

Registered Office:

Legh Road

Salford M7 4RT

e mail:admin@bjps.net

Main : 0161 921 2500 Bursar: 0161 921 2515 Nursery: 0161 921 2519

Kindergarten: 0161 921 2513

Principal: Rabbi Y J Pearlman: MSc, PG Cert

Deputy Heads: Mrs S Caplan BA (Hons)PGCE Menahel: Rabbi B Cohen

Miss N Taylor LLB,PGCE with QTS

|  |  |
| --- | --- |
| Dear Applicant, |  |
| Thank you for the interest in joining Broughton Jewish Cassel Fox Primary School. I am pleased to enclose an application form and further details.  Care in completing the form will help us to give your application the consideration it deserves, naturally this will be treated in the strictest confidence. Guidance notes to help you complete the form are given over the page. Please also complete the equal opportunities monitoring form enclosed and return it, along with your application form.  **Sending an application form by post**  If you are filling in the form by hand use BLACK OR DARK BLUE INK or typescript to enable clear photocopies to be taken and return the form to the above address.  Please send your application form to the above address for the attention of Helen Cusick.  Don’t forget to read the important information over the page  Please return your application form by 30th September to School at the above address.  Yours faithfully  Mrs S Caplan Miss N Taylor  Deputy Headteacher Deputy Headteacher | |
| **Completing your application form**  Thank you for requesting details for a vacancy with the Salford City Council. We advertise over 1,000 jobs each year and as you can imagine we send out a large number of forms. These notes are meant to help you decide if you want to apply and to improve your chances of being invited for an interview.    With your application form, you will have received a Job Description, a Person Specification and any information we feel you may find helpful. Please read ALL the information before you fill in the form.    The Job Description tells you the work you will do if you are appointed.  The Person Specification is very important. It tells you what skills, knowledge and experience you will need to be able to do the job. The person specification is set out in terms of essential and desirable criteria. You MUST show how you meet all of the essential criteria, but don't be put off if you do not meet all of the desirable criteria.  Decisions on who to invite for interview are based on what you put on your application form - make sure you show how (with examples) you meet each of the essential criteria and as many of the desirables as you can. The Person Specification will say which items are to be evaluated from the application form - it's a good idea to be especially careful for these items.  DON'T FORGET that where you are asked for details of relevant experience, it doesn't just mean paid work.  You can back up your statements with examples of what you have done in the past either at home, school or college, in paid work or unpaid work, or as a hobby. For example:-     * running a home may involve a range of skills like organising and budgeting; * being active in a club, tenant's group or other voluntary organisation may show skills like teamwork, communicating or customer care.   REMEMBER   * Use the application form - we will not consider cv's, resumes etc. * Use continuation sheets if you need to - but make sure they are firmly attached and have your name on * Use ink that will allow clear photocopies to be made * Make sure you show how you meet all the essential criteria. * Please remember to complete the Equal Opportunities Monitoring Form since this information helps us to check that everyone is being treated fairly. * Please make sure that your application form is returned in good time for the closing date since forms received after the closing date cannot normally be considered. * If your application is unsuccessful you can always request feedback by writing to the Deputy Headteacher and please do not be discouraged from applying for other vacancies.   **Once again thank you for your interest and good luck with your application.** | |
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Monitoring Equal Opportunities

This form is confidential and will be retained in Strategic HR for monitoring purposes only.

Salford City Council is striving to be an equal opportunities employer and as such opposes all forms of unlawful or unfair discrimination. All employees will be recruited, trained and developed on the basis of their ability and the requirements of the job. In order to monitor the effectiveness of our equal opportunities policies we ask all applicants to provide the following information.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Gender | Male |  | Female |  | Date of Birth |  |

|  |  |  |
| --- | --- | --- |
| Do you work for the Salford City Council at present | Yes | No |
| NB: We need this information to avoid duplicate entries on the system | | |

Please note that ethnic origin questions are NOT about nationality, place of birth or citizenship. They are about colour and broad ethnic group – UK citizens can belong to any of the groups indicated.

|  |  |  |  |
| --- | --- | --- | --- |
| Ethnic Origin  Please chose one section from A to E then tick the appropriate box to indicate your cultural background | | | |
| **A White** | | **B. Mixed** | |
|  | British |  | White and Black Caribbean |
|  | Irish |  | White and Black African |
|  | Any other white background |  | White and Asian |
|  | (please specify) |  | Any other Mixed Background |
|  |  |  | (please specify) |
| **C. Black, Black British** | | **D. Asian, Asian British** | |
|  | Caribbean |  | Indian |
|  | African |  | Pakistani |
|  | Any other black background |  | Bangladeshi |
|  | (please specify) |  | Any other Asian background |
|  |  |  | Please specify) |
| **E. Chinese, Chinese British or other ethnic group** | | | |
|  | Chinese | | |
|  | Any other ethnic group  (please specify) | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Religion Belief  (belief does not include political beliefs, but extends to profound philosophical convictions similar to religious belief which deserve society’s respect) | | | | | |
|  | Buddhist |  | Christian |  | Hindu |
|  | Jewish |  | Muslim |  | Sikh |
|  | None |  | Any other religion / belief (please specify) | | |

Disability

Salford City Council operates within the framework of the Disability Discrimination Act 1995, (DDA) which defines disability as:

“A physical or mental impairment which has substantial and long term adverse affect on a person’s ability to carry out normal day to day activities.”

Are you a disabled person, as defined above?

YesNo

Under the terms of the Disability Discrimination Act 1995, the City Council will consider any reasonable adjustment required to enable a disabled person to carry out the duties of a post.

Please give details of any adjustment you may need to help you carry out the duties of the post applied for and for any special arrangements you will need (e.g. wheelchair access, sign language interpreter) if invited for interview.

If you are not sure you understand this definition or whether you are a disabled person please contact us on 0161 793 3532 (direct line) or via e-mail on: [jean.carter@salford.gov.uk](mailto:jean.carter@salford.gov.uk)



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Application for employment** | |  | | |  |
| Post |  | | | |  |
| Closing Date |  | | Grade |  |  |
| Advert No |  | | Reference No |  |  |

**Personal Information**

|  |  |  |
| --- | --- | --- |
| Surname: | Forename(s) : |  |
| Home Address | Do you hold a full, current driving Licence and are not currently disqualified from driving?  **()**  Do you have a car at your disposal which could be used for work?  **()** |  |
| Postcode    .NB Notify correspondence addresses separately |  |
| Are you aged 64 years and 6 months or over?  Where the default retirement age for a position is 65 and you answer yes to this question you may not be considered for the position. | |  |
| E-mail Address: | Home / Mobile Tel No: |  |
| National Insurance No: | Work Tel No: |  |
| Are you related to any Salford Councillor or to any senior officer employed by the Council? **()**  If yes, please give details | Are you a disabled person, as defined by the Disability Discrimination Act 1995?  i.e. do you have a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out day to day activities?  **()** |  |

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| Under the terms of the Disability Discrimination Act 1995, the City Council will consider any reasonable adjustment required to enable a disabled person to carry out the duties of a post.  Please give details of any adjustment you may need to help you carry out the duties of the post applied for and for any special arrangements you will need (e.g. wheelchair access, sign language interpreter) if invited for interview. | |  |
| Please note, a disability or health problem does not preclude full consideration for the job, and applications from suitable disabled people are welcome. All information provided by applicants will be treated as confidential | |  |
| DECLARATION  I declare that, to the best of my knowledge and belief, all statements contained in this form are correct. I understand that should I conceal any material fact, I will, if engaged, be liable to the termination of my contract of employment. | |  |
| Signed: | Date: |  |

**Present and previous employment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| What is your present job title? | | Duration employed in this position (years/months) | | |  |
| Name and address of employer | | Current salary/grade | | |  |
| Nature of business | | |  |
| Notice required | | |  |
| Please describe your role in the organisation and outline your responsibilities (please continue on additional sheet(s) if necessary – make sure any additional sheets are marked with your name). | | | | |  |
| Please list your previous appointments with the most recent first | | | | |  |
| Name and address of employer | Position held | | Duration employed in this position (years and months) | Reason(s) for leaving |

*Education*

|  |  |
| --- | --- |
| Secondary School(s) | Qualifications gained (with grades and dates attained) |
|  |  |
| College/University/correspondence course (state if full or part time) | Qualifications gained (with grades and dates attained) |

*Training*

|  |
| --- |
| Name and type of membership of professional body |
| Job related training courses attended – (continue on a separate sheet if necessary) |

*Experience*

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| --- |
| This section of the application form is for you to demonstrate how you meet the requirements of the Person Specification/ Job Profile and to explain why you are applying for the job. You must ensure that you show that you meet all of the Essential Criteria and as many as you can of the Desirable Criteria on the Person Specification. If using a Job Profile, you must ensure that you demonstrate how you meet the defined competencies, and also how you match the required experience. (Continue on additional sheets if necessary but make sure they are clearly marked with your name). |

**Referees**

|  |  |  |
| --- | --- | --- |
| We require candidates to provide details of two referees and preferably both should be qualified to comment on your work performance in the last 3 years, particularly in relation to the person specification/competencies required.  One of your referees must be your present or last employer and no offer of appointment will be made without reference to him/her. If you have not previously been employed then Head Teachers / College Lecturers etc are acceptable as referees. Friends and relatives **are not** acceptable referees.  In addition the City Council reserves the right to approach any other previous employer or manager.  References will be taken up for the appointable candidate once an offer of employment has been made; therefore, you should ensure that your referees are in a position to respond promptly.  If you were known to your referee by a different name please indicate your previous name.. | |  |
| **A.** | **B.** |  |
| If your present employer is not named as a referee, do you have any objections to their being asked for a reference? **()** | Date(s) **not** available for interview (if any) |  |

*Criminal Records Checks*

The City Council has a number of jobs that are involved with vulnerable groups (e.g. children, elderly people etc.) To protect these groups the City Council will request information on an applicant’s criminal record before any offer of work can be confirmed.

All applicants for sensitive posts MUST consent to a check of their criminal record being made before employment. Further checks may also be made during employment at the City Council’s discretion.

**Sharing of Information**

Under Government legislation, the Council has to collect and monitor staff statistics to make sure Government money is targeted and spent in the best way. To help us find out more how people are using initiatives such as New Deal, we will be sharing information on new starters with the Jobcentre and other relevant agencies.

This will be done in line with our entry under the Data Protection Act 1998 and we will only share information from you that is relevant and no more than we need. It will be held securely, used only for statistical purposes and will be destroyed when no longer needed. It will only be given to third parties where it is legal to do so.

|  |  |
| --- | --- |
| Please indicate if you do not want your information to be shared as detailed above |  |

**CANVASSING EITHER DIRECTLY OR INDIRECTLY WILL DISQUALIFY A CANDIDATE FROM APPOINTMENT.**