

Sheffield City Council

Job Application Form



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 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. 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 Head Teacher or manager.

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; information held for unsuccessful applicants will be deleted from School's HR system 12 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's HR Business Partner, Sheffield City Council by email [HRConsultancy andAdvice@sheffield.gov.uk](mailto:HRConsultancyandAdvice@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.

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:	

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:	Wage/Salary
		To: (if applicable)	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:			

2. 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	Jobs held and brief details, plus information on other periods*	Reason for Leaving	From	To

Employer	Jobs held and brief details, plus information on other periods*	Reason for Leaving	From	To

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

Qualifications and Training (show grades and institution where obtained)	From	To

4. Equalities

Sheffield City Council is an Equal Opportunities Employer and has publicly committed to the "Disability Confident Scheme". This ensures that all disabled applicants, able to demonstrate that they meet the minimum criteria of the job description are guaranteed an interview.

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

5. 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.

Please use additional sheets as necessary.

6. Other 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?

NO YES

If YES, give name: _____ Relationship: _____

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](#) or contact HRConnect Recruitment Team.

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.

7. 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.

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

Referee (1) Present or Most Recent Employer	Referee (2)
Name:	Name:
Job Title:	Capacity known: Choose an item.
Address:	Address:
Tel Number:	Tel Number:
Email Address:	Email Address:
<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 job offer stage.</p>	
<p>8. Declaration</p> <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 Council 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>	
Signature:	Date:

This document can be supplied in different formats

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

The Head Teacher of the recruiting school.