



SHELDON SCHOOL

An Academy

APPLICATION FOR SUPPORT STAFF APPOINTMENT
Sheldon School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Title of post applied for: School Business Manager	Closing date: Monday 29 th January, 2024, Noon
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Please use black ink or type

1. PERSONAL DETAILS

SURNAME:	FIRST NAME(S):		
Preferred Title: (please circle) Mr Mrs Miss Ms Dr Other(state):	Previous Surname(s) (if applicable):		
Address: Postcode:	Home Telephone Number:		
	Work Telephone Number:		
	Mobile Telephone Number:		
	*Date of Birth: Day Month Year <div style="display: flex; justify-content: space-around; width: 100%;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>		
E-mail Address:	Do you require a work permit?		YES / NO
National Insurance Number:			

** Sheldon welcomes applications from candidates of all ages. This information allows the school to identify any gaps in candidates' employment or education history, as required under Child Protection guidance DfES 1568/2005.*

2. SECONDARY / FURTHER EDUCATION

Name of School, College, etc	Dates		Level of Exam	Subjects (with grades)
	From	To		

3. MEMBERSHIP OF PROFESSIONAL BODIES, OTHER QUALIFICATIONS AND TRAINING COURSES ATTENDED (in last four years)

Dates	Body / Organisation	Details

4. HIGHER EDUCATION

Name of University, College, etc	Dates		Qualifications (with main subjects)	Grades
	From	To		

Certificates to prove degree should be brought to interview.

5. PREVIOUS EMPLOYMENT (Most recent appointment first)

Please include a full history since leaving secondary education.

Employer (with address)	Dates		Salary / Scale	Job Title (with main duties)	Reason for Leaving
	From	To			

6. PRESENT EMPLOYMENT (or most recent if currently unemployed)

Employer (with address)	Dates		Job Title / Department	Salary / Scale	Notice Period	Main Duties
	From	To				

7. HOBBIES AND INTERESTS

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8. ADDITIONAL EXPERIENCE *(Full or Part Time, including voluntary work)*

Name of Organisation	Nature of Business	Position Held	Responsibilities	Leaving Salary	Dates	
					From	To

Please note explanations for periods not in employment, education or training.

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9. Please write a letter of application, which must not exceed the space allowed on this form, describing relevant experience, skills, etc, and setting out your reasons for applying for this post.

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10. Do you have a car?	YES/NO	Do you have a current driving licence?	YES/NO
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11. Please state publication(s) in which advertisement seen:

12. Please give details of any family or close relationship to existing staff or governors:

13. NAMES OF REFEREES (We will seek references for short-listed candidates before the interview.)

One must be your present employer (or previous employer if not currently employed). The other should be someone who knows you in a work-related or educational capacity, eg supervisor or tutor, who is able to comment on your aptitude for the post.

Name:	Name:
Address:	Address:
Capacity / Position:	Capacity / Position:
Telephone Number:	Telephone Number:
Fax Number:	Fax Number:
E-mail:	E-mail:

Please Note: References will not be accepted from relatives or people writing solely in the capacity of friends.

14. DETAILS OF ANY CONVICTIONS (Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? (Y/N)? Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? (Y/N)? The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice Website.

Nature of Conviction	Date of Conviction	Sentence Imposed

The successful applicant will be required to produce proof of identity and undergo a check by the Disclosure and Barring Service. The appointment is also subject to satisfactory evidence of medical fitness.

15. DECLARATION

I am not on a Barred List (List 99), disqualified from work with children or subject to sanctions imposed by a regulatory body eg Teaching Regulation Agency. I certify that my replies are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statements or withhold any relevant information, this may result in subsequent dismissal or the withdrawal of any offer of appointment and a subsequent referral to the police.

Signature: _____ Date: _____