

Sheffield City Council

School Teaching 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 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.

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 Email: 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.

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

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 the "Disability Confident 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