

MMPS

Support **S**taff

Application **F**orm

POST DETAILS

Job Title: Advert Reference Number: School: MMPS Closing Date:	Your application should be returned to: F.A.O. Yasmeen Khan Manchester Muslim Preparatory School The Grange 551 Wilmslow Road Withington Manchester M20 4BA pa@muslimprepschool.co.uk
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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):	
Your place of birth: _____	
Home Address:	Correspondence address if different to home address:
Postcode: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
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	
Can we contact you via e-mail? <input type="checkbox"/> Yes <input type="checkbox"/> No E-mail address: _____	
National Insurance Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

EMPLOYMENT HISTORY

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 current duties:

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

PREVIOUS EMPLOYMENT

EMPLOYERS NAME AND ADDRESS	POSITION HELD (if part-time, show weekly hours)	SALARY/WAGE	DATES		REASON FOR LEAVING
			From	To	

EDUCATION AND QUALIFICATIONS

Please give details of your education and qualifications, make sure you include 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	To

OTHER TRAINING

List all training undertaken including in-service courses. Please include membership and grade of professional organisations.

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

DISABILITY

Do you consider you have any medical condition or disability, which may be covered by the provisions of the Disability Discrimination Act (1995)?

Please tick and if you answered YES please give brief details.

No Yes
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.....

Do you have any specific requirements to enable you to attend an interview? Please tick. If you answer YES please give brief details.

No Yes
.....
.....

LANGUAGE SKILLS

Do you speak or write any other languages other than English? No Yes

Write
Language:.....
.....
.....

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.

Policy Statement

MMPS and its employees are committed to the rights of the child, the child's safety and emotional well-being, and the protection of the child from all forms of abuse.

REFERENCES

It is policy to take up references for short listed candidates. 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.

May we approach your present employer before the interview? Yes No

NAME OF REFEREE	Job Role of the Referee	ADDRESS FOR CONTACT
1. Tel No.		
2. Tel No.		

DECLARATION

Are you related to **any** member of staff within MMPS/Trust schools establishments? Yes
No

If Yes, give details:

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I DECLARE THAT THE INFORMATION ON THIS FORM IS CORRECT TO THE BEST OF MY KNOWLEDGE AND I NOTE THAT THE WITHHOLDING, FALSIFICATION OR OMISSION OF RELEVANT INFORMATION BY A SUCCESSFUL CANDIDATE ARE GROUNDS FOR DISCIPLINARY ACTION WHICH MAY LEAD TO DISMISSAL.

Signed: Date:

How did you learn of this vacancy?

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ADDITIONAL INFORMATION

You are strongly advised to submit a separate personal statement in support of your application. This should give any additional relevant information, including details of your professional, subject and leisure interests and any skills and experience, which may be useful in schools. This should be no longer than one A4 page.

In addition to this, you must also enclose the following:

1. A valid photocopy of a DBS/List 99 check
2. A photocopy of your qualifications

NB: Your application form may not be processed without the above documentation.

Thank you very much for filling in this form.

FOR SELECTORS' USE ONLY For selection and monitoring purposes.

PERSONNEL SPECIFICATIONS			Comments:	
Experience		Equal Opportunities		
Qualifications	Other qualifications	Disposition and Attitude		
Training		Practical and Intellectual Skills		
Special Knowledge		Physical/ Sensory		Medical Fitness to Teach Other physical /sensory
Personal Circumstances		Other		