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| **northernden school logo** | **Bazley Road, Northenden, Manchester M22 4FL**  **Tel : 0161 998 4825 Fax : 0161 945 5351**  **APPLICATION FOR  LUNCHTIME ORGANISER** | [Manchester-City-Council-Logo](http://www.google.co.uk/url?sa=i&source=images&cd=&cad=rja&docid=Srwx1GMe-HvhDM&tbnid=m8M0THceuPdhZM:&ved=0CAgQjRwwAA&url=http%3A%2F%2Fblog.lemnsissay.com%2Flandmarks-3%2F2594-2%2F&ei=WxElUa__Gump0AXNsYCYDw&psig=AFQjCNEpds7gNRo3dRfP8UYArTdFAKlSxQ&ust=1361470171509778) |

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| **Post** | **Please state which post you wish to apply for.** |

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| **1.** |  | **Lunchtime Organiser** |

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| **Personal Details** |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Surname** | **………………………………** | **Forename(s)** | | **…………………………………………** | | | |
| **Main Address** | **……………………………………………………………………………………………………** | | | | | | |
|  | **………………………………………………………….** | | | | **Post Code** | | **…………………** |
| **Contact Address** | **……………………………………………………………………………………………………** | | | | | | |
| **(if different)** | **………………………………………………………….** | | | | **Post Code** | | **…………………** |
| **Home Telephone** | **………………………………………** | | **Mobile Telephone** | | | **……………………………** | |
| **E-Mail Address** | **……………………………………………………………………………………………………** | | | | | | |

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| **Qualifications** | **Details of GCSEs, A Levels, NVQs or other qualifications** |

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| **Year** | **Qualification and Result** |
| **…………..** | **………………………………………………………………………………………………………………** |
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| **Employment History** | **Provide details of your employment, starting with your current/most recent job** |

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| From | **…... / ..… / ……….** | To | **….. / ..… / ……….** | Type of Post | Full-Time / Part-Time |
| Employer | **……………………………………………………………………………………………………………** | | | | |
| Role/Duties | **……………………………………………………………………………………………………………** | | | | |
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| From | **…... / ..… / ……….** | To | **….. / ..… / ……….** | Type of Post | Full-Time / Part-Time |
| Employer | **……………………………………………………………………………………………………………** | | | | |
| Role/Duties | **……………………………………………………………………………………………………………** | | | | |
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| From | **…... / ..… / ……….** | To | **….. / ..… / ……….** | Type of Post | Full-Time / Part-Time |
| Employer | **……………………………………………………………………………………………………………** | | | | |
| Role/Duties | **……………………………………………………………………………………………………………** | | | | |
|  | **…………………………………………………………………………………………………………….** | | | | |

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| **Experience** |  |

**What experience do you have of working with or caring for children? If your experience is limited to caring for your own children, tell us how you have encouraged them to play well with others or dealt with challenging or everyday situations in general? If you do not have any experience of caring for children, say why you feel you might be suited to this and what you may be able to offer.**

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| **Skills and Attributes** |  |

Using a scale of 1 (Would need support) – 5 (Very confident), say how confident you feel that you could …

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| --- | --- | --- |
| **1.** | **Work in busy, outdoor environment for over an hour each day? …...** | **1 2 3 4 5** |
| **2.** | **Encourage children to play well together? ……………………………….** | **1 2 3 4 5** |
| **3.** | **Lead some playground games? …………………………………………….** | **1 2 3 4 5** |
| **4.** | **Reinforce the school’s behaviour rules? …………………………………** | **1 2 3 4 5** |
| **5.** | **Have attention to children’s safety at all times? ….…………………….** | **1 2 3 4 5** |
| **6.** | **Deal with minor injuries (in line with First Aid Policy)? ……………….** | **1 2 3 4 5** |
| **7.** | **Deal (with support) with occasional challenging behaviour? ………..** | **1 2 3 4 5** |
| **8.** | **Work as a team and communicate well with others? ……………………** | **1 2 3 4 5** |
| **9.** | **Work with different age groups (from 3 to 11 years of age)? ………….** | **1 2 3 4 5** |
| **10.** | **Remain calm yet firm when faced with a challenge? …………………..** | **1 2 3 4 5** |

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| **Additional Information** |  |

**Is there any else that you would like us know about you? Do you already have experience as a Lunchtime Organiser or in another role in a school? If so, tell us more about it here.**

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| **References** |

Please provide the names of two people who can provide references. The first referee should be your **current** or your **most recent** employer (Setting Manager). Both referees will be asked to comment upon your suitability for the post, including their knowledge of any issues which relate to the safeguarding of children. Please ensure that each person agrees to provide a reference. You referees will only be contacted if you are selected for interview.

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| --- | --- | --- | --- | --- |
| **FIRST REFEREE (current or most recent employer)** | | | | |
| Name | **………………………………………..............** | Position | **………………………………** | |
| Address / School | **………………………………………………………………………………………………………** | | | |
|  | **…………………………………………………….** | Post Code | | **……………………………** |
| Telephone No | **…………………………………………………….** | Fax No | | **……………………………** |
| E-Mail Address | **………………………………………………………………………………………………………** | | | |

**Please note that your second referee should also ideally be a professional who can also comment upon your suitability for the post and to work with children. It should not be a personal friend or a member of your family.**

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| **SECOND REFEREE (previous employer or college referee)** | | | | |
| Name | **………………………………………..................** | Position | **………………………………** | |
| Address / School | **………………………………………………………………………………………………………** | | | |
|  | **…………………………………………………….** | Post Code | | **……………………………** |
| Telephone No | **…………………………………………………….** | Fax No | | **……………………………** |
| E-Mail Address | **………………………………………………………………………………………………………** | | | |

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| **Declaration** |  |

I confirm that to the best of my knowledge the information I have provided in this application is correct and true. I realise that if at any stage of the recruitment process it is found that I have deliberately given false or misleading information I am liable to be disqualified or dismissed from the post immediately and without notice.

**Print Name ……………………………………………….**

**Signature \* ……………………………………………….**

**Date …………………**

If sending by email (instead of printing), your email address will act as your signature.

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| **Equal Opportunities Monitoring** |

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| **Full Name** | **…………………………………………………………………………….** |

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.

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| **GENDER** | **Male** |  | **Female** |  |

**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.

**I would describe my ethnic origin as (place a ‘X’ in the appropriate box) ………**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Bangladeshi |  | Black British |  | White and Black Caribbean |  |
| Chinese |  | Caribbean |  | White and Black Asian |  |
| East African Asian |  | Somali |  | White and Black African |  |
| Indian |  | Middle East |  | White and Asian |  |
| Kashmiri |  | Irish |  | White British |  |
| Vietnamese |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Other Asian |  | Other Mixed Origin |  | Please specify |
| Other African |  | Other White |  | **…………………………………………** |
| Other Black |  | Other |  |  |

**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. If you are disabled and 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 wish to bring any disability to the attention of the panel, please do so in the space below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Are you disabled?** | **Yes** |  | **No** |  |

**Details of Disability / Requirements (optional)**

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| **Additional Information** |

**FORMER OR CURRENT EMPLOYMENT**

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| --- | --- | --- | --- | --- | --- |
| **1.1** | Are you currently employed by Manchester City Council? | **Yes** |  | **No** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1.2** | Have you ever been employed by Manchester City Council? | **Yes** |  | **No** |  |

**If you answered ‘YES’ to 1.2 above, please give details of last position below:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| From | **... / … / …….** | | To | **... / … / …….** | Position | **…………………………………………………** |
| Department | **…………………………………………………………………………………………………………………..** | | | | | |
| Reason for Leaving | | **………………………………………………………………………………………………………** | | | | |

**VOLUNTARY EARLY RETIREMENT OR REDUNDANCY (Local Government)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **2.1** | Have you left any teaching or other Local Government | **Yes** |  | **No** |  |
|  | as part of any Voluntary Early Retirement scheme? | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **2.2** | Have you left any teaching or other Local Government | | **Yes** |  | **No** | |  |
|  | as part of any Redundancy scheme? | | | | | | |
| Please give details: | | | | | | | |
| Local Authority | Post | | | | Date | | |
| **………………………………………………….** | **…………………………………….** | | | | **….. / ….. / ……..** | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **2.3** | Are you in receipt of a public service pension? | **Yes** |  | **No** |  |

**RELATIONSHIP TO ANY MEMBER OF CITY COUNCIL OR SCHOOL STAFF**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **3.1** | Are you related to a Member of Manchester City Council? | **Yes** |  | **No** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **3.2** | Are you related to a member of school staff? | | | **Yes** | |  | **No** |  |
|  |  | | | | | | | |
| Name | **……………………………………………** | Position | | **………………………………….** | | | | |