

# **Manchester Independent Visitors Scheme**

## **Application Form**

### **Section A - Basic Details**

Name.....

Address.....  
.....  
.....

Tel No. (including STD code) Home.....Work.....

Mobile.....

Email.....

Preferred Contact times.....

Date of Birth .....

Do you have your own vehicle?.....

Type of vehicle..... Engine Size.....

Vehicle registration No.....

(We will need to see your vehicle registration document, a valid MOT and insurance certificate in order to pay your mileage expenses)

### **Emergency Contact Details**

Name:.....

Tel No:.....

### **Section B - Education History**

Please provide the names/addresses of schools/colleges/universities attended since the age of eleven with any qualifications obtained.

### **Section C - Employment History**

Please give details below of your employment history (paid or unpaid) over the last five years (or longer if you feel it is relevant) . Please start with the most recent or current employment and give dates where possible.

Please account for all of the last five years even if you have not been employed for any of that time, for example if you have had the responsibility of caring for relatives/bringing up children, have spent periods traveling or living abroad or have undertaken a course of study.

### **Section D - Motivation, Hobbies, Interests, and Personality**

Please provide some brief information below about the reasons why you would like to undertake the role of independent visitor, including what qualities you feel you could bring to the role and any difficulties you might envisage. Please include any hobbies/interests you may have.

## **Section E - 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.

### **Ethnic origin**

Please tick one of the following. I am:

Bangladeshi .....  20

Chinese .....  30

East African Asian .....  35

Indian .....  40

Kashmiri .....  37

Pakistani.....  45

Vietnamese .....  55

Other Asian, please specify:.....  52

.....

Black British .....  25

Caribbean.....  15

Somali .....  18

Other African .....  10

Middle Eastern .....  50

Other black, please specify: .....  60

.....

White and black Caribbean .....  65

White and black African .....  70

White and Asian .....  75

Other mixed origin, please specify: .  80

.....

Irish .....  85

White British .....  90

Other white, please specify: .....  95

.....

**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/disability**

I am: Female  Male

Are you a disabled person? Yes  No

**Meaning of disability**

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

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**Access to work**

If you are a disabled applicant, you may be entitled to aids and adaptations to assist you in the working environment. Access to work is available to help overcome the problems resulting from disability, offering practical advice and help in a flexible way that can be tailored to suit the needs of an individual in a particular job. If you require information on this service, please contact your local Jobcentre Plus.

**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 that we have a policy of guaranteeing an interview to people with disabilities who meet the requirements of the job.

**Equal opportunities and monitoring information must be completed by all applicants.**

**Section F - References**

Please provide details of two people who have agreed to act as character referees, at least one of whom should have known you in a professional capacity (e.g. a current or previous employer). They each should have known you for at least two years. They will be contacted as part of the approval process and asked to comment on your suitability for the role.

**Referee 1**

Name.....  
Occupation.....  
Address.....  
.....  
.....  
Daytime Tel No.....

Please state your relationship with the person e.g. friend/relative

.....

**Referee 2**

Name.....  
Occupation.....  
Address.....  
.....  
.....  
Daytime Tel No.....

Please state your relationship with the person e.g. friend/relative

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**Section G - Declaration**

I declare that the information I have given in this form is true to the best of my knowledge and I understand that the provision of any false information may lead to my approval to act as an independent visitor on behalf of Manchester City Council being withdrawn.

Signed..... Date.....

Please return to:

Pete Clarke  
Manchester Children's Rights Service  
Directorate for Children and Commissioning Services  
Manchester Safeguarding and Improvement Unit  
The Ground floor  
R & D Block  
Wenlock Way  
West Gorton  
Manchester  
M12 5DG

Or Via  
[peter.clarke@manchester.gov.uk](mailto:peter.clarke@manchester.gov.uk)