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Sheffield South East Trust

Job Application Form

**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.

**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 Head Teacher or manager.

**Complaints Procedure**

If you have a complaint regarding the recruitment process, please write to the Trust’s School’s HR Business Partner, Sheffield City Council Email: [HRAdvisoryService@sheffield.gov.uk](mailto:HRAdvisoryService@sheffield.gov.uk)

giving full details. Who will investigate and respond within 28 working days.

Please return this form to the Head Teacher at the school.

**APPLICATION FOR EMPLOYMENT E**

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| **Surname:** | **Initials:** | **Address:**  **Postcode:** |
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| **Home Telephone:**  **Mobile Telephone:**  **Work Telephone:**  **E-mail Address:** | | **Date of Birth:**  (if under 21) |

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.

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| **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.

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

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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 Sheffield South East Trust employee (including Head or Deputy Head teachers/Trustees) or a member of any governing body relevant to this appointment?  NO ☐ YES ☐  If YES, give name:       Relationship: |
| **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 give 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) or contact HRConnect Recruitment Team. |
| **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.

• Please state whether Referee (2) is in a personal or employment capacity (if at all possible an employment reference is preferable).

*You may use a Sheffield South East Trust employee as a referee, if they are not 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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| **Referee (1)**  **Present or Most Recent Employer** | **Referee (2)** |
| **Name:** | **Name:** |
| **Job Title:** | **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      .  We will always ask for two references at job offer 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:** |

This document can be supplied in different formats

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

The Head Teacher of the recruiting school.

**Appendix A: Schools Criminal Records Declaration Form**

**Jobs exempt from the Rehabilitation of Offenders Act**

This form must be completed by all applicants. The information disclosed on this form will not be kept with your application form during the application process. The recruiting manager will only hjabe access to this information after shortlisting is completed and will ask questions in relation to criminal records at the interview.

**Policy statement on recruiting applicants with criminal records**

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicanst are required to declare any cautions, convictions, reprimands, final warnings, binding over or other orders, pending prosecutions or criminal investigations 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 2013).

For further information on filtering please refer to Nacro guidance and the DBS website.

We recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person’s criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration.

* Whether the conviction is relevant to the position applied for.
* The seriousness of any offence revealed.
* The age of the applicant at the time of the offence(s).
* The length of time since the offence(s) occurred.
* Whether the applicant has a pattern of offending behaviour.
* The circumstances surrounding the offence(s), and the explanation(s) offered by the person concerned.
* Whether the applicant’s circumstances have changed since the offending behaviour.

It is important that applicants understand that failure to disclose all cautions, conviction, reprimands or final warnings that are not protected could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing a criminal record can be obtained from Nacro.

**Criminal record declaration form (exempt positions)**

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| --- | --- | --- | --- |
| **Surname:** |  | **Forename:** |  |
| **Job Vacancy Title** |  | **Job Application Reference** |  |
| 1. Are you barred from working with children?  |  |  |  |  | | --- | --- | --- | --- | | **Yes** |  | **No** |  |   If you have answered yes to the above, you are not eligible to work with children.   1. Do you have any cautions, convictions, reprimands, final warnings, binding over or other orders, pending prosecutions or criminal investigations which are not protected as defined by the Rehabilitation of Offfenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?  |  |  |  |  | | --- | --- | --- | --- | | **Yes** |  | **No** |  |   If you have answered no to the above, please sign and return your form.  If you have answered yes to question two above, you now have **two** options on how to disclose your criminal record.  **Option 1:** Please provide details of your criminal record in the space below and email wirh your application form. This form will be securely saved and will only be made available to the recruiting manager, if you have been shortlisted for the job.  **Option 2:** You can disclose your record under a separate cover provided that you mark a cross on the line below and attach the details in an envelope stapled to a copy of this form. The envelope should be marked **CONFIDENTIAL** and state your name and the details of the post.  I have attached details of my conviction separately \_\_\_\_\_ | | | |
| **DECLARATION**  I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at Sheffield South East Trust.   |  |  | | --- | --- | | **Signed:** | **Date:** | | | | |

**EQUAL OPPORTUNITIES MONITORING FORM**

For office use only



**CONFIDENTIAL INFORMATION** App No

The information given on this sheet **will not** be used to make decisions about who is recruited. The form **will not** be seen by the Shortlisting/Interview Panel. It will be stored securely by the Human Resources Section who will use the information to improve equality in recruitment and overall service delivery.

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| Please complete this form in full BLOCK CAPITALS  Your Surname/family name  Forenames/first names  Preferred title (please mark with a cross)  MR ☐ MRS ☐ MS ☐ MISS ☐ Other (please specify)  Your date of birth       (day)       (month)       (year) |

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| Which best describes your **racial or cultural origins?** (Please mark appropriate category with a cross) | | |
| White: | British ☐ Irish ☐  Any other white background☐ Please specify | |
| Mixed/Dual Heritage: | White and Black Caribbean ☐ White and Asian ☐  White and Black African ☐  Any other mixed background☐ Please specify | |
| Asian or  Asian British: | Indian ☐ Pakistani ☐  Bangladeshi ☐  Any other Asian background☐ Please specify | |
| Black or  Black British: | Caribbean ☐ Somali ☐  Other African ☐  Any other black background☐ Please specify | |
| Chinese: | Any Chinese background ☐ Please specify | |
| Any other Ethnic group: | Yemeni ☐ Other Arabic ☐  Any other ethnic group ☐ Please specify | |
| Do you consider yourself to be disabled? YES ☐ NO ☐ (Please mark with a cross) | | |
| How did you find out about this job? (Please mark one of the following with a cross) | | |
| ☐ Job Shop Circular  ☐ Job Centre  ☐ National Publication | | ☐ Local Publication  ☐ Internet  ☐ Other – (Please specify) |
| Signed | | Date |