

Application for Employment

Here are some guidelines to help you fill in the Word version of our standard paper Application Form.



Downloading a form in MS Word

This version of the application form is available to users of Windows 95 (or newer Word versions). For those of you who use screen reading equipment the 'on line application form' is more user friendly.

- To download the Word version of the application form press file and 'save as'
- Choose where you want to store the form, give it a file name you can recognise and then press save

Open the saved application form and fill it in, but remember to save the file again before closing or you'll lose everything you filled in. You can print the file off and post it back to us or send it as an email attachment.

Post and email contact points will be shown on the Vacancy Details screen for the post(s) you are applying for along with other details such as the Directorate, Service Area, Post Reference Number, and closing date.

Please note:

If you wish to "tab" between boxes you are advised to use the F11 key

EQUAL OPPORTUNITIES MONITORING FORM

For office use only

CONFIDENTIAL INFORMATION

App No

The information given on this sheet **will not** be used to make decisions about who is recruited. The form **will not** be seen by the Shortlisting/Interview Panel. It will be stored securely by the Human Resources Section who will use the information to improve equality in recruitment and overall service delivery.

Please complete this form in full BLOCK CAPITALS

Your Surname/family name

Forenames/first names

Preferred title (please mark with a cross)

MR MRS MS MISS Other (please specify)

Your date of birth (day) (month) (year)

Which best describes your **racial or cultural origins?** (Please mark appropriate category with a cross)

White:	British <input type="checkbox"/>	Irish <input type="checkbox"/>
	Any other white background <input type="checkbox"/> Please specify	
Mixed/Dual Heritage:	White and Black Caribbean <input type="checkbox"/>	White and Asian <input type="checkbox"/>
	White and Black African <input type="checkbox"/>	
	Any other mixed background <input type="checkbox"/> Please specify	
Asian or Asian British:	Indian <input type="checkbox"/>	Pakistani <input type="checkbox"/>
	Bangladeshi <input type="checkbox"/>	
	Any other Asian background <input type="checkbox"/> Please specify	
Black or Black British:	Caribbean <input type="checkbox"/>	Somali <input type="checkbox"/>
	Other African <input type="checkbox"/>	
	Any other black background <input type="checkbox"/> Please specify	
Chinese:	Any Chinese background <input type="checkbox"/> Please specify	
Any other Ethnic group:	Yemeni <input type="checkbox"/>	Other Arabic <input type="checkbox"/>
	Any other ethnic group <input type="checkbox"/> Please specify	

Do you consider yourself to be disabled? YES NO (Please mark with a cross)

How did you find out about this job? (Please mark one of the following with a cross)

<input type="checkbox"/> Job Shop Circular	<input type="checkbox"/> Local Publication
<input type="checkbox"/> Job Centre	<input type="checkbox"/> Internet
<input type="checkbox"/> National Publication	<input type="checkbox"/> Other – (Please specify)

Signed

Date

APPLICATION FOR EMPLOYMENT

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CONFIDENTIAL

Please return this form either by e-mail or post to the address shown on the 'Vacancy Details Screen' for the post you are applying for.

Details of the Directorate, Service Area, Post Reference Number and closing date will also be available on this web page.

Office Use Only

App No

Shortlisted: YES/NO Interviewed: YES/NO

Successful: YES/NO Pre Offer Check: YES/NO

Date Offered:

Date Accepted:

JOB TITLE	POST REFERENCE NO
DIRECTORATE	CLOSING DATE
SERVICE AREA	

Surname/Family Name	Initials	Address:
Daytime Telephone:		Post Code:
Home Telephone:		
E-mail Address:		
		Date of Birth (if under 21)

EMPLOYMENT - Details of present or most recent employment. (Please give details of any other employment which, with the job applied for, would mean you would be working more than an average of more than 48 hours per week).

Job Held	Employer and Address	From: To: (if applicable)	Wage/Salary Grade
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Brief details of main duties/responsibilities:

Length of notice required or date you could start

SUITABILITY FOR THE JOB

Please state why you think you are suitable for this job.

Note: The Applicants Charter states "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.

ADDITIONAL INFORMATION

(Please mark your choice with a cross)

If the post you are applying for is full-time would you like to Job Share it? YES NO

The post you are applying for is subject to an order under Section 4(4) of the Rehabilitation of Offenders Act 1974. Applicants are therefore not entitled to withhold information about convictions which, for other purposes are 'spent' under the provisions of the Act. If you are to be recommended for the post you will be subject to a Criminal Records Bureau check. This will be an **Enhanced** disclosure.

You must, therefore, disclose any convictions, cautions, warnings, reprimands, binding over or other orders, pending prosecutions or criminal investigations. Failure to disclose this information could result in the withdrawal or a dismissal or disciplinary action.

Any information given will be completely confidential and will be considered only in relation to an application for positions to which an order applies.

I have read the above statement, and I have no convictions to declare
I have convictions to declare

If you have convictions to declare, please set down the details on a separate sheet and place in a sealed envelope marked "private and confidential". This should be sent by post to the Headteacher at Westfield School.

Please give Post Reference Number and include contact details, for confidentiality purposes this information must not be sent by e-mail.

Other than any details given on Page 1 are you in receipt of any income or pension from Sheffield City Council, including any payments received via agency work? YES NO

Have you ever been dismissed from employment with Sheffield City Council or any other employer? YES NO
If 'YES' state from where and when.

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

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.

REFEREE (1) (Present or most recent employer)	REFEREE (2) *Employment/Personal Capacity (*delete)
Name	Name
Job Title	
Address	Address
Tel No:	Tel No:
Fax No:	Fax No:

References are taken up for shortlisted candidates. If you do not wish a reference to be taken up at that stage please state why.

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.

By signing this form you authorise us to check any information you have given with third parties (eg previous employers) and you authorise them to disclose your personal information to us.

DECLARATION

The information on this form is true and correct and will be used as part of my contract of employment. I accept that any false statement or omission may lead to my being dismissed if appointed to the post.

Signature:

Date: