

# Sheffield City Council

## School Teaching Job Application Form



**Stonewall**  
**DIVERSITY CHAMPION**



## Sheffield City Council

Sheffield is a great city and our [Corporate Plan](#) focuses on what makes Sheffield a unique, ambitious and inspiring city.

We offer a wide range of employment opportunities, providing many services to the people of Sheffield.

[Working for us](#), you can expect a rewarding career with a range of attractive benefits, a friendly, supportive work environment and the chance to be part of a dedicated team.

### 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 HeadTeacher 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 managers.

### Complaints Procedure

If you have a complaint regarding the recruitment process, please write to the School's HR Business Partner, Sheffield City Council  
Email: [HRAdvisoryService@sheffield.gov.uk](mailto:HRAdvisoryService@sheffield.gov.uk) giving full details. We will investigate and respond within 28 working days.

### Return this Application Form to:-

Head teacher of the recruiting school.

# Application for a Teaching Post within Sheffield Local Authority

CONFIDENTIAL

**AS (POST TO WHICH YOU ARE APPLYING):**

**AT (SCHOOL/SERVICE):**

Please return this form either by email or post to the address shown on the 'Vacancy Details Screen' for the post you are applying for. Details of the school/service area, post reference number and closing date will also be available on this web page.

## 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:

Work:

Home:

Mobile number:

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

Please give details of your 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:

### Salary details

Place of work:

Salary per annum:

Employing Authority/Academy Trust:

Scale point:

Address:

Additional allowances (e.g. UPR/TLR):

Post code:

Telephone number:

*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.

From Month/year	To Month/year	Jobs held and brief details, plus information on other periods*	Scale Allowance/ Salary	Reason for Leaving

**4. Education & Qualifications – Higher Education**

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

<b>Place of study</b>	<b>Dates</b>	<b>Main subjects</b>	<b>Subsidiary subjects</b>	<b>Qualifications gained, e.g. degree, certificate, doctorate, diploma etc. (including classification)</b>

**5. Secondary and Further Education**

School or establishment attended	Subjects taken	Grades	Dates

**6. Relevant courses attended in the last five years**

Details of course including training provider	Dates attended

## 7. Equalities

Sheffield City Council is an equal opportunities employer and has publicly committed to this by signing up to the "Two Ticks- Positive About Disabled People" scheme. This ensures that all disabled applicants, able to demonstrate that they meet the minimum criteria of the role profile are guaranteed an interview.

I consider myself to be a disabled person and I would like to apply under the Guaranteed Interview Scheme

## 8. Your Personal Statement and Suitability for the job

*Please use additional sheets as necessary.*



## 9. Additional Information

### Relationships

Are you related to or in a significant relationship with any Councillor or Council employee (including Head or Deputy Head teachers in Sheffield schools) or a member of any governing body relevant to this appointment?

If YES, give name:

Relationship:

## 10. 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 given 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](#).

Are you subject to any NCTL barring or prohibition order?

YES  NO

If YES state from when:

## 11. Dismissal

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

**12. Medical Clearance:**

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

**13. References**

Please give the names and addresses of two people to whom we may write for reference. Referee (1) should be your present or most recent employer. Please state whether Referee (2) is in a personal or employment capacity.

**REFEREE 1 (Present or most recent employer)**

**REFEREE 2 (Please see above notes)**

Choose an item.

Name:

Name:

Job Title:

Job Title:

Address:

Address:

Mobile no:

Mobile no:

Work telephone:

Work telephone:

Email address:

Email address:

References are taken up for all shortlisted candidates. Sheffield City Council and the school's governing body 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 shortlisting stage, please state why

You may use a Councillor or Council employee or school governor as a referee, ideally they should not be 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.

**14. 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 Council may contact my referees and verify any qualifications/registration, 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

# EQUAL OPPORTUNITIES MONITORING FORM

## 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 tick) MR  MRS  MS  MISS  MX  Other

(please specify)

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: \_\_\_\_\_

Any other white background (please write in) \_\_\_\_\_

### Black or Black British

Caribbean

Somali

Other African background

Any Black background (please write in) \_\_\_\_\_

### Mixed/Dual Heritage

White and Black Caribbean

White and Black African

White and Asian

Any other mixed background

(Please write in) \_\_\_\_\_

### Other Ethnic Group

Yemeni

Other Arab

Other (please write in) \_\_\_\_\_

### Asian or Asian British

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background (please write in) \_\_\_\_\_

### Relationship Status?

Married

Civil Partnership

Co-habiting

Widowed

Single

Divorced/Separated

Other (please write in) \_\_\_\_\_

**Sexual Orientation**

- Bi-sexual
- Gay Man
- Heterosexual/Straight
- Lesbian / Gay Woman
- Other (please write in)

**Disability**

Do you consider yourself to be disabled?

- 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-to-day activities'.

**Carer Responsibilities**

Do you provide regular and substantial care for a disabled relative or friend (above routine parenting etc)?

- Yes
- No

**Gender Identity**

Is your gender identity the same as the gender you were assigned at birth?

- Yes
- No

**Gender**

- Male
- Female
- Other (please write in)

**Faith/Religion Belief**

- Atheist/None
- Bahai
- Buddhism
- Hinduism
- Humanism
- Christianity (including Church of England, Catholic, & other Christian denominations)
- Islam
- Judaism
- Sikhism
- Other (please write in)

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)

Signed \_\_\_\_\_

Date \_\_\_\_\_

**PLEASE COMPLETE AND RETURN WITH APPLICATION FORM**

## 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 have 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 applicants 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, convictions, 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)**

<b>Surname:</b>		<b>Forename:</b>	
<b>Job Vacancy Title</b>		<b>Job Application Reference</b>	

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.

2. 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 Offenders 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 with 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 \_\_\_\_\_

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**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 City Council

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_