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| **Section 1 – About you** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Throughout this form we ask for some personal data about you. This information will be treated in the strictest confidence. We will only use this information in line with data protection legislation.  Please answer the questions in this form as fully as you can. For equality reasons, sections 1-4 will not be shared with the shortlisting panel.  Please ensure you read the guidance notes before filling in this form. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Your application** (All fields with \* MUST be completed) | | | | | | | | | | | | | | | | | | | | | | | | |
| \*Position applied for: | | | | | | Family Engagement Officer | | | | | | | | | | | \*Vacancy reference number: | | | | | 2022-FEO 01 EXT | | |
| \*How did you find out about this vacancy? | | | | | | | | |  | | | | | | | | | | | | | | | |
| **Personal details** (All fields with \* MUST be completed) | | | | | | | | | | | | | | | | | | | | | | | | |
| \*Title: | | Mr  Ms  Miss  Mrs | | | | | | | | | | Other (please specify): | | | | | |  | | | | | | |
| \*Forenames: | | | |  | | | | | | | | | | | | \*Surname: | | |  | | | | | |
| \*Address (for correspondence): | | | | | | | |  | | | | | | | | | | | | | | | | |
| \*Postcode: | | |  | | | | | | | | \*Email address: | | |  | | | | | | | | | | |
| Phone numbers: | | | | | Home: | |  | | | | | Work: |  | | | | | | | | \*Mobile: | |  | |
| **Relationship to the Trust or School** (All fields in this section MUST be completed, if applicable) | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please list any personal relationships that exist between you and any of members of The Trust / school community. This includes: trustees, staff and pupils. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \*Name: |  | | | | | | | | | \*Relationship to you: | | | | |  | | | | | \*Role at School / Trust: | | | |  | |
| \*Name: |  | | | | | | | | | \*Relationship to you: | | | | |  | | | | | \*Role at School / Trust: | | | |  | |
| \*Name: |  | | | | | | | | | \*Relationship to you: | | | | |  | | | | | \*Role at School / Trust: | | | |  | |
| \*Name: |  | | | | | | | | | \*Relationship to you: | | | | |  | | | | | \*Role at School / Trust: | | | |  | |

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| **Section 2 – Keeping Children Safe in Education** | | | | | | | |
| The Trust will process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which are not “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. We will use the DBS check to ensure we comply with the Children Disqualification Regulations. Any data processed as part of the DBS check will be processed in accordance with data protection regulations and The Trust privacy statement. | | | | | | | |
| **Eligibility to work in the UK** (All fields in this section MUST be completed) | | | | |
| The Trust will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.  By signing this application, you agree to provide such evidence when requested. | | | | |
| Are you eligible to work in the UK? | Yes:  No: | | | |
| Is this subject to a Work Permit or Visa? | Yes:  No: | | | |
| **Rehabilitation of Offenders Act 1974** (All fields in this section MUST be completed) | | | | | | |
| This post is exempt from the Rehabilitation of Offenders Act 1974, applicants are therefore not entitled to withhold information about convictions, cautions or bind-over orders which for any other purposes are “spent” under the provisions of the Act. Any information given will be completely confidential. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offence. | | | | | | |
| I confirm that I am not barred from working with children or subject to sanctions imposed by a regulatory body. | | | | Yes:  No: | | |
| Signed (you may type your name as a substitute for your signature): | | | Date: | | | |
| Signed (in person if called to interview): | | | Date: | | | |
| **Living or working outside the UK** (All fields in this section MUST be completed) | | | | | | |
| The Trust will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.  By signing this application, you agree to provide such evidence when requested. | | | | | | |
| If you’ve live or worked outside of the UK in the last 5 years The Trust may require additional information to comply with “safer recruitment” requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course. | | | | | | |
| Have you lived or worked outside of the UK in the last 5 years? | | | Yes:  No: | | | |

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| **Section 3 – Equality & Diversity** | | | | | | | | | | |
| We do not believe our team is a homogenous group; we recognise our people are individuals with differing needs, characteristics and behaviours. This is why equality and equity form the basis of every policy, every procedure and every practice. We are committed to protecting all characteristics under the Equality Act 2010 and the Public Sector Equality Duty.  As an organisation, we are taking particular action to tackle discrimination and promote equality of opportunity for people of colour and other minority ethnic groups across the trust.  We want to ensure equity for people with protected characteristics. (Under the Equality Act 2010 there are nine protected characteristics which make it unlawful for employers to discriminate against someone because of this. These are Age, Disability, Gender reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or belief, Sex/Gender and Sexual orientation) | | | | | | | | | | |
| **Gender** (All fields in this section are optional and any information provided will not be shared with the shortlisting panel) | | | | | | | | | | |
| Male | Female | | | Intersex | | | Non-binary | Prefer not to say | | |
| Is the gender you identify with the same as your gender registered at birth? | | | | | | | Yes:  No  Prefer not to say | | | |
| If you prefer to use your own gender identity, please specify. | | | | | | | | | | |
| **Age** (All fields in this section are optional and any information provided will not be shared with the shortlisting panel) | | | | | | | | | | |
| 16-24 | 25-29 | | | 30-34 | | | 35-39 | 40-44 | | |
| 45-49 | 50-54 | | | 55-59 | | | 60-64 | 65+ | | |
|  |  | | |  | | |  | Prefer not to say | | |
| **Disability** (All fields in this section are optional and any information provided will not be shared with the shortlisting panel) | | | | | | | | | | |
| Do you consider yourself to have a disability or health condition? | | | | | | Yes  No  Prefer not to say | | | | |
| If you believe you need a ‘reasonable adjustment’ if called to interview, please tick here.   We will contact you prior to interview to discuss arrangements. | | | | | | | Yes | | | |
| **Religion or Belief** (All fields in this section are optional and any information provided will not be shared with the shortlisting panel) | | | | | | | | | | |
| No religion or belief | | Buddhist | | | Christian | | | | Hindu |
| Jewish | | Muslim | | | Sikh | | | | Prefer not to say |
| If other religion or belief, please specify. | |  | | |  | | | |  |
| **Ethnicity** (All fields in this section are optional and any information provided will not be shared with the shortlisting panel) Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you belong. | | | | | | | | | | |
| Asian or British Asian | | | please specify: | | | | | | | |
| Black, African or Caribbean | | | please specify: | | | | | | | |
| Mixed or Multiple ethnic background | | | please specify: | | | | | | | |
| White | | | please specify: | | | | | | | |
| Any other ethnic group | | | please specify: | | | | | | | |
| Prefer not to say | | |  | | | | | | | |
| **Section 4 – References** | | | | | | | | | | |
| Please give the names of 2 people not related to you who are able to comment on your suitability for this post. One must be your present or last employer. If you are a teacher or have working in a school previously, the referee must be the Headteacher. If you have not previously been employed, please provide details of two other suitable references. These may be character references from someone that knows you but not family members or anyone with whom you have a close personal relationship.  The Trust/school reserves the right to seek any additional references we deem appropriate.  Please let your referees know that your referee know that you have listed them as a referee, and to expect a request for a reference should you be shortlisted.. | | | | | | | | | | |

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| **Reference 1** (All fields with \* MUST be completed) | **Reference 2** (All fields with \* MUST be completed) |
| \*Name: | \*Name: |
| \*Job title: | Job title: |
| \*Address: | \*Address: |
| \*Postcode: | \*Postcode: |
| \*Telephone: | \*Telephone: |
| \*Email: | \*Email: |
| \*Type of reference (please indicate):  Employer  Personal  Academic | \*Type of reference (please indicate):  Employer  Personal  Academic |
| If you do not wish us to contact this referee without your prior agreement, please tick this box | If you do not wish us to contact this referee without your prior agreement, please tick this box |

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| **\*Declaration** (To be signed by all applicants)  I agree to you storing and using the information I have given in this application form for recruitment purposes. I have read and understood the information contained in this application form. I declare that all information provided in this application form is true and accurate to the best of my knowledge. I understand that if I have made any false or misleading statements, or withheld any relevant information, it may result in disciplinary action including dismissal and possible referral of the Police.  The Trust reserves the right to verify any of the data supplied in your application. | |
| \*Signed (you may type your name as a substitute for your signature): | \*Date: |
| Signed (in person if called to interview): | Date: |

Applications will only be accepted if they are completed in full and should be returned by email to applications@abbeyfield.sheffield.sch.uk

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| **Section 5 – Employment** |
| The Trust reserves the right to contact your current and/or previous employer(s) as part of our recruitment checks following any conditional offer of employment. |
| **Current or most recent employment** (Please complete all fields relevant to your application) |

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| Employer/School name & address: | | | | | |
| Job title: | | | | | |
| Start date: | | | End date (if applicable): | | |
| Point of Scale: | | | Salary: | | |
| Additional allowances (if applicable): | | | | | |
| Permanent | Temporary / Fixed Term | Full Time | | Part Time (Please give details) |  |
| Brief description of duties/responsibilities: | | | | | |

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| **Other previous employment** (Please add rows if necessary) Please list the most recent first |

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| Employer/School name & address | Dates (from/to) | Job title and brief description of duties  (give type of school & number on roll if applicable) | Reason for leaving |
| Please clarify any gaps in your paid employment, if applicable. | | | |
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| **Section 6 – Education and Training** |
| Please provide details of your education from secondary school onwards. You will be required to produce evidence of qualifications.  Please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application |

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| **Education and Qualifications** (Please add rows if necessary) Please list the most recent first | | | |
| Name of School / College / University | Examinations passed and education level  (e.g. Degree) | Grade | Dates (from/to) |
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| **Relevant Professional Development** (Please add rows if necessary) Please list the most recent first | | | |
| Name of School / College / University / Course Provider | Course title | Grade | Dates (from/to) |
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| **Section 7 – Information to Support your Application** |
| Please use the space below to indicate why you are applying for this post, and how you meet the requirements of the job description and person specification. Give supporting examples where appropriate. Include any further information about yourself that you feel is relevant.  Please observe any word or page limits for this section. |

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| **Safeguarding**  **Tell us about a time when a child you know was in need of help. How did you respond and why?** (maximum 500 words.) |
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| **Diversity Equality & Inclusion** (maximum 500 words.)  **Tell us about your experience working with vulnerable children and families.** |
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| **Professional development**  **How do you see yourself in five years’ time? How do you make the most of your strengths and address your weaknesses?** (maximum 500 words.) |
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| **Professionalism**  **Why are professional integrity and confidentiality important? What does this look like in your practice?** (maximum 500 words.) |
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| **Family Engagement**  **Tell us about your approach to supporting vulnerable families and how this fits in with the Abbeyfield Way: “Ambitious, Respectful, Happy and Safe”.** (maximum 500 words.) |
|  |