:
Job title:	Job title:
Address:	Address:
Email:	Email:
Phone number:	Phone number:
Capacity in which known:	Capacity in which known:

TEACHING

Are you a qualified teacher? Yes [] No []

DFE number:

If known, please state the date and name under which you are qualified:

Age group specialism (tick all that apply):

EYFS [] KS1 [] KS2 [] KS3 [] KS4 [] Special []

Year group preference, if teaching:

Subject specialism(s):

PROFESSIONAL QUALIFICATIONS

Qualifying qualification (course undertaken to obtain QTS):

Awarding institution:

Date of recognition:

QTS certificate number:

Please list only the academic and professional qualifications, in addition to the above, which have been acquired at institutes of higher Education, or which you are currently studying:

Date of Award	Qualification	University or College
QTS Skills Test	Registration number	Date of successful completion
Literacy		
Numeracy		
ICT		

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

PROFESSIONAL MEMBERSHIPS		
Please list any relevant professional bodies of which you are a member.		
Professional body	Date joined	Membership number

CURRENT TEACHING EXPERIENCE
<p>Present or most recent school:</p> <p>Post held:</p> <p>Year groups taught:</p> <p>Employing authority:</p> <p>Date of appointment:</p> <p>Date of leaving:</p> <p>Reason for leaving:</p> <p>Grade / Allowances:</p> <p>Salary: £</p>

PREVIOUS TEACHING EXPERIENCE

Previous teaching appointments listed in sequence. Please include your teaching practice, if this is your first appointment.

Name of School / Education Service / College / LEA and number on roll	Full Time / Part Time and Temporary / Permanent	Title of post and grade	Year groups taught	Subject taught (Secondary) Subject Specialism (Primary) Key additional responsibilities	Dates From and to and reason for leaving

OTHER EMPLOYMENT / WORK EXPERIENCE

Please start with most recent. Please provide details in chronological order of any experience / activities which you consider relevant to teaching and / or this role. 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

CHRONOLOGY

Are there any periods of time that have not been accounted for in your application, for instance, periods spent raising a family or of extended travel? Yes [] No []

If yes, please provide details below.

The information provided in this form **must** provide a complete chronology from the age of 16. Please ensure that there are no gaps in the history of your education, employment and experience.

Dates From / to	Activity

CONTINUING PROFESSIONAL DEVELOPMENT / TRAINING

Please start with most recent. Please provide details in chronological order of any professional development and / or training, appropriate to the role and from within the last three years only.

Course title	Provider	Dates from and to	Duration eg: number of days	Awards (if any)

INFORMATION IN SUPPORT OF YOUR APPLICATION

Please provide a written statement, of no more than two sides of A4 in a minimum of size 11 font, detailing why you believe your experience, skills, knowledge, personal qualities, training and / or education are relevant to your suitability for the post advertised and how you meet the person specification applicable to the post. You may also wish to refer to the job description.

PERIOD OF NOTICE		
If offered the job, how soon could you start?		
DECLARATION		
<p>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.</p> <p>I confirm that to the best of my knowledge the information I have provided in this application (including home address and self-declaration) is complete, 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.</p> <p>I understand that any offer of employment will be conditional until satisfactory completion of all mandatory pre-employment, safeguarding and vetting checks.</p>		
Name:	Signed:	Date:
DATA PROTECTION ACT		
<p>For successful applicants, all documents associated with Recruitment and Selection will be stored for the full length of your employment and for two years after this has ended.</p> <p>For unsuccessful applicants, all documents associated with Recruitment and Selection will be stored for a period of 6 months.</p>		
SELF-DECLARATION		
<p>If you are shortlisted for interview, you will be required to complete a self-declaration in relation to your criminal record and / or any information that would make you unsuitable to work with children. Included with the form will be relevant information about whether the post is exempt from the Rehabilitation of Offenders Act (ROA) 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are 'protected', so they do not need to be disclosed, and if they are disclosed, we cannot take them into account.</p> <p>Information will also be shared, if you are shortlisted, about protected and filtered offences awareness and how to find information about this.</p>		
DOCUMENTS FOR INTERVIEW		
<p>If you are successful at shortlisting, you will be required to bring the following, original documents with you to the interview process as part of our Safer Recruitment procedures:</p> <ul style="list-style-type: none"> • Proof of identity – including a form of photo identification and your original birth certificate • Proof of address • Evidence of your 'Right to work in the UK' • Original certificates for any relevant professional qualifications 		