



# 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.

## 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.

## Asylum and Immigration Act

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

## Criminal Records Declaration

If a candidate is shortlisted for interview then they will be asked to complete and return Appendix A: Criminal Records Declaration Form. The Trust 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 and may ask questions about criminal records at interview.

## Online Searches

In line with Keeping Children Safe in Education Para 221, online searches will be completed for shortlisted candidates.

## 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 Chair of Trustees giving full details. Who will investigate and respond within 28 working days.

# APPLICATION FOR EMPLOYMENT



## 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:

<b>JOB TITLE</b>	<b>JOB NUMBER</b>
<b>SCHOOL</b>	<b>CLOSING DATE</b>

<b>Surname:</b>	<b>Initials:</b>	<b>Address:</b>
		<b>Postcode:</b>
<b>Home Telephone:</b>	<b>Date of Birth:</b> (if under 21)	
<b>Mobile Telephone:</b>		
<b>Work Telephone:</b>		
<b>E-mail Address:</b>		

### 1. Current Employment

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



### 3. 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

#### 4. 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.

## 5. Other Information

### 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 who are successful in being shortlisted for interview will be asked to complete, sign and return 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.

### 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.

## 6. 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*

<b>Referee (1) Present or Most Recent Employer</b>	<b>Referee (2)</b>
<b>Name:</b>	<b>Name:</b>
<b>Job Title:</b>	<b>Capacity known:</b>
<b>Address:</b>	<b>Address:</b>
<b>Tel Number:</b>	<b>Tel Number:</b>
<b>Email Address:</b>	<b>Email Address:</b>
<p>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.</p> <p>We will always ask for two references at the job offer stage.</p>	
<b>7. Declaration</b> <p>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.</p> <p>I accept that any false statement or omission may lead to my being dismissed, if appointed to the post.</p>	
<b>Signature:</b>	<b>Date:</b>

# 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.

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

Which best describes your **racial or cultural origins?** (Please mark appropriate category with a cross)

White:	British <input type="checkbox"/>	Irish <input type="checkbox"/>	
	Any other white background <input type="checkbox"/> Please specify		
Mixed/Dual Heritage:	White and Black Caribbean <input type="checkbox"/>	White and Asian <input type="checkbox"/>	
	White and Black African <input type="checkbox"/>		
	Any other mixed background <input type="checkbox"/> Please specify		
Asian or Asian British:	Indian <input type="checkbox"/>	Pakistani <input type="checkbox"/>	
	Bangladeshi <input type="checkbox"/>		
	Any other Asian background <input type="checkbox"/> Please specify		
Black or Black British:	Caribbean <input type="checkbox"/>	Somali <input type="checkbox"/>	
	Other African <input type="checkbox"/>		
	Any other black background <input type="checkbox"/> Please specify		
Chinese:	Any Chinese background <input type="checkbox"/> Please specify: Taiwanese		
Any other Ethnic group:	Yemeni <input type="checkbox"/>	Other Arabic <input type="checkbox"/>	
	Any other ethnic group <input type="checkbox"/> Please specify		

Do you consider yourself to be disabled?                      YES       NO

How did you find out about this job? (Please mark one of the following with a cross)

<input type="checkbox"/> Job Shop Circular	<input type="checkbox"/> Local Publication
<input type="checkbox"/> Job Centre	<input type="checkbox"/> Internet
<input type="checkbox"/> National Publication	<input type="checkbox"/> Other – (Please specify)

Signed \_\_\_\_\_ Date \_\_\_\_\_

