

# Sheffield City Council

## School Support Staff Job Application Form



## Working for us

Sheffield is a great, unique, ambitious and inspiring city. The Council and our schools offer a wide range of employment opportunities, providing many services to the people of Sheffield.

## Completing your form

Please read the application form, job description, person and health risks specifications carefully, so that you understand what the position involves. This information is designed to help you complete the application form as thoroughly as possible.

When completing your application, give as much information as you can that is relevant to the job for which you are applying. Please check that the information you provide is accurate. If you conceal or misrepresent relevant information at any stage during the recruitment process you will be disqualified.

You will only be shortlisted, if you meet the essential requirements of the job specification. The decision to shortlist you for interview will be solely based on the information you provide in the application form.

Please return your form by email or by hard copy to the Head Teacher at the school. If you have not been contacted within four weeks of the closing date, please assume your application has been unsuccessful. Please do not let this deter you from applying for future positions.

## Equality Act

People are recruited and promoted based on their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity.

## Disabled Candidates

We welcome applications from everyone. We value equality, diversity and inclusion and are focused on increasing the diversity of our workforce, particularly the number of Black, Asian, Minority Ethnic, Disabled and LGBTQ+ people, so that our teams reflect the communities in the city we serve. We will guarantee an interview to disabled applicants, who are able to demonstrate in their application, how they meet the minimum requirements for the job.

Disabled applicants can request reasonable adjustments to our recruitment process. If you are selected for assessment and interview, we will ask if you require any reasonable adjustments, so that you can perform at your best.

After the interview, there will also be time to discuss any reasonable adjustment that may be required to enable you to carry out the job.

## Asylum and Immigration Act

If shortlisted you will be asked to bring relevant documentation to interview.

## Criminal Records Declaration

It is against the law to apply for this role if you are barred from working in Regulated Activity with children.

At the shortlisting stage, candidates are to complete and return Appendix A: Schools and Colleges Candidate Declaration Form. A criminal record will not debar that person from being appointed to the post, where those offences are not relevant to the role.

The school will need to know about all unspent and unprotected, spent criminal convictions, cautions, barrings, prohibitions or disqualifications. This information will be only shared with the recruiting manager after shortlisting. Candidates will have the opportunity to discuss this information with the recruiting manager at interview before the DBS certificate is received.

## Flexible Working

We welcome applications from people who want to work flexibly, for example on reduced contract hours or as a job share. There are several ways in which this can be facilitated. If this applies to you, please discuss the options with the recruiting manager.

## Data Protection

Any data requested and supplied through our job application will be used for recruitment purposes only. Your information will be used by the School and could be shared with partners involved in the recruitment process. Successful applicant information will be retained as part of the employee record. If unsuccessful at application, the school will delete this information from School's HR system in line with their data retention policy.

You have rights under Data Protection law. For further details about your rights, please see the School's Privacy Notice or contact the Headteacher.

## Complaints Procedure

If you have a complaint regarding the recruitment process, please write to the school Headteacher giving full details. They will investigate and respond within 28 working days.

## Return this Application Form to:

Headteacher of the recruiting school.

**Confidential**

Please return this form by email or hard copy to the School.

**Office Use Only****App No**

Shortlisted:

Interviewed:

Successful:

Pre Offer Check:

Date Offered:

Date Accepted:

**JOB TITLE****SCHOOL****Surname/Family Name:****Forenames:**As relevant, include any **former names** used previously.

Address:

Daytime contact telephone numbers:

Mobile number:

Work:

Home:

E-mail address:

**1. Current Employment**

<b>Job Held:</b>	<b>Employer and Address:</b>	<b>From:</b>	<b>Wage/Salary</b>
		<b>To: (if applicable)</b>	<b>Grade</b>
<b>Brief details of main duties/responsibilities:</b>			
<b>Reason for leaving current job(s):</b>			
<b>Length of notice required, or date you could start:</b>			

## 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

## 2. 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

### 3. Suitability for the Job

Please state why you think you are suitable for this job. Enclose additional sheets if necessary.

**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.

*Please use additional sheets as necessary.*

#### 4. Disabled Applicants

We will guarantee an interview to applicants who are disabled and, who are able to demonstrate in their application, how they meet the minimum essential requirements for the job. Please tick here if you are disabled and would like to apply for a guaranteed Interview ☐

#### 5. Relationships

Are you related to or in a significant relationship with any Councillor or Council employee (including Head or Deputy Head teachers in Sheffield schools) or a member of any governing body relevant to this appointment?

NO ☐ YES ☐

If YES, give name: Relationship:

#### 6. Criminal Records Declaration

As this post involves working with children, **if you are shortlisted for the role, you will be asked to make a Declaration about your suitability for working with children.**

This post is exempt from the Rehabilitation of Offenders Act 1974 and shortlisted candidates are required to declare:

All unspent convictions and conditional cautions

All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).

Failure to disclose this information could result in the withdrawal of a job offer, disciplinary action or dismissal. Any information given will be completely confidential and will be considered only in relation to your application.

Shortlisted candidates will also be asked about any barring, prohibition orders, restrictions, disqualifications from working with children and if you have ever been dismissed from employment due to conduct or capability.

#### 7. Interviews

Please give any dates when you are not available for interview.

## 8. References

Please provide us with the details of two people who we can contact for references. The first should be an **employment reference** from your current or most recent employer if you have been employed. Do provide accurate telephone numbers, addresses and work-place email addresses.

If you are a school or college leaver, then you should provide an **academic reference**. This should be from your most recent tutor or institution. If you are or have been self-employed, you can provide a **professional reference**, for example from a customer or supplier.

Ideally the second reference will also be an employment reference, from a previous line manager. It could also be a professional or academic reference.

Only, if the above cannot be obtained, should you provide a **personal reference**. This can be from a person of professional standing in the community such as a lawyer, bank manager, doctor, teacher etc. **Your family or friends cannot provide references for you.**

You may use a Councillor or Council employee or school governor as a referee, ideally they should not be directly involved in the recruitment process (unless no alternative exists). However, any attempt to influence the process in your favour or on your behalf will disqualify you.

<b>Referee (1) Present or Most Recent Employer, Professional or Academic</b>	<b>Referee (2) Employment, Professional, Academic or Personal</b>
<b>Name:</b>	<b>Name:</b>
<b>Job Title:</b>	<b>Job Title:</b>
<b>Address:</b>	<b>Address:</b>
<b>Tel Number:</b>	<b>Tel Number:</b>
<b>Email Address:</b>	<b>Email Address:</b>
Referees will be automatically contacted if you are shortlisted for interview. The recruiting manager at the school and the school's governing body reserve the right to contact any previous employer in relation to your application.	

## 9. 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 School will 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.

<b>Signature:</b>	<b>Date:</b>
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This document can be supplied in different formats

**Please return this form by email or hard copy to:**  
The Recruiting Manager at the school.