



# The Diocese of Sheffield Academies Trust

## Application for Employment Staff Application Form

**CONFIDENTIAL** - The information you provide on this form will be used for recruitment, selection and for employment contract purposes. This form should be used to apply for currently advertised vacancies only.

**Please complete this application in black ink or by typing and submit it as stated in the job advertisement**

<b>POST APPLIED FOR</b> (It is <b>essential</b> that candidates complete all details in this box so their application can be considered.)	Job Title:	
	Closing Date	

### PART A – PERSONAL DETAILS

Last Name:									
First Name(s):							Title:	Dr/Miss/Mr/Mrs/Ms/Other	
Address: (Address Line 1):									
(Address Line 2):									
(Address Line 3):									
Town / City:									
Post Code:									
National Insurance Number:									
Date of Birth (dd/mm/yyyy):*									
Contact Phone Number:									
Email Address:**									

\* Required to meet DfE Safeguarding Children and Safe Recruitment in Education Guidelines.

\*\* We would prefer to contact you by email throughout the recruitment process, please provide an email address where possible.

<b>PART A</b>  <b>Are you currently employed by The Diocese of Sheffield Academies Trust?</b> If so, please provide payroll number(s) in the additional information box on the next page. <b>Have you ever been dismissed from a post within Education?</b> If so, please provide details in the additional information box. <b>Are you seeking a guaranteed interview under the disability symbol scheme?</b> <b>Are you supported by a disability organisation?</b> If so, please say which in the additional information box on the next page. <b>Are there any dates when you would not be available for interview?</b> If so please provide details in the additional information box.	
	YES <input type="checkbox"/> NO <input type="checkbox"/>
	YES <input type="checkbox"/> NO <input type="checkbox"/>
	YES <input type="checkbox"/> NO <input type="checkbox"/>
	YES <input type="checkbox"/> NO <input type="checkbox"/>
YES <input type="checkbox"/> NO <input type="checkbox"/>	

Are you legally entitled to live and work in the United Kingdom in the accordance with the Asylum & Immigration Act 1996?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever been barred from working with children and/or vulnerable adults?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you related to a Governor, Director or employee of any of the schools within The Diocese of Sheffield Academies Trust? If so, please provide the names and relationship details in the additional information box below.	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you or a close relative have any financial interest which may conflict with the interests of The Diocese of Sheffield Academies Trust? If so, please provide details in the additional information box below.	YES <input type="checkbox"/> NO <input type="checkbox"/>

**Additional Information:**

Please use this section to expand on any of the questions in Part A above.

<b>REFERENCES:</b>		
Please see notes below before completing	Reference 1	Reference 2
	(Current/Most Recent Employer)	(Employer prior to current/most recent)
Referee's Name		
Job Title		
Name/Address of organisation		
Email of organisation		
Telephone number of organisation		
<p>Note:</p> <ul style="list-style-type: none"> <li>As part of Safer Recruitment we will take up references <b>prior</b> to an offer of interview. By submitting this application for you agree to this practice.</li> <li>At least TWO references for ALL shortlisted candidates will be requested prior to interview. However, we may need to take up additional references from any previous employer. We will contact you for further information if we need to do so.</li> <li>Open references ('to whom it may concern') will not be accepted.</li> <li>To ensure the validity of the organisation, the email address of a referee should always be directed to the work/organisation email and not to a private email address.</li> <li>Referees should be an employer (i.e. manager) and not co-workers.</li> </ul>		

**PART B: INFORMATION IN SUPPORT OF APPLICATION**

**Employment Record** - Please provide details of your employment history

Name & Address of Employer	Dates from/to (Month & Year)	Job Title, Brief Description of Duties & Salary	Reason for Leaving

<p>Please provide details of any breaks in employment (exceeding 6 weeks) during the last 10 years.</p>	
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<p><b>Educational, Training &amp; Vocational Qualifications</b> - Please provide details (including dates) of qualifications achieved. Please include short courses, apprenticeships, &amp; any other training that supports your application &amp; demonstrates your continuous professional development.</p>
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<p><b>Professional Memberships</b> - Please provide details (including membership number and level).</p>
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**Additional Information in support of your application** – Please read the Job Description and Person Specification carefully; then explain how your knowledge, skills and experience relate to the post for which you are applying. These may have been gained through paid employment, domestic responsibilities, voluntary/community work, spare time activities, education and training.

We advise applicants that the data held by The Diocese of Sheffield Academies Trust in respect of employment will be used for cross-system comparison purposes for the prevention & detection of fraud.

**I understand that a medical examination may be necessary in connection with this post and that my appointment would be subject to satisfactory medical clearance.**

**I understand that any offer of employment is subject to obtaining suitable references and a satisfactory DBS check.**

**I declare that the information that I have given in this application is accurate and true.**

**I understand that providing misleading or false information will disqualify me from the appointment OR if appointed may result in disciplinary action including dismissal.**

Signed		Date	
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## PART C: RECRUITMENT & EQUAL OPPORTUNITIES MONITORING

The information collected in this form is used for statistical purposes and will be recorded on a computer database and access to this information will be security controlled and limited to staff.

This data helps The Diocese of Sheffield Academies Trust to do all it can to ensure that appointments are made on merit and to create a workforce representative of the community.

<b>Surname/Family Name</b>		<b>Job Title:</b>	
<b>Forenames or Initials</b>			

<b>Gender</b>	
Female	<input type="checkbox"/>
Male	<input type="checkbox"/>
Trans-Gender	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

<b>Sexual Orientation</b>	
Bisexual	<input type="checkbox"/>
Gay Man	<input type="checkbox"/>
Gay Woman / Lesbian	<input type="checkbox"/>
Heterosexual	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

<b>Age Band</b>	
16-24 years	<input type="checkbox"/>
25-34 years	<input type="checkbox"/>
35-49 years	<input type="checkbox"/>
50-54 years	<input type="checkbox"/>
55 and over years	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

<b>Do you consider yourself to have a disability?</b>	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

<b>Where did you see post advertised?</b>	
Council Website	<input type="checkbox"/>
TES	<input type="checkbox"/>
School Website	<input type="checkbox"/>
Other	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

<b>Ethnic Origin</b>	
White	
• British	<input type="checkbox"/>
• Irish	<input type="checkbox"/>
• White Other	<input type="checkbox"/>
Asian or Asian British	
• Bangladeshi	<input type="checkbox"/>
• Indian	<input type="checkbox"/>
• Pakistani	<input type="checkbox"/>
• Any Other Asian	<input type="checkbox"/>
Black and Black British	
• African	<input type="checkbox"/>
• Caribbean	<input type="checkbox"/>
• Any Other Black	<input type="checkbox"/>
Mixed	
• White & Asian	<input type="checkbox"/>
• White & Black African	<input type="checkbox"/>
• White & Black Caribbean	<input type="checkbox"/>
• Any Other Mixed	<input type="checkbox"/>
Other	
• Chinese	<input type="checkbox"/>
• Any Other	<input type="checkbox"/>
• Prefer not to say	<input type="checkbox"/>

<b>Religion / Belief</b>	
Buddhist	<input type="checkbox"/>
Christian	<input type="checkbox"/>
Hindu	<input type="checkbox"/>
Jewish	<input type="checkbox"/>
Muslim	<input type="checkbox"/>
Sikh	<input type="checkbox"/>
Other	<input type="checkbox"/>
None	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>