

**CONFIDENTIAL**

Form No.4 (Safer Recruitment Application Form)



INVESTOR IN PEOPLE



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Culture, Sport and Tourism



# Application for a Support Staff Post in Schools

Please read the attached Information to Candidates sheets before completing this form

Post Title:	
Post Reference No.	
School:	Thornhill School Business and Enterprise College
Applicant's Reference No.	

If you require this form in an alternative format (braille, large print, audio tape etc) please contact Children's Services HR, Shared Service Centre, 50 Fawcett Street, Sunderland, SR1 1RF. Telephone (0191) 566 3425, Fax (0191) 553 7207 or e-mail: [cs.recruitment.team@sunderland.gov.uk](mailto:cs.recruitment.team@sunderland.gov.uk).

As this application may be photocopied, please complete the form in black ink or type. Please note C.V.'s will not be considered.

## Equal opportunities and monitoring

The information requested in Part A of this form will be used for monitoring and administration purposes only, and is not seen by the recruitment panel. The information requested on Part C, is used for checking convictions, and will not be seen by the shortlisting panel but will be seen by the interview panel if you are invited to interview. Part B is separated when we receive your application form, and given to the recruitment panel for shortlisting. This is done to reduce the possibility of unfair and unlawful discrimination.

### Part A

Personal Details	
First Name/s	
Surname/Last Name	
All Previous Names	
Address	
	Post Code
Telephone No. (Home or mobile)	
Telephone No. (Work) - if convenient	
e-mail address	

## Equal Opportunities Monitoring

Gender: Male  Female  Transgender  Do not wish to say

Date of birth:

### Disability

The Disability Discrimination Act 1995 states that “a person has a disability for the purpose of this Act if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities”.

Do you have a disability, long standing illness or infirmity? Yes  No

### Ethnic Origin/ Religious Belief/ Faith/Relationship Status/ Sexual Orientation

Please tick one of the boxes below to best describe your ethnic origin, religious belief/faith, relationship status and sexual orientation. Please note that United Kingdom citizens can belong to any of the categories shown.

#### White

- British  
 Irish  
 Any other white background Please write in:

#### Black or Black British

- Caribbean  
 African  
 Any other black background Please write in:

#### Chinese or other ethnic group

- Chinese  
 Gypsy/Roma/Traveller  
 Any other ethnic group  
Please write in:

#### Asian or Asian British

- Indian  
 Pakistani  
 Bangladeshi  
 Any other Asian background Please write in:

#### Mixed

- White and Black Caribbean  
 White and Black African  
 White and Asian  
 Any other mixed background Please write in:

#### Religious Belief/Faith

- Christianity  
 Hinduism  
 Islam  
 Judaism  
 Sikhism  
 Buddhism  
 No Religion  
 Prefer not to say

Please write in:

#### Relationship Status:

- Divorced/dissolved civil partnership  
 Married/In a civil partnership  
 Single  
 Widow/Widower  
 Prefer not to say

#### Sexual Orientation

- Heterosexual  
 Gay  
 Lesbian  
 Bisexual  
 Prefer not to say

#### Are you responsible for caring for anyone?

- I am not responsible for caring for anyone  
 I care for children/a child  
 I care for another relative
- Any other person please write in:

Where did you see this job advertised?

I confirm that all of the information given on this form is correct and complete.

Signed:

Date:

**Note: If you provide false information on any part of this form, you will be disqualified from appointment and if already appointed, you will be subject to disciplinary proceedings and liable to dismissal without further notice.**

**Part B**

Post Title: (same as first page)	
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**Present Job**

Employer's Name and Address:	
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Job Title:	
Salary/Wage:	
Date Commenced:	
To whom do you report: (Job Title)	
What staff (if any) report to you?	
Period of notice required:	
Brief outline of duties:	


**Previous Employers** (most recent first), please account for any gaps in your employment history

Employer and Job Title with full address	Date of Employment From                  To	Reason for leaving

**Relevant Educational, Vocational, Professional Qualifications or Training Courses** (most recent first)

<b>Educational Establishment or Course Organiser</b>	<b>Qualifications (where applicable)</b>	<b>Grade</b>

**References**

Please supply the names and contact details of the two referees who can comment on your suitability for this position. One should be your current or most recent employer. If you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives, or persons who only know you as a friend.

1.

e-mail

Tel No:

2.

e-mail

Tel No:

Please note that we will contact the above referees if you are short listed for this post and seek references before interview. Also, in relation to work with children we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to.

**How you meet the essential requirements**

Please state clearly how you meet all of the essential requirements listed on the Person Specification. Please see the attached Information to Candidate sheets for advice on how best to complete this section.

Please continue on a separate sheet if necessary

**Disability - Reasonable Adjustments**

Do you require us to make any reasonable adjustments that will help you to demonstrate your full potential in the recruitment process? If yes, please give details

**Declaration of Relationship**

If you have any relationship with any Councillor or senior employee of the Council, please state the name(s) and nature of relationship(s)

**Note:** If you canvas any Councillor, Committee or Senior Officer of the Council, directly or indirectly for this appointment, or if you fail to disclose a relationship, you will be disqualified from appointment and if already appointed, you will be subject to disciplinary proceedings and liable to dismissal without further notice.

I confirm that all of the information given on this form is correct and complete.

Signed:

Date:

Note: If you provide false information on any part of this form, you will be disqualified from appointment and if already appointed, you will be subject to disciplinary proceedings and liable to dismissal without further notice.

Part C

Post Title:

The post you have applied for is exempt from the Rehabilitation of Offenders Act 1974, because it involves access to children, older or vulnerable people. Therefore you are required to provide details of all convictions in the box below, even if they are classified as 'spent'. If you are successful in this recruitment process, the School/Council will then obtain a disclosure from the Criminal Records Bureau about you, irrespective of whether you tick Yes or No. This will be discussed with you at the time. The information gained will be used by the School/Council to check your suitability for the post. This form will not be used for shortlisting, however it will be made available to the interview panel if you are shortlisted.

Do you have a prosecution pending, or have you ever been convicted at a court or been cautioned by the police, for any offences, including those classified as 'spent' under the Rehabilitation of Offenders Act 1974?

Yes  No  (please tick)

If yes, please use the space below to provide details of pending prosecutions, convictions, cautions and bind-over orders, including approximate date, the offence, and the court or police force which dealt with the offence. (Please continue on the reverse and/or another sheet if necessary.)

[Large empty box for providing details of offences]

I confirm that the information that I have given in this box is true, correct, complete and up to date.

Signed:

Date:

**Note:** Should you fail to disclose any conviction above, and the Criminal Records Bureau information confirms that you have any prosecution pending, or that you have been convicted at a Court, or cautioned by the Police for any criminal offence, or that there are any other matters causing the School/Council to reasonably conclude that you may be unsuitable for the post, then you will be disqualified from appointment. If already appointed, you will be subject to disciplinary proceedings and liable to dismissal without further notice.

**Note:** If you return this form via email you are indicating your intention to comply with the above declaration. You will be required to sign the declaration if you are subsequently invited to interview.

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## Information to Candidate

Thank you for applying for a job with Sunderland City Council, one of the largest employers in Sunderland.

This information is to help you to understand how our recruitment process works and how to best fill in your application form.

### **About the information you have received**

**A Job Description:** Outlines the purpose of the job and the main duties involved.

**A Person Specification:** Lists the essential criteria an applicant needs to meet. It is this document that applicants are measured against during recruitment.

**An Application Form:** A standard form on which we collect information about you. We use this, instead of a C.V., to be more consistent.

**Other information:** You may have received other specific information about the job, and the stages of your recruitment process.

### **How our recruitment process works**

A selection panel is formed, made up of at least two people, usually including the Headteacher or members of the Governing Body. Next, they agree the content of the Job Description and the essential criteria for the Person Specification. A job advert is then written.

When we receive application forms we separate Part A, Part B and Part C. The Equal Opportunities Monitoring information is collected from Part A and Part C is used to check for convictions and will not be available during shortlisting but will be given to the interview panel if you are shortlisted. Only Part B is given to the shortlisting panel. This panel does not see personal information about you. This is designed to reduce the chances of unfair discrimination.

Each panel member then compares the information on Part B of your Application Form with the criteria on the Person Specification. They each read all of the forms and then record their views. Next they discuss and agree who will go through to the next stage. If there are a lot of applicants who meet the requirements, the panel will consider the successful pile again, keeping only those who best meet the requirements. References are then requested from referees you have provided and may be referred to during the interview in line with Safer Recruitment practices.

Shortlisted applicants may then have an interview or may be asked to take part in other selection activities, eg. work tests, occupational tests etc. You will always be told about these activities in advance.

### **What do we value on Application Forms?**

We are only looking for the things we have listed on the Person Specification. Qualifications or Experience?

We strongly value the achievement of, and progress towards, academic, professional and vocational qualifications.

We also believe, however, that there are extremely talented people in the jobs market. People who, for one reason or another, have not developed their skills and abilities through an academic route and gained a qualification. So we also value other things such as previous job experience, research projects or personal study, work placements, voluntary work, social experience or personal life experience. Obviously for some jobs in the Council, a professional qualification is essential. In this case we will ask for the relevant qualification. (e.g. a teacher must have a nationally recognised Teaching Qualification) You will be asked to provide certificates to verify your qualification.

### **How to best fill in your Application form**

The panel are looking for those candidates who can give real examples of how they meet the essential criteria on the Person Specification. It is quality, not quantity that is important.

Do not enclose a C.V., we only want information on the application form. C.V.'s will not be considered.

Here are some helpful hints when completing the form, and remember to have the Person Specification at hand throughout:

1. Use a spare sheet of paper to make notes first.
2. Prepare answers to all questions but leave the 'How you meet the essential requirements' until last. Most candidates find this the hardest part to complete.
3. If a box is not relevant to your personal circumstances, mark it 'not applicable'.
4. Give details of your employment history. If you have a gap in your employment, you are required to give an explanation for this.
5. Give details of any referees who we can ask for information about you. (We only ask for factual information, not that person's opinion about you. If you are employed, include details of your current employer. If you are unemployed, you must give details of a previous employer. If you have never been employed, please give details of a school, college or university tutor, or put a line through the box.
6. Now focus on the 'How you meet the essential requirements'. Take each of the criteria on the Person Specification in turn. Take time to think about all of your previous experience, and give examples of where you have best displayed the things that are asked for. Simply stating that you have each requirement will not be considered as suitable evidence. Remember you can use examples from your work life, study, personal life, voluntary work, social experience, vocational training etc. Why not ask your friends or colleagues about times when you have used these skills.
7. Answer the points in the same order as on the Person Specification. You can present this as a list and use numbering if you wish. Remember - Quality over Quantity.

### **How we acknowledge receipt of your Application Form**

We do not write back to every candidate who submits an Application Form to us. The information pack will outline how and when you will be informed.

We will give you a Fair and Equal Opportunity to work for Sunderland City Council

We are fully committed to providing a fair recruitment process for all. To do this, we need to know if you feel anything may prevent you from demonstrating your full potential. We will make any reasonable adjustment or arrangement to any part of the recruitment process.

### **Access to Employment for Disabled People**

We are committed to equal opportunity in employment for disabled people. This means that we will not unfairly discriminate against a candidate with a disability, or an employee that becomes disabled whilst working for us.

### **Complaints about the Recruitment Process**

If you feel you have been treated unfairly, or are unhappy with any part of the recruitment process, we want to know about it! You can make a complaint by contacting the relevant service, and explain that you wish to make a complaint. Please see your Application Pack for contact details.

### **Data Protection**

The information you provide on the application form will be used to assess your suitability for the post, and will be viewed only by those involved in the recruitment process. If you are appointed, the information will be used to create your employment record. If you are not appointed, it will be destroyed after 6 months, except in the event of a dispute.

Personal information that you provide in the 'Equal Opportunities Monitoring' section of the form will only be used for the purpose of equal opportunities monitoring and statistical analysis. This helps us to continually improve our equal opportunities policies and practices.

By submitting this form, you are consenting to the recording and use of the information for the purposes mentioned above.

### **Any other questions**

If you have any questions or comments about any aspect of the recruitment process, please contact the headteacher of the school as directed by the appropriate advertisement/information in your application pack. Alternatively, please feel free to contact the Shared Service Centre on 0191 566 3433/3434/3435 or e-mail [education.recruitment.team@sunderland.gov.uk](mailto:education.recruitment.team@sunderland.gov.uk).

