APPLICATION FOR EMPLOYMENT

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| CONFIDENTIAL |

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| JOB TITLE APPLIED FOR |
| SCHOOL NAME |

**APPLICANTS SHOULD BE AWARE THAT IT IS A CRIMINAL OFFENCE TO APPLY FOR PAID OR UNSUPERVISED WORK IN A SCHOOL IF YOU HAVE BEEN BARRED FROM REGULATED ACTIVITY**

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| Surname/family name       All given names (first names) |
| All previous surnames |
| Current address (with postcode) |
| Daytime telephone       Home telephone       Mobile phone |
| Email address |

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| **CURRENT EMPLOYMENT** - Details of current or most recent employment. (If you are currently in more than one employment/voluntary role, please record these posts in your employment history.) |

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| Current post title: | Employer and address: | From (month/year):    To (month/year):  (if applicable) | Wage/salary:    Grade/point: |
| Brief details of main duties/responsibilities (no more than 200 words): | | | |
| Length of notice required or date you could start: | | | |
| Reason for leaving or looking to leave current post: | | | |

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| **EMPLOYMENT HISTORY** - Please give details of all previous jobs since leaving full-time education, in order of the most recent first. Full details should be given for any period not accounted for by employment, education or training (e.g. unemployment, raising a family, travelling etc.). Please also include details of any voluntary roles/unpaid placements. When stating your reason for leaving, please include the contractual reason (e.g. resignation, retirement, dismissal, end of temporary contract etc.). Use additional paper, if required. |

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| Employer and town/city in which employed | Post title (and salary at the point of leaving) | Reason for  leaving | From  (year/month) | To (year/month) |
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| **HIGHER AND POSTGRADUATE EDUCATION WITH EXAMINATION RESULTS (where applicable)**  University/establishment attended: | | | |
| Subjects studied | Examinations passed | Grades | Dates (month/year) |
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| **FURTHER EDUCATION WITH EXAMINATION RESULTS (where applicable)**  College/school attended: | | | |
| Subjects studied | Examinations passed | Grades | Dates (month/year) |
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| |  |  |  |  | | --- | --- | --- | --- | | **SECONDARY WITH EXAMINATION RESULTS**  School/College attended: | | | | | List subjects taken | Examinations passed | List grades received | Dates (month/year) | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  |   **QUALIFICATIONS/TRAINING** - Please give details of any qualifications obtained and training courses undertaken which are relevant to the post applied for, together with dates. |

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| Qualifications and training (show grades and institution where obtained) | Date obtained |
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| **SUITABILITY FOR THE JOB**  Please state why you think you are suitable for this job (maximum 3,000 words).  **Note:** The school will recruit solely on merit. To do this, we will seek to match the information you provide against the person specification. You should therefore ensure that you address each point identified in the person specification, including examples of how you meet each point along with evidence, where possible, of positive outcome. If necessary, you may use areas other than paid work. You should also state why you want to work at this particular school. (You may use additional sheets of paper, if required.) |

**ADDITIONAL INFORMATION (PLEASE ENSURE YOU READ THE INFORMATION BELOW)**

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| If the post you are applying for is full-time, would you like to job-share it? YES  NO |
| The school to which you are applying is committed to the safety and wellbeing of all our children and young people and expect all our employees and volunteers to share this commitment. Candidates are expected to read the school’s safeguarding policy, which is available on the school website.  If shortlisted, you will be asked to complete a form to disclose any previous criminal records that are not ‘protected’ (see below). You will be asked to provide this information prior to interview, during which you will be asked questions about the information disclosed.  Please note that the post for which you are applying is subject to the Rehabilitation of Offenders Act. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and therefore cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.  If you are to be recommended for the post, you will be subject to an **enhanced** Disclosure and Barring Service criminal records check along with a check against the Children’s Barred List.  You will also be asked to sign your application form at interview to confirm that all the information given is accurate and without omission.  Any information given will be completely confidential and will be considered only in relation to your application for this specific post.  Please note that all shortlisted candidates will be subject to an online search prior to interview. Following this search, the interview panel will only receive information that is relevant to your suitability to fulfil the role for which you’ve applied. |
| Other than any details previously given, are you in receipt of any income or pension from Sheffield City Council, including any payments received via agency work? YES  NO |
| Have you ever been dismissed from employment with Sheffield City Council or any other employer? YES  NO  If ‘YES’ state from where and when: |

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| Please give any dates when you are not available for interview: |

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| **REFERENCES** - Please provide details of two people to whom we may write for references. Referee one should be your current or most recent employer. If this does not relate to work with children and you have previously worked in a childcare setting, please provide this employer as your second reference. Employment references should be from someone who managed/supervised you. Please note that character references (i.e. those not from an employer or education setting) will only be accepted where the taking of other references is not possible. Please note that any job offer will be subject to references from all current employers (regardless of whether you are working in a paid or voluntary capacity). | | |
| **REFEREE (1)**  **(Curent or most recent employer)** | **REFEREE (2)** | |
| Name:  Job title: | Name:  Capacity in which they knew you: | |
| Referee’s professional address: | Referee’s professional address: | |
| Tel. number:  Email address (not personal): | Tel. number:  Email address (not personal): | |
| **References are taken up for all shortlisted candidates prior to interview. If you do not wish a reference to be taken up at this stage, please state why:** | | |
| You may use a councillor or council 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 from the process. | | |
| By signing this form, you authorise the school to check any information you have provided with relevant third-parties (e.g. previous employers), and you authorise them to disclose your personal information to us. The school will also share your application with all members of the selection panel as part of the shortlisting process. | | |
| **DECLARATION**  **The information on this form is true and correct and will be used as part of my contract of employment. I accept that any false statement or omission may lead to my being dismissed if appointed to the post.** | | |
| Your signature (electronic signatures are not accepted): | | Date: |