

Guidance Notes for Applicants Schools Application Form



Thank you for expressing interest in a post in a Rotherham School or Setting

Rotherham Local Authority, working in partnership with schools and settings, is committed to developing the whole workforce. We hope that you will recognise this commitment and look upon Rotherham as an exciting and innovative authority in which to progress your career, whatever the role that interests you at this time.

Equal Opportunities

Rotherham Local Authority is committed to ensuring equality of opportunity thorough the recruitment process. We welcome and encourage applications from people of all backgrounds and your application will be assessed on your ability to do the job.

The school will make reasonable adjustments to the selection process where requested by an applicant with a disability and provide all relevant information in an alternative medium (e.g. large print).

Privacy Declaration

To be able to apply, you must give your consent to the processing of your personal data. The information you give us will be treated as confidential and your personal information will not be disclosed to third parties without your prior consent except where necessary to confirm factual information provided by you from previous employers or professional bodies; determine your right to work in the UK or suitability for the role to protect (eg. criminal records checks) or to protect public funds, including the prevention and detection of fraud and/or otherwise required by law. Information submitted in your job application will be held within the recruitment system for a period of 12 months before being deleted. By submitting your personal data and application, you:

- declare that you have read, understood and accepted the statements set out in this data protection clause;
- are declaring that the information given in the application is complete and true to the best of your knowledge, and understand that deliberate omissions and incorrect statements could lead to your application being rejected or to your dismissal;
- are giving your consent to the processing of the information contained in this application and any other personal data you may provide separately in the manner and to the extent described; and
- are authorising Rotherham Metropolitan Borough Council to verify or have verified on their behalf all statements contained in this application and to make any necessary pre-employment checks.

I agree to the above privacy statements:

Signed:

Date:

Print name:

Completing the application form

- You must complete all parts of the application form. A C.V. will only be accepted if it is in addition to the fully completed form.
- Read all the information provided - this will help you to decide whether or not the post is suitable for you.
- Please write or type your application in black ink so it can be photocopied.
- Show clearly how your experience, knowledge, skills and abilities are relevant to the requirements of the post as detailed in the job description and person specification.
- Give full details of your duties in your present post or most recent job if you have been employed before. Do not miss out experience gained in previous jobs, but select the most relevant points, including details of any skills and experience gained from voluntary/community work.
- Continue any sections of the form, if necessary, on the continuation sheet. Add further sheets if necessary.
- Observe any specified word or page limits e.g. for the supporting statement.
- Check the closing date and allow time for your application to reach us.
- Please keep a copy of your application form.

Returning the application form

Please follow the instructions for the return of this application form in the advert or job application pack. All completed applications should be returned directly to the school or setting unless stated otherwise.

If you are returning the form electronically:

1. You can type directly into the form and return it as an email attachment. Any continuation sheets can be attached to the email.
2. You will not be able to sign the form. By emailing it to the school or setting, you declare that the information in the form, and your answers to the Rehabilitation of Offenders Act, 1974, are true and accurate. Email is taken as a substitute for your signature.

If you are returning the form by post:

1. Complete the form in black ink and ensure it is legible. Attach any continuation sheets to the form ensuring that your name is on these.
2. Do not write outside of the lines
3. Ensure that you have signed the form.

Invitation for Interview

- If you are invited for interview and require any arrangements or assistance e.g. access to the building, please specify so the school can make any adjustments on the day.
- If you have an enquiry or complaint about the recruitment process, please contact the particular school or setting dealing with your application.
- Please remember to bring to the interview *original* copies of all qualifications, photo identification and proof of address.
- If you have changed your name since you gained any qualifications, please bring marriage or other certificate to confirm your identity.

Application for Employment

ALL INFORMATION WILL BE TREATED IN THE STRICTEST CONFIDENCE

Please ensure you read the guidance notes on the cover page before filling in this form.

Your application (All fields with * MUST be completed)

*Position applied for:	*Vacancy reference number:
*How did you find out about this job?	
*Name of school or setting:	
*Closing Date:	

Personal details (All fields with * MUST be completed)

*Title: Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/>	Other (please specify):	
*Forenames:	*Surname:	
*Address (for correspondence):		
*Postcode:	Email address:	
Phone numbers: *Home:	Work:	Mobile:
*National Insurance No:		

Eligibility to work in the UK (All fields in this section MUST be completed)

Before you commence working, you MUST provide evidence to demonstrate your right to work in the United Kingdom. If you are appointed to a post you will receive further guidance.

Are you eligible to work in the UK?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Is this subject to a Work Permit or Visa?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

For Teaching Posts only (Please complete all applicable fields in this section)

Are you recognised by the DfE as a qualified teacher in this country?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
DfE Teacher Reference number:	Date awarded QTS:
Date of completion of statutory induction (Newly Qualified Teachers) or number of terms towards induction completed:	

EMPLOYMENT HISTORY (Please complete all fields relevant to your application. Please clarify any gaps in your employment)

Current or most recent employment

Employer/School name & address:	
Job title:	
Start date:	End date (if applicable):
Point of Scale:	Salary:
Additional allowances (if applicable):	
Brief description of duties/responsibilities:	

Other previous employment (Please use the continuation sheet provided, if necessary). Please list the most recent first.

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

Voluntary work or experience (Please use the continuation sheet provided, if necessary). Include relevant work experience, voluntary or unpaid work. Please list the most recent first.

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

EDUCATION AND QUALIFICATIONS

Secondary School Education (Please use the continuation sheet provided, if necessary). Please list the most relevant qualifications, most recent first.

[illegible]

Higher and Further Education (Please use the continuation sheet provided if necessary). Please list the most recent first.

Name of University /college/ institute/awarding body	Examinations passed and education level (e.g. Degree)	Grade	Date started (mm/yy)

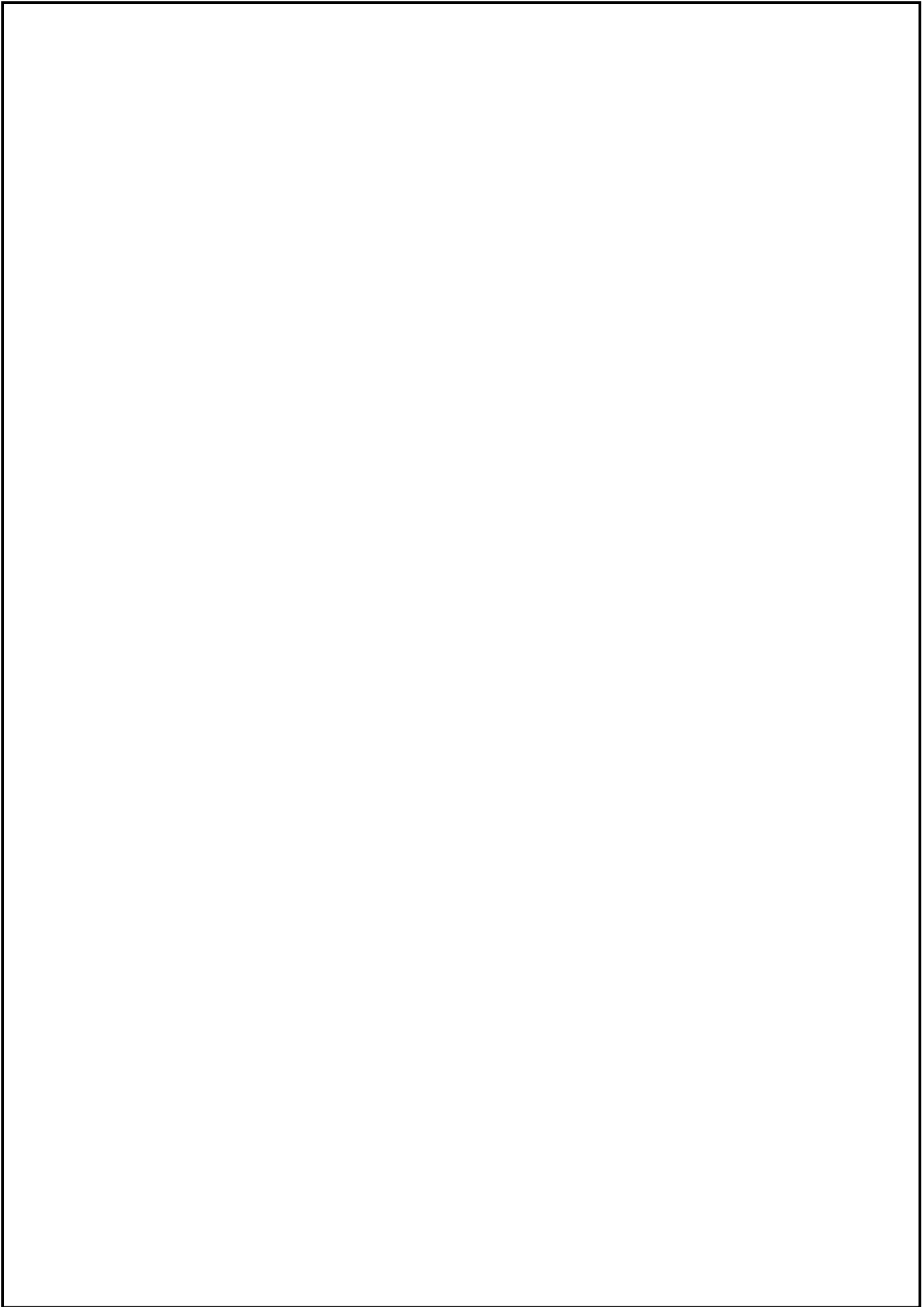
Relevant Professional Development (Please use the continuation sheet provided, if necessary)

Please list the most relevant or significant professional development courses attended, or qualifications obtained. Please list the most recent first.

[illegible]

Information in Support of your Application (Please use the continuation sheet provided, if necessary)

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 detailed in the application pack.



References

Please give the names and addresses of two individuals, not related to you, from whom we may obtain references. If you have worked before or are currently working, one of your referees must be your present or last employer.
*If you have worked with children in the past but are not currently doing so, you must provide as a third referee details of the person by whom you were most recently employed to work with children.

Referee 1	Referee 2	Referee 3 (*if applicable)
Name:	Name:	Name:
Job title:	Job title:	Job title:
Address:	Address:	Address:
Postcode:	Postcode:	Postcode:
Telephone:	Telephone:	Telephone:
Email:	Email:	Email:
Type of reference (please indicate): Employer <input type="checkbox"/> Personal <input type="checkbox"/> Academic <input type="checkbox"/>	Type of reference (please indicate): Employer <input type="checkbox"/> Personal <input type="checkbox"/> Academic <input type="checkbox"/>	Type of reference (please indicate): Employer <input type="checkbox"/> Personal <input type="checkbox"/> Academic <input type="checkbox"/>

Rehabilitation of Offenders Act 1974 (All applicants MUST answer all questions in this section)

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. See the following link for the [Policy statement on the recruitment of ex-offenders](#).

Do you have any criminal convictions which are not considered spent?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please give details of convictions/cautions:	
Are you applying for a job that requires an enhanced DBS check?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give details of any SPENT convictions or cautions you may have:	
I confirm that I am not disqualified from working with children or subject to sanctions imposed by a regulatory body. Please note that the successful applicant will be required to provide a DBS at the appropriate level for this post.	
Signed (see Guidance Notes):	Date:

Further information (*We need this information as all disabled applicants who meet the essential shortlisting requirements are guaranteed an interview)

Do you receive a local government pension?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a current driving licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
*Do you consider yourself to be disabled?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you related to any Councillor, senior employee of the Council, or governor or head teacher from the school for which you are applying for employment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'Yes', please give details:	Name: Job title:	Relationship to you:
Please give any dates when you are not available for an interview within the next two months:		

Declaration (To be signed by all applicants)

As far as I know, the information I have given is true and complete. I authorise the Council/school to check any/all information I have supplied with any other agencies including local authorities and the Benefits Agency. I understand that making a false declaration or any impropriety may lead to the withdrawal of any job offer made to me, or if employed may result in disciplinary action including dismissal. I agree to you storing and using the information I have given in this application form for the above purposes. The Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on your application form within the Council for prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for this purpose. By signing below you are agreeing to the above statements.

Signed:	Date:
Print name:	

Continuation sheet

If you needed additional space to answer any of the questions above, please use this continuation sheet. If you need more than one page, please either attach additional sheets to your hard copy application form or, if submitting electronically, create a separate continuation document and attach it to the email you send.

Equal Opportunities Monitoring

Strictly Confidential

We have a legal duty to promote equality. This applies to everything we do both as an employer and provider of services. We also have a duty to ensure that minority groups are not excluded from our recruitment process. We want to make sure that our equal opportunities policy is working and also find out how well our recruitment process works. To help us with this we need to ask you a few questions.

Please note: The Equal Opportunities Monitoring section will be removed prior to shortlisting and will not be used for selection purposes. It is used for monitoring purposes only.

Post details

Post applied for:

Vacancy reference number:

Gender (Please tick)

Male ☐

Female ☐

Do not wish to disclose ☐

Age group (Please tick)

16-24 ☐

25-39 ☐

40-49 ☐

50-64 ☐

65+ ☐

Do not wish to disclose ☐

Disability (please tick)

Do you consider yourself to have a disability?

Yes: ☐

No: ☐

Do not wish to disclose: ☐

If yes, which of the following best describes your disability:

Autistic spectrum ☐

Physical impairment: ☐

Long-standing illness ☐

Other developmental condition: ☐

Mental health condition: ☐

Other physical or mental conditions
(please specify):

Learning difficulties: ☐

Religion/belief (please tick)

Catholic: ☐

Hindu: ☐

Jain: ☐

Church of England: ☐

Buddhist: ☐

No religion: ☐

Jewish: ☐

Muslim: ☐

Other: ☐

Orthodox Jewish/Charedi: ☐

Sikh: ☐

Please specify:

Do not wish to disclose: ☐

Carer responsibilities (please tick)

Do you have a carer responsibility for anyone?

Yes: ☐

No: ☐

Do not wish to disclose: ☐

Sexual orientation (please tick)

Are you?

Heterosexual: ☐

Gay/Lesbian: ☐

Bisexual: ☐

Do not wish to disclose: ☐

Ethnic Origin (please tick)

WHITE

British: ☐

Irish: ☐

Other: ☐

Please specify:

MULTIPLE HERITAGE

White and Black Caribbean: ☐

White and Black African: ☐

White and Asian: ☐

Any other Mixed background: ☐

Please specify:

BLACK OR BLACK BRITISH

Caribbean: ☐

African: ☐

Please specify:

Any other Black background: ☐

Please specify:

ASIAN OR ASIAN BRITISH

Indian: ☐

Pakistani: ☐

Bangladeshi: ☐

Any other Asian background: ☐

Please specify:

CHINESE AND OTHER

Chinese: ☐

Any other background: ☐

Please specify:

Do not wish to disclose: ☐