**Sheffield City Council**

**School Support Staff**

**Job Application Form**





**Sheffield City Council**

Sheffield is a great 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 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. We will guarantee an interview to disabled applicants, who are able to demonstrate in their application, how they meet the minimum requirements for the job.

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**

Full-time employees work 37 hours for 52 weeks of the year and we offer a generous holiday entitlement. We are open to discussions about a wide range of flexible working opportunities which benefit you and the Council, including reduced hour contracts, working part time or as a job share.

**Data Protection**

Any data requested and supplied through our job application will be used for recruitment purposes only. Your information will be used by the School and could be shared with partners involved in the recruitment process. Successful applicant information will be retained as part of the employee record. The school will delete information held for unsuccessful applicants from School’s HR system 6 months after the application closing date.

You have rights under Data Protection law. For further details about your rights and the contact details of the Data Protection Officer, please contact the Headteacher.

**Complaints Procedure**

If you have a complaint regarding the recruitment process, please write to the School Head Teacher

giving full details. They will investigate and respond within 28 working days.

**Return this Application Form to:-**

Head Teacher of the recruiting school.

**APPLICATION FOR EMPLOYMENT E**

**Confidential**

**Please return this form by email or hard copy to the School.**

**Office Use Only App No**

Shortlisted: Interviewed:

Successful: Pre Offer Check:

Date Offered:

Date Accepted:

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| **JOB TITLE** | | **JOB NUMBER** |
| **PORTFOLIO** | | **CLOSING DATE** |
| **SERVICE AREA/SCHOOL** | | |
|  | | |
| **Surname/Family Name** | **Initials** | **Address:**  **Post Code:** |
|  | |
| **Home Telephone:**  **Mobile Telephone:**  **Work Telephone:**  **E-mail Address:** | |
| **Date of Birth:**  (if under 21) |

1. **Current Employment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Held:** | **Employer and Address:** | **From:**  **To:**  (if applicable) | **Wage/Salary**  **Grade** |
| **Brief details of main duties/responsibilities:** | | | |
| **Reason for leaving current job(s):** | | | |
| **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** | | | |
| **Length of notice required, or date you could start**: | | | |

1. **Employment History**

Please give details of all previous jobs and work experience since leaving full time education. Please list these in date order, starting with the most recent first. \*Please list any periods where you were not in full time employment, education or training, for example periods of unemployment, voluntary work, travelling etc.

| **Employer Name and Address** | **Jobs held and brief details, plus information on other periods\*** | **Reason**  **for Leaving** | **From** | **To** |
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1. **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** |
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1. **Disabled Applicants**

We will guarantee an interview to applicants who are disabled and, who are able to demonstrate in their application, how they meet the minimum essential requirements for the job.

Please tick here if you are disabled and would like to apply under the Guaranteed Interview Scheme

1. **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.*** |

**Other Information**

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| **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?  NO  YES  If YES, give name:       Relationship: |

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| **Criminal Records Declaration**    As this post involves working with children and/or adults with additional needs, please complete, sign and return **Appendix A: Criminal Records Declaration Form**.  This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare:   * All unspent convictions and conditional cautions * All spent convictions and adult cautions 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 2020).   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. |
| **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. |

1. **References**

Please provide us with the details of two people who we can contact for references. The first should be an **employment reference** from your current or most recent employer, if you have been employed. Do provide accurate telephone numbers, addresses and work-place email addresses.

if you are or have been self-employed, you can provide a **professional reference**, for example from a customer or supplier. If you are a school or college leaver, then you should provide an **academic reference**. This should be from your most recent tutor or institution.

Ideally the second reference will also be an employment reference, from a previous line manager. It could also be a professional or academic reference.

Only, if the above cannot be obtained, should you provide a **personal reference**. This can be from a person of professional standing in the community such as a lawyer, bank manager, doctor, teacher etc. **Your family or friends cannot provide references for you.**

*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).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, Professional or Academic** | **Referee (2) Employment Academic, Professional, Personal** |
| **Name:** | **Name:** |
| **Job Title:** | **Capacity known:** |
| **Address:** | **Address:** |
| **Tel Number:**  **Email Address:** | **Tel Number:**  **Email Address:** |
| 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      .  We will always ask for two references at job offer stage. | |
| 1. **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/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:** |

This document can be supplied in different formats

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

The Recruiting Manager at the school.