

APPLICATION FOR EMPLOYMENT WITH MANCHESTER CITY COUNCIL

PART 1 of the application form contains information we require for **all** applicants. You may then complete **PART 2** of the form or submit some other form of evidence in support of your application, e.g. written submission, letter or curriculum vitae.

The recruitment panel will need to gain enough evidence about how you might meet the requirements of the person specification from your submission to be able to shortlist you. (Help and Advice is attached at the end of this form)

Part 1 (Sections 1 - 9)

1) Vacancy Details

Job applied for:
Vacancy Ref No:
Department:

2) Job share/Full time

If this job was advertised as available for job share, please put an x next to the relevant item below to show whether or not you wish to job share:

Job share only

Full time

Either Job share or full time

3) Personal Details

Name:
Surname:

Permanent Address:

Postcode:

(Please do not omit your Post Code)

Telephone/Textphone:
E-mail address:
Preferred method of communication:

National Insurance No. (if known):

Where did you see this vacancy advertised?

4) References - please give details of 2 people who have agreed to act as referees. If you are currently employed please give details of your current employer.

1st Referee

Name:

Address:

Postcode:

Relationship:

Email:

2nd Referee:

Name:

Address:

Postcode:

Relationship:

Email:

5) General Information - (Please put a **x** next to the relevant item).

a) Are you currently employed by Manchester City Council? **Yes** **No**

b) If **no**, but you have been employed by the City Council in the past, please give the reason for leaving:

c) Have you previously left this or any other Local Government employment under the following:

Voluntary Early Retirement?	Yes	No
Redundancy	Yes	No
If yes , did you receive any enhancements?	Yes	No

If **yes**, name of Local Authority:

d) Are you related to any Member or Senior Officer of the Council?

Yes **No**

If **yes**, please state their name and your relationship:

Name:

Relationship:

6) Equal Opportunities Monitoring

The information in this section will be treated in the strictest confidence. The results will be used to produce overall statistics about recruitment and selection and to take action to prevent discrimination.

Please put a x next to the relevant item.

Ethnic Origin

I would describe my ethnic origin as:-

Bangladeshi20	Middle East50
Chinese30	Other Black please specify60
East African Asian35
Indian40	White & Black Caribbean65
Kashmiri37	White & Black African70
Pakistani45	White & Asian75
Vietnamese55	Other Mixed Origin please specify:
Other Asian pleas specify:	80
.....	52
Black British25	Irish85
Caribbean15	White British90
Somali18	Other White please specify95
Other African10

What is ethnic origin?

Ethnic origin refers to members of an ethnic group who share the same cultural identity. This does not mean country of birth or nationality.

Gender: (Please put an x next to relevant item below)

I am: Female Male

Disability

Are you a disabled person? Yes No

Guide to the meaning of disability

The Council's definition of disability includes people with physical, mental or sensory impairments who experience, or have experienced, restrictions or discrimination in taking part fully in the mainstream of society. For example, they may have been disabled by lack of access in the built environment, segregated services, restricted employment opportunities, lack of access to information, which exclude them from taking part independently or fully in every day life.

Disabled Applicants

If you are successfully appointed, every effort will be made to supply aids or equipment where required to enable you to carry out the full duties of the job. If you feel that due to the nature of your impairment, you may not be able to do a certain aspect of the job then the panel will give full consideration to redesigning the job. If you wish to bring such a matter to the panel's attention at this stage, please do so in the space below.

7) Period of Notice

If offered the job, how soon could you start?

8) Declaration

Public funds must be protected and therefore the information you have provided on your form may be used to prevent and detect fraud. The information may also be shared, for this purpose, with other organisations which handle public funds.

I confirm that to the best of my knowledge the information I have provided in this application (including home address and self-declaration) is correct and true. I am under 65 years of age. I realise 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 immediately and without notice.

Signature:

Date:

9) Application Method

Please put an x next to the relevant item to indicate which option you have adopted.

Completing:

Part 1 & part 2

Part 1 & alternative evidence

Data Protection Act

All documents associated with Recruitment and Selection
will be stored for a period of 6 months.

Part 2 (sections 10 - 13) - complete this part or submit some other form of evidence in support of your application, e.g. written submission, letter or CV.

(Please ensure that information you supply is relevant to the post you are applying for).

10) Work Experience - In the last 5 years (or longer where relevant to the post applied for).

Name & Address of Employer:

Job Title or Role:

Paid/Unpaid:

Main Duties of the Job:

From (Month/Year):

To (Month/Year):

Reason for Leaving:

Name & Address of Employer:

Job Title or Role:

Paid/Unpaid:

Main Duties of the Job:

From (Month/Year):

To (Month/Year):

Reason for Leaving:

Name & Address of Employer:

Job Title or Role:

Paid/Unpaid:

Main Duties of the Job:

From (Month/Year):

To (Month/Year):

Reason for Leaving:

continue on additional sheets if necessary

11) Qualifications - Details of qualifications relevant to the post applied for.

1. Date
Level
Qualification
Where Obtained
2. Date
Level
Qualification
Where Obtained
3. Date
Level
Qualification
Where Obtained
4. Date
Level
Qualification
Where Obtained

12) Training - Relevant to the post applied for

1. Date
Course
Brief Details
2. Date
Course
Brief Details
3. Date
Course
Brief Details
4. Date
Course
Brief Details

continue on additional sheets if necessary

Please ensure you complete section 13 (Information in Support of Your Application) on the next page .

13) **Information in Support of your Application**

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

The recruitment panel will need to gain enough evidence about how you might meet the requirements of the person specification from your submission to be able to shortlist you.

continue on additional sheets if necessary

IMPORTANT: Please return the completed form to the relevant department. The postal and e-mail address is available below the advertisement on the website. You will be required to sign your e-mailed completed application form if shortlisted and invited to interview. (See below for [Help and Advice](#))

St Paul's is fully committed to safeguarding its pupils and the successful applicant will be required to undertake an enhanced CRB application.

Help and Advice for Job-seekers

Thank you for replying to our recent advertisement. The following details provide you with information and advice on applying for a job with Manchester City Council.

The application form is divided into 2 parts. Please read all the instructions carefully before you begin completing it.

Part 1

This must be completed by all applicants.

Section 1: [Vacancy Details](#)

Enter the vacancy details referred to in the job advertisement.

Section 2: [Job share/Full time](#)

Job sharing means that two people can voluntarily share one full time job. If the job you are applying for is full time and open to job sharing, indicate your preferred choice.

Section 3: [Personal Details](#)

Please enter your personal details fully and clearly so that we may contact you about your application.

Section 4: [References](#)

Please give the names and addresses of two people who can provide references. Do not include relatives (unless your current or previous employer is a relative). If you are at present employed, give details of your present employer. If not currently employed give details of your last employer.

Section 5: [General Information](#)

This is to ensure that the City Council acts in accordance with its financial responsibilities and to ensure that all applicants are treated fairly during the selection process.

Section 6: [Equal Opportunities Monitoring](#)

The information in this section will be treated in the strictest confidence and is used in our recruitment and selection monitoring. Please note we have a policy of guaranteeing an interview to people with disabilities who meet the requirements of the job.

Section 7: [Period of Notice](#)

Please tell us the notice you are required to give.

Section 8: Declaration

Please make sure that you have signed and dated the application form to confirm that your details are correct.

Section 9: Application Method

In order to assist us with our recruitment monitoring please indicate which option you have used to submit your application.

Part 2

Once you have completed **part 1** you may complete **part 2** or you can submit some other form of evidence in support of your application e.g. written submission, letter, curriculum vitae. **(Please ensure that information you supply is relevant to the post you are applying for).**

You can mention any experiences gained through work, school, college, at home, in voluntary work, on work experience or through hobbies.

The recruitment panel will need to gain enough evidence from your submission about how you might meet the requirements of the person specification for the post, to be able to shortlist you.

Returning your application form

- Completed application forms must be returned by the advertised closing date and returned to the address given in the advertisement.
- You may find it useful to keep a copy of your submission as you may want to refer to it if you are invited for interview.

What happens if you're not successful

If you are not successful you can ask for feedback. You can use this feedback as a guide to what you did well and the things that need improving for next time.

We look forward to receiving your application. Please do not send this guidance back with the completed application form.