**Sheffield City Council**

**School Leadership**

**Job Application Form**

 

**Sheffield City Council**

Sheffield is a great city and our [Corporate Plan](https://www.sheffield.gov.uk/your-city-council/policy--performance/what-we-want-to-achieve/corporate-plan.html) focuses on what makes Sheffield a unique, ambitious and inspiring city.

We offer a wide range of employment opportunities, providing many services to the people of Sheffield.

[Working for us](https://www.sheffield.gov.uk/whats-new/job-vacancies/working-for-us.html), you can expect a rewarding career with a range of attractive benefits, a friendly, supportive work environment and the chance to be part of a dedicated team.

**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 on the basis of 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.

Included in the pack, is an equality monitoring form. By completing this form, you can help us to improve and encourage applications from under-represented groups in our city. This is optional.

**Disabled Candidates**

We welcome applications from people with disabilities. If you are selected to attend for interview, you will be asked if you require any special arrangements. Following the questions at 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**

All applicants are to complete and return Appendix A: Criminal Records Declaration Form. The Council recognises the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A criminal record will not debar that person from being appointed to the post, where those offences are not relevant to the role.

However the nature of some posts requires us to know about all unspent and unprotected spent criminal convictions and cautions to make informed decisions. The recruiting manager will only have access to this confidential information after shortlisting is completed and may ask questions about criminal records at interview.

**Flexible Working**

We welcome applications from people who want to work part-time, including for jobs which are advertised as full-time. There are a number of ways in which this can be facilitated so if this applies to you, please discuss the options with the recruiting managers.

**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; information held for unsuccessful applicants will be deleted from School’s HR system 12 months after the application closing date.

You have rights under Data Protection law. For further details about your rights and the contact details of the Data Protection Officer, please contact the Headteacher.

**Complaints Procedure**

If you have a complaint regarding the recruitment process, please write to the School’s HR Business Partner, Sheffield City Council Email: [HRConsultancy andAdvice@sheffield.gov.uk](https://myteam.sheffield.gov.uk/HRPoint/MasterTemplates/HRConsultancy%20andAdvice@sheffield.gov.uk) giving full details. We will investigate and respond within 28 working days.

**Return this Application Form to:-**

Head teacher of the recruiting school.

**Guidelines for School Leadership Teaching Application Form**

**Suitability for the Post**

Please ensure you address all sections of the person specification in your application. Try to provide recent examples of how you demonstrate you can meet these requirements. Ensure your application is relevant and relates to the individual school where you are applying to work.

**Assessment Centres**

If you are applying for a school senior leadership position and your application is successful, you may be required to attend an assessment centre where you will be asked to undertake a number of exercises relevant to the role. You will be informed of whether you are to attend an assessment centre if you are shortlisted for the post.

As part of an assessment centre for school senior leadership positions, you may be asked to undertake an online personality questionnaire. The questionnaire will be completed electronically prior to the day. **Please ensure you include an email address on your application form**

**Application for a School Leadership Post**

**Within Sheffield Local Authority**

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| **CONFIDENTIAL** |

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| **AS (POST TO WHICH YOU ARE APPLYING):**  **AT (SCHOOL/SERVICE):** | | | |
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| Please return this form either by email or post to the address shown on the website. Details of the school/service area, post reference number and closing date will also be available on this web page. | | | |
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| **1. Personal Details (BLOCK CAPITALS PLEASE):** | | | |
| Surname/Family Name:  Forename:  If relevant, please state any other surname/family name used previously: | | | |
| Address: | | Daytime contact telephone numbers:  Work:  Home:  Mobile number:  E-mail address: | |
| Post Code: | |
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| DfE reference number: | | National Insurance number: | |
| Date of award of Qualified Teacher Status (QTS): | | | |
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| Have you completed or are you currently completing the National Professional Qualification for Headship (NPQH)? YES NO  If yes, please state:  Your candidate number:  Date commenced:  Date completed/to be completed: | | | |
| **2. Employment** | | |
| Please give details of your current or most recent employment. Please also provide details of any other employment which, if appointed to this post, would mean you would be working an average of more than 48 hours per week. | | |
| **Post title**:  Employing Authority/Academy Trust:  Address:  Post code:  Telephone number: | **Salary details**  Salary per annum:  Scale point:  Additional allowances (e.g. UPR/TLR):  Leadership salary range: | |
| **School/employer**  Name of school/establishment:  Address:  Post code:  Telephone number: | **School/employer details**  NOR:  Group size:  Age range of school:  Boys school  Girls school  Mixed sex school  Maintained school  Non-maintained school  Private (i.e. public) school  Authority-run school/establishment  Faith school  Please state faith (if applicable): | |
| ***Please use additional sheets as necessary.***  **Main duties and responsibilities:** | | |
| **Date Appointed:** | **Date Left (if applicable):** | |
| If appointed, please give the date on which you could commence employment:  Please specify your reason for leaving or for looking for a new post: | | |

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| **3. Previous Employment** | |
| Please give details of the position you held before your current or most recent employment. If you are/were employed in two concurrent roles, please give details of the second role here. | |
| **Post title**:  Employing Authority/Academy Trust:  Address:  Post code:  Telephone number: | **Salary details**  Salary per annum:  Scale point:  Additional allowances (e.g. UPR/TLR):  Leadership salary range: |
| **School/employer**  Name of school/establishment:  Address:  Post code:  Telephone number: | **School/employer details**  NOR:  Group size:  Age range of school:  Boys school  Girls school  Mixed sex school  Maintained school  Non-maintained school  Private (i.e. public) school  Authority-run school/establishment  Faith school  Please state faith (if applicable): |
| ***Please use additional sheets as necessary.***  **Main duties and responsibilities:** | |
| **Date Appointed:** | **Date Left (if applicable):** |
| **Please specify reason for leaving** | |

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| **4. Employment History**  Please give details of all previous jobs and work experience since leaving full-time education. Please list in date order, starting with the most recent first. \*Please list any periods where you were not in full time employment, education or training; giving details of activity during this period for example periods of unemployment, voluntary work, travelling etc. | | | | |
| **From**  **Month/year** | **To**  **Month/year** | **Jobs held and brief details, plus information on other periods\*** | **Scale**  **Allowance/**  **Salary** | **Reason for Leaving** |
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| **5. Education & Qualifications – Higher Education**  If you’re a primary teacher, please give the age range you’re trained to teach and (if applicable) your curriculum specialism. If you’re a Secondary Teacher, please give the subjects you’re trained to teach and the level to which you can teach them. | | | | |
| **Place of study** | **Dates** | **Main subjects** | **Subsidiary subjects** | **Qualifications gained, e.g. degree, certificate, doctorate, diploma etc. (including classification)** |
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| **6. Secondary and Further Education** | | |
| **School or establishment attended** | **From month/year** | **To month/year** |
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| **7. Relevant courses attended in the last five years** | |
| **Details of course including training provider** | **Dates attended** |
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| **8. Equalities**    Sheffield City Council is an equal opportunities employer and has publicly committed to the “Disability Confident Scheme”. This ensures that all disabled applicants, able to demonstrate that they meet the minimum criteria of the role profile are guaranteed an interview.  I consider myself to be a disabled person and I would like to apply under the Guaranteed Interview Scheme |

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| **9. Your Personal Statement And Suitability For The Job**  Please ensure your personal statement demonstrates why you are suitable for this post in this particular establishment. Your statement should specifically address each of the points listed in the Person Specification.  ***Please use additional sheets as necessary.*** |

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| **10. Additional Information** |
| **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: |

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| **11. Criminal Records Declaration** |
| All Applicants are to complete, sign and return Appendix A: Criminal Records Declaration Form.  As this post involves working with children and/or vulnerable adults, 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).  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.  If you have any queries, please see our webpage [Criminal Records Declaration](https://www.sheffield.gov.uk/whats-new/job-vacancies/working-for-us/dbs/declaration.html).  Are you subject to any NCTL barring or prohibition order?  YES  NO  If YES state from when: |

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| **12. Dismissal** |
| Other than for reasons of redundancy or capability, 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    Have you ever been dismissed on grounds of capability in the last two years from any employer, including agencies?  NO  YES |

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| **13. Medical Clearance:** |
| In accordance with the Education (Teacher Qualifications and Health Standards) (England) Regulations 1999, an offer of appointment will be subject to medical clearance. |

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| **14. References** | |
| Please provide details of at least two referees, both of whom must have managed you in an employment capacity. If you are already a Head teacher, you must provide a reference from both your Local Authority/Academy trust representative and your school’s Chair of Governors.  If you are a Deputy/ Assistant Head teacher, or teacher, one of your references must be from the Headteacher at the school at which you are working/most recently worked. If this is not your current/most recent employer, you should also include a reference from your current/most recent employer.  If you are applying for a position in a faith school, please use the additional reference section for a faith reference from a faith leader. | |
| **REFEREE 1 (Past or most recent employer – please see above note)** | **REFEREE 2 (Please see above notes)** |
| Name:  Position: | Name:  Position: |
| Mobile no:  Work telephone:  Email address: | Mobile no:  Work telephone:  Email address: |
| **Additional Referee (3)** To be used if your current/previous post did not involve working with children or young people or you require a reference from a faith leader. | |
| Name: | Post: |
| Address: | |
| Telephone no: |  |
| Email Address: | |
| **Please note** that we are unable to offer appointments to school positions without two satisfactory references. References are taken up for all shortlisted candidates. Sheffield City Council and the governing body of any school to which may be applying reserves the right to contact any previous employer in relation to your application.  If you do not wish a reference to be taken up at shortlisting stage, please state why | |
| 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. | |

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| **15. 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 Council may contact my referees and verify any qualifications/registration, 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: |

This document can be supplied in different formats