

**MANCHESTER DIOCESAN BOARD OF EDUCATION**

**Serving Church of England and Methodist Schools**

**Application Form for a Post in a Church of England/Methodist School**

**(In which the Governing Body is the employer)**

**For photocopying purposes this form should be completed in black ink. Do not attach any additional documents other than the information requested in Section 4 and a supporting letter. Any relevant documents or publications may be referred to in your letter.**

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| **Position applying for:** | **In which school:** |
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| **Personal Information** | | | |
| Surname: |  | Home address: |  |
| Christian name: |  |
| GT ref. no: |  | Postcode: |  |
| National insurance: |  | Mobile phone number: |  |
| Email address: |  | Work phone number: |  |

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| **Present Position** | | | |
| Present post: |  | School/College: (name & type) |  |
| Starting date of present post: |  | Single sex or mixed: |  |
| Salary scale: |  | Number 16+  (if applicable): |  |
| Salary £: |  | Number on roll (total): |  |
| LA or other employer (with address): |  | LA area office address (where applicable): |  |
| Postcode: |  | Postcode: |  |
| Telephone number: |  | Telephone number: |  |

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| **Education and Qualifications** | | | | |
| **Secondary Qualifications:** | | | | |
| Name of institution | From | To | Post 16 qualifications obtained (please indicate level, awarding body, subjects and grades awarded) | Date of award |
|  |  |  |  |  |
| **Further, Higher and Professional Education:** | | | | |
| Name of institution | From | To | Qualifications obtained (please indicate level, awarding body, subjects and grades awarded) | Date of award |
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| **Further Professional Development** | | | |
| **As a Participant:** | | | |
| Date of course | Number and length of sessions | Details of course | Presented by |
|  |  |  |  |
| **As a Contributor:** | | | |
| Date of course | Number and length of sessions | Details of course | Presented by |
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| **Other Employment** | | | | | |
| Employer | Nature of employment | From | | To | |
|  |  | Month: | Year: | Month: | Year: |

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| **Teaching Experience**  (starting with the first post, excluding any P/T fee paid employment) | | | | | | | | | | |
| Employer | Post held | Full/  part time | School/  College | Type | Mixed or single sex | No. on role | Age range taught | Areas of responsibility | From | To |
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| **Referees**  Please give the names of three people able to comment on your suitability for this post. | | | |
| **Faith Referee** if available.  Your faith referee should have pastoral responsibility for the church at which you regularly worship. | | | |
| Name: |  | Address: |  |
| Position: |  |
| Telephone number: |  | Postcode: |  |
| **Professional Referees** – Two required.  **For Headteacher Appointments** – one referee should be your Local Authority  **For Deputy Head Teacher Appointments** – one referee should be your current line manager/employer etc.  **Other Teaching Posts** - one referee should be your current line manager/employer/college etc. | | | |
|  | **Referee 1** |  | **Referee 2** |
| Name: |  | Name: |  |
| Position: |  | Position: |  |
| Telephone number: |  | Telephone number: |  |
| Address: |  | Address: |  |
| Postcode: |  | Postcode: |  |

**Note:** No details are requested on this form regarding marital status or previous surnames. Applicants/

Candidates are therefore reminded that they may need to contact their referees if their marital status or surname has changed. Canvassing directly or indirectly will disqualify candidates.

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| (Before completing this section please read the enclosed advisory notes)  a) Have you ever been convicted of a criminal offence or been given  an official caution? **YES/NO** (delete as appropriate)  b) If **yes**, please provide full details as requested in the advisory notes,  including date of conviction/caution, court, nature of offence and sentence  imposed.  c) If appointed, do you give your consent to the information supplied in 8a  and b above being verified by the police? Failure to consent may  prevent your application from being considered further. **YES/NO** (delete as appropriate) |

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| **I declare that the information given on this form is to the best of my knowledge correct and complete.** | | | |
| **Signature:** |  | **Date:** |  |
| **Letter of Application**  You are asked to submit a letter, describing how your previous experience and achievements have helped prepare you for this post in a Church school. You should give a clear statement of your educational philosophy, its implementation in practice and your commitment to developing the Christian character of the school. You should address areas raised in the job specification. Please include any other information you feel would be helpful. Your letter should be concise with organised views. | | | |
| **Note: Your application will only be acknowledged if you enclose a stamped addressed envelope.** | | | |