

Sheffield City Council

School Support Staff Job Application Form



Working for us

Sheffield is a great, unique, ambitious and inspiring city. The Council and our schools offer a wide range of employment opportunities, providing many services to the people of Sheffield.

Completing your form

Please read the application form, job description and person specification 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 based on 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.

Inclusive Recruitment

We welcome applications from everyone. We value equality, diversity and inclusion and are focused on increasing the diversity of our workforce, particularly the number of Black, Asian, Minority Ethnic, Disabled and LGBTQ+ people, so that our teams reflect the communities in the city we serve.

Disabled applicants can request reasonable adjustments to our recruitment process. If you are selected for assessment and interview, we will ask if you require any reasonable adjustments, so that you can perform at your best.

After the 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 to prove that you have the right to work in the UK.

Criminal Records Declaration

It is against the law to apply for this role if you are barred from working in Regulated Activity with children. At the shortlisting stage, candidates are to complete and return a **Self-Declaration Form**. A criminal record will not debar that person from being appointed to the post, where those offences are not relevant to the role.

The school will need to know about all unspent and unprotected, spent criminal convictions, cautions, barrings, prohibitions or disqualifications. This information will be only shared with the recruiting manager after shortlisting. Candidates will have the opportunity to discuss this information with the recruiting manager at interview before the DBS certificate is received.

Safeguarding

We are committed to safeguarding and promoting the welfare of children and vulnerable adults. All successful candidates will be required to complete an Enhanced Disclosure and Barring Service check.

For full details of our recruitment procedures, please see our Safer Recruitment Policy and our Child Protection and Safeguarding Policy, which can be viewed at <http://sharrow.school.co.uk/vacancies/>

Online searches may be undertaken for shortlisted candidates.

Flexible Working

We welcome applications from people who want to work flexibly, for example on reduced contract hours or as a job share. There are several ways in which this can be facilitated. If this applies to you, please discuss the options with the recruiting 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. If unsuccessful at application, the school will delete this information from School's HR system six months after the application closing date.

You have rights under Data Protection law. For further details about your rights, please see the School's Privacy Notice for Job Applicants which is available at <http://sharrow.school.co.uk/vacancies>

Complaints Procedure

If you have a complaint regarding the recruitment process, please write to the School Headteacher giving full details. They will investigate and respond within 28 working days.

Return this Application Form to:

Headteacher, Sharrow School, Sitwell Road, Sheffield, S7 1BE, or by email to jobs@sharrow.sheffield.sch.uk.

Confidential

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

Sharrow School

Sitwell Road

Sheffield S7 1 BE

jobs@sharrow.sheffield.sch.uk

Office Use Only**App No:**

Shortlisted:

Interviewed:

Successful:

Pre Offer Check:

Date Offered:

Date Accepted:

JOB TITLE: CLEANER

SCHOOL: SHARROW SCHOOL

Surname/Family Name:

Forenames:

As relevant, include any **former names** used previously.

Address:

Daytime contact telephone numbers:

Mobile number:

Work:

Home:

E-mail address:

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):			
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 NOTE: You must list any periods where you were not in full time employment, education or training (for example periods of unemployment, voluntary work, travelling etc) so we have a chronological history without any gaps.

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

2. 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

3. 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 so it is important to make sure you demonstrate **HOW** you meet the requirements detailed in the Person Specification. 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.

4. 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:

5. Criminal Records Declaration

As this post involves working with children, **if you are shortlisted for the role, you will be asked to make a Declaration about your suitability for working with children.**

This post is exempt from the Rehabilitation of Offenders Act 1974 and shortlisted candidates 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 given will be completely confidential and will be considered only in relation to your application.

Shortlisted candidates will also be asked about any barring, prohibition orders, restrictions, disqualifications from working with children and if you have ever been dismissed from employment due to conduct or capability.

6. Interviews

Please give any dates when you are not available for interview.

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

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 or a 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.

Note: *One reference must be from a senior manager at your latest employment (for example the Headteacher). Where possible, at least one reference should be from employment where you worked with children.*

Referee (1) Present or Most Recent Employer, Professional or Academic	Referee (2) Employment, Professional, Academic or Personal
Name:	Name:
Job Title:	Job Title:
Company:	Company:
Address:	Address:
Tel Number:	Tel Number:
Email Address: <small>Wherever possible, this should be an official company email address rather than a personal email</small>	Email Address:
Referees will be automatically contacted if you are shortlisted for interview. The recruiting manager at the school and the school's governing body reserve the right to contact any previous employer in relation to your application.	

8. Declaration

<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 School will 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:

Please return this form by email to jobs@sharrow.sheffield.sch.uk or hard copy to:

Evelyn Abram, Headteacher, Sharrow School, Sitwell Road, Sheffield, S7 1BE