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**The Sheffield UTC Academy Trust**

**Job Application Form**

**Confidential**

Where did you hear about the vacancy?

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| --- | --- | --- | --- |
| TES |  | Government Website |  |
| Local Press |  | Local Authority Website |  |
| Job Centre |  | UTC Website |  |
| Word of mouth |  | Indeed / Agency Website |  |
| Other |  | Please Specify: |  |

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|  | **APPLICATION FOR EMPLOYMENT**  **Confidential** |  |

**Office Use Only App No**

Shortlisted: Interviewed:

Successful: Pre Offer Check:

Date Offered:

Date Accepted:

**Please return this form by email or hard copy to:**

[**HR@utcsheffield.org.uk**](mailto:HR@utcsheffield.org.uk)

Vivienne Martin

The Sheffield UTC Academy Trust

111 Matilda Street

Sheffield, S1 4QF

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| **JOB TITLE** Administrator – 3 days/week | | **JOB NUMBER** 2024/185 |
| **\*\*~~CITY / OLP~~ / Derby Pride Park \*\*** | | **CLOSING DATE**  Midnight Sunday  14 July 2024 |
|  | | |
| **Surname/Family Name** | **First Name** | **Address:**  **Post Code:** |
| **Title:**  **Home Telephone:**  **Mobile Telephone:**  **Work Telephone:**  **E-mail Address:** | |
| **Date of Birth:**  **Teacher Number:**  **National Insurance Number:** |

**1. Current Employment**

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| --- | --- | --- | --- |
| **Job Held:** | **Employer and Address:** | **From:**  **To:**  (if applicable) | **Wage/Salary**  **Grade** |
| **Brief details of main duties/responsibilities:** | | | |
| **Reason for leaving current job(s):** | | | |
| **Or, if successful in your application, please indicate if you intend to continue working in this/these job(s), stating the job title and hours of work** | | | |
| **Length of notice required, or date you could start**: | | | |

1. **Employment History**

Please give details of all previous jobs and work experience since leaving full time education. Please list these in date order, starting with the most recent first.

\*Please list any periods where you were not in full time employment, education or training, for example periods of unemployment, voluntary work, travelling etc.

| **Employer** | **Jobs held and brief details, plus information on other periods\*** | **Reason**  **for Leaving** | **From** | **To** |
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1. **Qualifications/Training**

Please give details of any qualifications obtained and training courses undertaken, **which are relevant to the job** together with dates.

| **Qualifications and Training (show grades and institution where obtained)** | **From** | **To** |
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1. **Equalities**

The Sheffield UTC Academy Trust is an Equal Opportunities Employer.

I consider myself to be a disabled person

1. **Suitability for the Job**

Please state why you think you are suitable for this job. Enclose additional sheets if necessary:   
(font size 11, no more than 2 sides).

**Note:** We will recruit solely on merit. To do this we will seek to match the information you provide against the person specification. Therefore, you should ensure that you address each point identified in the person specification and provide evidence of relevant experience and skills, including areas other than paid work.

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| ***Please use additional sheets as necessary.*** |

1. **Other Information**

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| **Relationships**  Are you related to or in a significant relationship with any Member, Trustee, Governor or staff member of the Sheffield UTC Academy Trust?  NO  YES  If YES, give name:       Relationship: |
| **Criminal Records Declaration**    All applicants are to complete, sign and return Appendix B: Criminal Records Declaration Form.  STATEMENT: As this post involves working with children if you are offered the post you will be subject to an enhanced Disclosure and Barring Service check. You must disclose all convictions, cautions, warnings, reprimands, binding over or other orders, pending prosecutions or criminal investigations that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 (as amended 2013).  If you are to be recommended for the post you will be subject to a Disclosure & Barring Service (DBS) check. This will be an enhanced disclosure. You must, therefore, disclose any convictions, cautions, warnings, reprimands, binding over or other orders, pending prosecutions or criminal investigations. Failure to disclose this information could result in the withdrawal of a job offer, dismissal or disciplinary action. Any information given will be completely confidential and will be considered only in relation to an application for positions to which an order applies.  I have read the above statement and: (please tick as applicable)  I have no convictions to declare  \*I have convictions to declare  \*Please set down the details, including dates, on Appendix B and return marked "private and confidential" with your completed application form to [HR@utcsheffield.org.uk](mailto:HR@utcsheffield.org.uk)  Failure to disclose this information could result in the withdrawal of a job offer, disciplinary action or dismissal. Any information give will be completely confidential and will be considered only in relation to your application. |
| **Dismissal**  Other than for reasons of redundancy or on health grounds, have you ever been dismissed from employment from any employer, including employment agencies?  NO  YES  If ‘YES’ please give details, stating from where, when and the reasons for the dismissal |
| **Interviews**  Please give any dates, when you are not available for interview. |

1. **References**

Please give the names and addresses of two people to whom we may write for references.

* Referee (1) should be your present or most recent employer and MUST be the Headteacher/Principal if you currently work in a school environment.

• Please state whether Referee (2) is in a personal or employment capacity.

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| **Referee (1)**  **Present or Most Recent Employer** | **Referee (2)** |
| **Name:** | **Name:** |
| **Job Title:** | **Job Title:** |
| **Company/Establishment:** | **Company/Establishment:** |
| **Capacity known:** | **Capacity Known:** |
| **Address:** | **Address:** |
| **Tel Number:**  **Email Address:** | **Tel Number:**  **Email Address:** |
| References may be taken up for shortlisted candidates prior to interview. If you do not wish a reference to be taken up at this stage, please state why      .  To comply with ‘Safer Recruitment’ we will always ask for two references at interview stage. | |
| 1. **Declaration**   I confirm that the information on this form is true and correct and will be used as part of my contract of employment.  I understand that the Trust may contact my referees and verify any qualifications/registrations, which are required for the job.  I accept that any false statement or omission may lead to my being dismissed, if appointed to the post. | |
| **Signature:** | **Date:** |

**End of Form**