**APPLICATION FORM – Teaching Post**

You are about to apply for a job at Manchester Communication Academy Trust. The information within your application will form the basis for shortlisting and selection and will be retained in all cases, in hard copy and/or electronically for a period of up to 12 months.

The information you provide is covered by the provision of the Data Protection Act 1998. In submitting your application, you are expressly consenting that we may handle and store the information given for recruitment and Equal Opportunity Monitoring purposes, and form the basis of your employment record should you be the successful candidate. So please check all information you have provided is correct.

**Section 1: Personal Details**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| POSITION APPLYING FOR: | |  | | | | | |
| SURNAME: | |  | | | FORENAME(S) | |  |
| PREVIOUS NAME(S) (if applicable): | |  | | | TITLE: | |  |
| DCFS NUMBER: | |  | | | GTC NUMBER: | |  |
| ADDRESS:  POSTCODE: | |  | | | | | |
| HOME TELEPHONE: |  | | EMAIL: |  | | MOBILE: |  |
| WORK TELEPHONE: |  | | EMAIL: |  | | FAX: |  |

**Section 2: Present Position (if applicable)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| PRESENT POST (TITLE): |  | | DATE APPOINTED: | | |  | |
| NAME OF EDUCATION AUTHORITY  (OR COMPANY NAME): |  | | | | | | |
| ADDRESS OF SCHOOL (OR COMPANY NAME)  POSTCODE: |  | | POINT ON SCALE  (if applicable) | | |  | |
| CURRENT SALARY (p.a.) | | |  | |
| BRIEF OUTLINE OF MAIN RESPONSIBILITIES: |  | | | | | | |
| TYPE OF SCHOOL |  | AGE RANGE: | |  | NOR | |  |
| BOY / GIRL / MIXED |  | AGE RANGE TAUGHT: | |  |

|  |
| --- |
| **Section 3: References** |

One of these should be your present employer. If you are invited for interviews, references will be sought at the same time unless indicated, by you, with your application. We reserve the right to check previous employment history, this can include verbal references.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| NAME: |  | | | | NAME: |  | | | |
| JOB TITLE / STATUS: |  | | | | JOB TITLE / STATUS: |  | | | |
| ADDRESS: |  | | | | ADDRESS: |  | | | |
| POSTCODE: |  | | | | POSTCODE: |  | | | |
| TELEPHONE NUMBER: |  | | | | TELEPHONE NUMBER: |  | | | |
| EMAIL ADDRESS: |  | | | | EMAIL ADDRESS: |  | | | |
|  | | **YES** |  | **NO** |  | | **YES** |  | **NO** |
| PERMISSION TO CONTACT PRIOR TO INTERVIEW (tick as appropriate) | |  |  |  | PERMISSION TO CONTACT PRIOR TO INTERVIEW (tick as appropriate) | |  |  |  |

|  |
| --- |
| **Section 4: Education & Qualifications** |

You will be asked to provide documentary evidence of your qualifications during the recruitment process.

I hereby give / do not give \* consent (delete as applicable) to MCA contacting any relevant sources to verify my qualifications.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | DATES | | QUALIFICATIONS | |
|  | FROM | TO | EXAMS TAKEN | RESULT / GRADE |
| SECONDARY SCHOOL, COLLEGE, FURTHER EDUCATION: |  |  |  |  |
| HIGHER EDUCATION: |  |  |  |  |
| POST GRADUATE STUDY: |  |  |  |  |
| RELEVANT PROFESSIONAL / OCCUPATIONAL QUALIFICATIONS: |  |  |  |  |
| MAIN TEACHING SUBJECTS OFFERED: |  | | ADDITIONAL SUBJECTS: | |

**Section 5: Previous Teaching Posts Held**

Please enter earliest first. Please attach a separate sheet if necessary. This may include voluntary work.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | DATES | |
| NAME & ADDRESS OF SCHOOL (including location) | POST TITLE & SCALE | NOR | REASON FOR LEAVING or CONSIDERING LEAVING | FROM | TO |
|  |  |  |  | DD/MM/YYYY | DD/MM/YYYY |

|  |
| --- |
| **EXPLAIN ANY BREAKS IN SERVICE:** |

**Section 5a: Non-Teaching Employment**

Include any breaks in service.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | DATES | |
| NAME & ADDRESS OF EMPLOYER | POST TITLE & SCALE | JOB DESCRIPTION | FROM | TO |
|  |  |  | DD/MM/YYYY | DD/MM/YYYY |

**Section 6: Relevant Professional Development**

The most significant features of development in the last 5 years.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | DATES | |
| TITLE | ORGANISING BODY | DURATION | FROM | TO |
|  |  |  | DD/MM/YYYY | DD/MM/YYYY |

**Section 7: Candidates Supporting Letter**

Use the following headers to explain how you will ensure that MCA core values will be reflected in the position that you are applying for. No more than 1 paragraph on each value.

1. Trustworthy – How will you ensure that you meet your objectives?
2. Inspiring – How do you inspire others, how will you achieve this in this role?
3. Straightforward – How will you create simple processes and hold others to account?
4. Helpful – How will you support and influence staff and learners?
5. Heart – How will you contribute to the continuing success of the Academy?

Please indicate the skills and qualities you will bring to the post that will help to ensure the success of the Manchester Communication Academy. Your letter should be no more than 2 sides of A4 and should refer to the Person Specification.

**Section 8: Access**

|  |  |  |  |
| --- | --- | --- | --- |
|  | YES |  | NO |
| Do you have any requirements e.g. equipment, special access arrangements or facilities in order to attend and complete the interview process? |  |  |  |
|  |  |  |  |
|  |  |  |  |

If yes, please provide details:

**Section 9: Entitlement to Work in the UK**

Please indicate your entitlement to work in the UK from the list below:

|  |  |  |  |
| --- | --- | --- | --- |
|  | YES |  | NO |
| British Citizen |  |  |  |
|  |  |  |  |
| Overseas National **with** permission to work in the UK |  |  |  |
|  |  |  |  |
| Overseas National currently **without**  permission to work in the UK |  |  |  |

If you are an Overseas National with permission to work in the UK, please confirm the type of permission you have:

**SECTION 10: Applicants Statement**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | | YES |  | NO |
| I am related to a senior member of staff or governor of Manchester Communication Academy | | | |  |  |  |
|  | | | |  |  |  |
| I am prepared to undergo a medical examination | | | |  |  |  |
|  | | | |  |  |  |
| I can produce the original documents of my qualifications | | | |  |  |  |
|  | | | |  |  |  |
| If appointed I do not have any business or financial interests that might conflict with | | | |  |  |  |
| the duties of the post | | | |  |  |  |
|  | | | |  |  |  |
| I understand that a false entry may lead to either an offer of employment being withdrawn | | | |  |  |  |
| OR disciplinary action being taken which could result in dismissal | | | |  |  |  |
| I understand that canvassing, directly or indirectly, will be a disqualification | | | |  |  |  |
|  | | | |  |  |  |
|  | | | | | | |
| |  | | --- | | **Rehabilitation of Offenders Act, 1974 (Exceptions Order, 1975)**  **& the Protection of Freedoms Act 2012**  Please note that applicants for posts at Manchester Communication Academy are not entitled to withhold information about past convictions, ‘spent’ or otherwise, under the terms of the above Act(s) because the Academy is a “regulated activity” in a “specified place” (i.e. a school).  A “regulated activity” is work that at “barred person” **must not** do. If you have been barred from working with children and/or vulnerable adults you will not be able to work at the Academy.  **You must disclose ALL past convictions and cautions at the time of your application**. Having a criminal record will not necessarily disqualify you from working for the Academy. This will depend on the nature of the position you are applying for and the circumstances and background of the offence(s). In the event of employment being offered and taken up, any failure to disclose such convictions is likely to result in disciplinary action by the Academy that may lead to dismissal. Any information may be given on a separate sheet from your application form and will be kept completely confidential. Successful candidates will be required to complete a Disqualification by Association Declaration prior to commencing employment.  In addition, the Academy will require the successful candidate to agree to a ‘Disclosure and Barring Service – Enhanced Check for a Regulated Activity’ (with children’s and/or adults’ barred list checks) for convictions that may or may not be relevant to the appointment. If you are the successful candidate you will be required to complete the DBS Application Form after the conditional offer of employment has been made, and attend a mandatory safeguarding induction.  **Declaration:** I have read and understood the above statement. If I have any convictions or cautions to declare I will supply written details of them, in a separate envelope marked ‘private and confidential’ with this application.  Signed………………………………… Date……………………………….. | | | | | | | |
| I confirm that the statements in this application are true to the best of my knowledge | | | | | | |
| **SIGNED:** |  | **DATE:** |  | | | |

[If this form is submitted electronically then it will be printed for the applicant to sign prior to appointment]

Complete and email as an attachment together with the Equal Opportunities Monitoring Form to [hr@mca.manchester.sch.uk](mailto:hr@mca.manchester.sch.uk) or alternatively send your completed application in an envelope marked as follows:

APPLICATION FORM – CONFIDENTIAL

H R Department

Manchester Communication Academy

Silchester Drive

Harpurhey

Manchester

M40 8NT

**Please note: Manchester Communication Academy is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Academy on its behalf.**