

School Teaching

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.

**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 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**

**Confidential**

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

**Office Use Only App No**

Shortlisted: Interviewed:

Successful: Pre Offer Check:

Date Offered:

Date Accepted:

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| --- | --- |
| **JOB TITLE** | **JOB NUMBER** |
| **SCHOOL** | **CLOSING DATE** |
| **1. Personal Details (BLOCK CAPITALS PLEASE)** | |
| Surname/Family Name:  Forename:  If relevant, please state any other surname/family name used previously: | |
| Address:  Post Code: | Daytime contact telephone numbers:  Home Telephone:  Mobile Telephone:  Work Telephone:  E-mail Address: |

|  |  |
| --- | --- |
| DfE reference number: | National Insurance number: |
| Date of award of Qualified Teacher Status (QTS):  (if after 7 May 1999) have you completed your induction year?  YES NO (please mark with a cross)  If no – please give details of outstanding induction period. | |

**2. Employment**

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| Please give details of you 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:  Place of work:  Employing Authority/Academy Trust:  Address:  Postcode:  Telephone number: | **Salary details:**  Salary per annum:  Scale point:  Additional allowances (e.g. UPS/TLR): |
| ***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: | |

**3. Employment history**

Please give details of all previous jobs and work experience since leaving full time education.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.

| **Employer** | **Jobs held and brief details, plus information on other periods\*** | **Scale Allowance/Salary** | **Reason**  **for Leaving** | **From month/year** | **To month/year** |
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**4. Education & Qualifications – Higher Education**

If you are a primary teacher, please gibe the age range you are trained to teach and (if applicable) your curriculum specialism. If you are a secondary teacher, please give the subjects you are trained to teach and the level to which you can teach them.

| **Place of study** | **Dates** | **Main subjects** | **Subsidiary subjects** | **Qualifications gained, e.g. degress certificate, doctorate, diploma etc (inclusing classification)** |
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**5. Secondary and Further Education**

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| **School or establishment attended** | **Subjects taken** | **Grades** | **Dates** |
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**6. Relevant courses attended in the last five years**

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| **Details of course including training provider** | **Dates attended** |
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**7. Your Personal Statement and 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.*** |

**8. Relationships**

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| 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: |

**9. Criminal Records Declaration**

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| 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.  Are you subject to any NCTL barring or prohibition order?  YES  NO  If YES state from when: |

**10. Dismissal**

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| 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 |

**11. Medical Clearance**

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| In accordance with the Education (Teacher Qualifications and Health Standards) (England) Regulations 1999, an offer of appointment will be subject o medical clearance. |

**12. 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 are taken up for all shortlisted candidates. Sheffield South East Trust 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 this stage, please state why . | |

**13. Declaration**

|  |  |
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| 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:** |

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

**Confidential Information**

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 HR provider 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 tick) MR MRS MS MISS Other  Your date of birth \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_  Day Month Year |

Which best describes your **racial or cultural origins?**

(Please tick appropriate category)

|  |  |
| --- | --- |
| **White:**  English/Welsh/Scottish/N,Irish/British  Irish  Gypsy/Irish Traveller  Other European: (please specify) | **Black or Black British:**  Caribbean  Somali  Other African background  Any Black background: (please specify) |
| **Mixed/Dual Heritage**  White and Black Caribbean  White and Black African  White and Asian  Any other mixed background: (please specify) | **Other Ethnic Group:**  Yemini  Other Arab  Other: (please specify) |
| **Asian or Asian British**  Indian  Pakistani  Bangladeshi  Chinese  Any other Asian background: (please specify) | **Relationship Status?**  Married  Civil Partnership  Co-habiting  Widowed  Single  Divorced/Separated  Other: (please specify) |

|  |  |
| --- | --- |
| **Sexual Orientation**  Bi-sexual  Gay Man  Heterosexual/Straight  Lesbian/ Gay Woman  Other: (please specify) | **Faith/Religion Belief**  Atheist/None  Bahai  Buddhism  Hinduism  Humanism  Christianity (including Church of England,  Catholic, & other Christina denominations)  Islam  Jusaism  Sikhism  Other (please specify) |
| **Disability**  Do you consider yourself to be diabled?  Yes  No  The Equality Act 2010 defines a disabled person as having ‘a physical or mental impairment that has a substantial and long-term affect on his or her ability to carry out normal day-today activities’. |  |
| **Carer Responsibilities**  Do you provide regular and substantial care for a disabled relative or friends (above routine parenting etc)?  Yes  No | How did you find out about this job? (please tick one of the following)  Job shop Circular  Local Publication  Job Centre  Internet  National Publication  Other (please specify) |
| **Gender Identity**  Is your gender identiity the same as the gender you were assigned at birth?  Yes  No  **Gender**  Male  Female  Other (please specify) |  |

Signed .......................................................................

Date ………………………………………………………