

MMPS

Application Form

Non-Teaching Staff



Manchester Muslim
Preparatory School

POST DETAILS

Job Title: Advert Reference Number: School or Unit: Closing Date:	Your application should be returned: F.A.O. The PA Manchester Muslim Preparatory School The Grange 551 Wilmslow Road Withington Manchester. M20 4BA
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PERSONAL DETAILS

Surname:	Forename(s):								
How do you wish to be addressed in correspondence? <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Mr <input type="checkbox"/> Other (Please state):									
Country of Birth: _____									
Have you been in UK for less than 5 Years: Yes/No <i>(If Yes, then a Good Behaviour Certificate will be required - Contact the School for further information)</i>									
Home Address: Postcode: <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>									Correspondence address if different to home address:
Daytime telephone number:	Evening telephone number:								
Do you hold a current driving licence? <input type="checkbox"/> Yes <input type="checkbox"/> No. Do you require a work permit? <input type="checkbox"/> Yes <input type="checkbox"/> No									
E-mail address: _____									

National Insurance Number:

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EMPLOYMENT

CURRENT OR MOST RECENT EMPLOYMENT

Post Title:

Dates from/to:

Salary or wage:

Allowances, or additional salary points:

If part time please show weekly hours:

EMPLOYER'S NAME AND ADDRESS

Telephone:

Length of notice or date able to commence:

Brief description of duties:

Reason for wishing to leave (please indicate if you do not intend to resign from your current post):

EDUCATION AND QUALIFICATIONS

Please give details of your education and qualifications from High School to University, making sure you include any professional qualifications. Please note that if you are appointed to a post where qualifications are an essential requirement you may be asked, before your appointment is confirmed, to present the original copies issued to you by the examining body (photocopies will not be acceptable).

SCHOOL, COLLEGE OR UNIVERSITY	QUALIFICATIONS Examination subjects, if applicable, indicate main / subsidiary subjects	RESULT Grade or Classification	HOW OBTAINED (Full time, part time or correspondence)	PERIOD OF STUDY	
				From Mth/Yr	To Mth/Yr

OTHER TRAINING

List all training undertaken including in-service courses. Please include membership and grade of any professional organisations. (Continue on a separate sheet if necessary)

COURSE AND TRAINING DETAILS	RESULTS	WHERE OBTAINED	FULL TIME, PART TIME, RESIDENTIAL	DATES	
				From	To

LANGUAGE SKILLS

Do you speak or write any other languages other than English?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Language:.....	Speak <input type="checkbox"/>	Write <input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>

IMPORTANT NOTES

Rehabilitation of Offenders Act (1974)

Posts which involve substantial access to children are exempt from provisions contained within this Act under which job applicants are entitled to withhold information about any previous criminal background which would otherwise be considered ‘spent’ under the terms of the Act. If the job for which you have applied involves substantial access to children and you have been short listed for the post, you will be provided with a form on which you will be asked to disclose any previous criminal background and also authorise a search of Police records. Failure to disclose the information could result in dismissal or disciplinary action by the Council. The possession of a criminal record will not automatically debar you from consideration for the post for which you have applied. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

Commitment to Safeguarding

Manchester Muslim Preparatory School is committed to safeguarding and promoting the welfare of children (rights, safety and emotional well being, and the protection of the child from all forms of abuse) young people and vulnerable adults and expects all staff and volunteers to share this commitment.

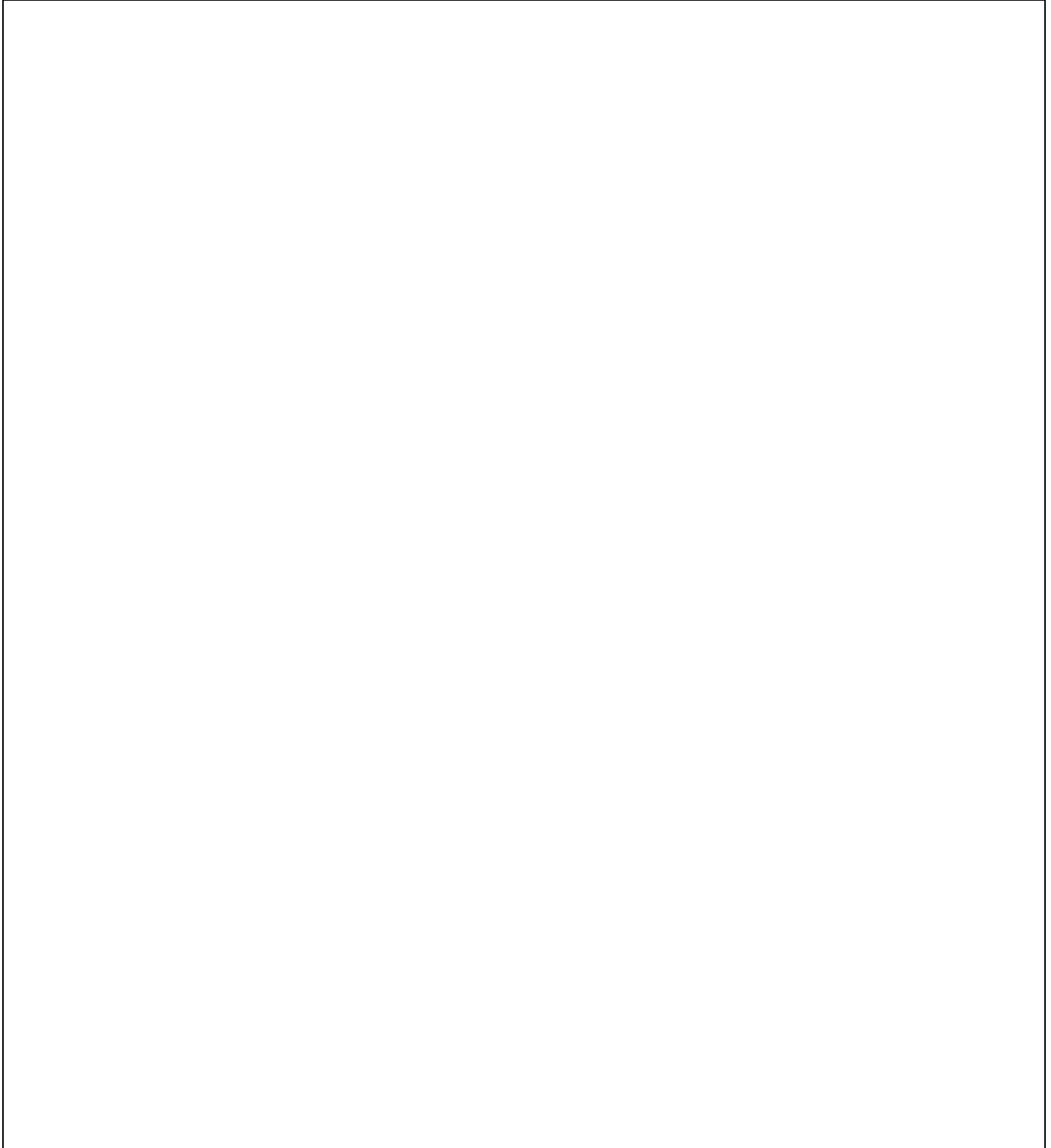
This appointment is subject to the satisfactory completion of all pre-employment checks, including an Enhanced Disclosure and Barring Service (DBS) check, Secretary of State Prohibition Order check and Disqualification by Association check.

REFERENCES

In the interests of Safeguarding & Safer Recruitment references must be sought from previous employers. It is policy to take up references for short listed candidates prior to interview. Please give names and addresses of two referees, one of which should be your present or most recent employer. If you are known to your referee /s by a former name please supply the name by which you were known. If you have not previously been employed, give the name of someone who knows you well. Please do not give the name of a relative as a referee. In the interest of courtesy, please ensure your referee is notified that you have given their contact details for the school to approach for a reference.

NAME OF REFEREE	POSITION	ADDRESS FOR CONTACT
<p>Referee 1.</p> <p>Tel No.:</p> <p>Email:</p>		
<p>Referee 2.</p> <p>Tel No.</p> <p>Email:</p>		
<p>May we approach your present employer before the interview? Yes <input type="checkbox"/> No <input type="checkbox"/></p>		

PERSONAL STATEMENT

A large, empty rectangular box with a thin black border, intended for the applicant to write their personal statement. The box occupies most of the page's vertical space.

