

Application for Employment

Vacancy details

Post:	
Closing date:	

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

Are you currently employed by Manchester City Council?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
--	------------------------------	-----------------------------

Are you a qualified teacher

Yes

No

If Yes please supply the following information:

DCFS Teacher No.

QTS Registered

Yes

No

Work experience

*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. **Please ensure that any gaps in the timeline are explained.** CVs will only be accepted with a fully completed application form.*

Current Scale:

Additional Points:

Current salary:

£

From	To	Employer's name and address	Grade/salary	Job title and main duties	Reason for leaving

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 the School reserves the right to approach any number of education providers to verify qualifications stated.

Date	Level	Qualifications	Where obtained

Please continue on a separate sheet if necessary

Training

Include any short courses that you have undertaken

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 Manchester City Council, Governor or member of staff at The East Manchester Academy? Yes No

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

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

Information in support of your application

Please provide information that demonstrates you can do the job successfully.

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 shortlist you.

Please continue on a separate sheet if necessary.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as spent, must be declared.

Declaration

I (print name in box):

Confirm that to the best of my knowledge the information I have provided in this application (including present address and self-declaration) is correct and true. I understand 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.

IMPORTANT:

Please email the completed application form to recruitment@temac.co.uk or return by post to The East Manchester Academy, 60 Grey Mare Lane, Manchester, M11 3DS