



PACES SHEFFIELD
Application for Employment

Reference No:

Application for the post of: Governance Clerk / Administrator

How did you find out about the post?

PERSONAL DETAILS

Surname:	Maiden/Previous Name(s):
Forename(s):	Title (Miss/Mr/Mrs/Ms/Other):
Address (including postcode):	
E-mail address:	
Day time telephone number:	Other contact number:
Nat Ins Number:	
DCSF reference number (if applicable, teaching posts only):	
Please give details if you wish to job-share:	

Reference No:

BACKGROUND

Details of your present/most recent employment or unpaid work.

Name /address/ telephone number of current or last employer	Dates	Reason for leaving/period of notice
Brief details - purpose of job, responsibilities, skills and experience, achievements		

Details of all other paid or unpaid work.

Name and location of employer/organisation	Dates and reason for leaving	Brief description of work

Reference No:

EDUCATION AND TRAINING

Please give details of qualifications gained (excluding professional)

Qualification	Examining Body	Place	Date achieved

Please give details of relevant training, including nature of training, who carried out the training. Note that training can be through different methods, on-the-job, open learning, computer based etc.

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PROFESSIONAL QUALIFICATIONS AND MEMBERSHIP OF PROFESSIONAL BODIES

Please state the examining body and place obtained

Name of professional body	Qualification/membership	Examined	Date

Reference No:

JOB SUITABILITY

Please explain why you are interested in applying for paid work with Paces Sheffield, what you hope to achieve and what experiences and skills you can offer. Remember to include all relevant details, gained from any aspect of your work, community or home life, giving appropriate examples where possible. Please attach a separate sheet if you require additional space.

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FURTHER INFORMATION AND DECLARATION

Do you hold a current driving licence? YES / NO

Type of licence:

Please detail any endorsements

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REHABILITATION OF OFFENDERS ACT 1974

Paces aims to promote equality of opportunity for all with the right mix of talent, skills and potential. Paces welcomes applications from diverse candidates. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Unless the nature of the work demands it, you will not be asked to disclose convictions which are ‘spent’ under the rehabilitation of offenders act. Having an ‘unspent’ conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s). Please disclose all convictions in writing separately to the named contact ‘in confidence’ using an envelope marked ‘private & confidential’.

If the post is exempt i.e you will be working with children and vulnerable adults, you must disclose all criminal record information, including details and dates of ‘spent’ convictions, cautions, reprimands and final warnings. Where an Enhanced Disclosure is required other relevant non-conviction information such as police enquiries and pending prosecutions must be stated prior to interview.

N.B. Most Applications to the School and Conductive Services will be for posts with children and vulnerable adults, and therefore you will need to disclose ALL criminal record information.

REFEREES

Please give details of two people who may be approached to comment on your suitability for this work. **These should be professional references** wherever possible. They will be approached when you are being considered for a position.

1 Name	2 Name
Address	Address
Telephone number(s)	Telephone number(s)
Job Title	Job Title
In what capacity known	In what capacity known

DECLARATION FOR ALL APPLICANTS

I understand that acceptance for paid work will be subject to the information in this application being correct and that any false information may make the offer of appointment invalid or lead to termination of the work without notice. I agree to a criminal records check being undertaken to comply with The Police Act 1997, according to the nature of the post either a Basic, Standard or Enhanced disclosure may be required. **(Enhanced disclosure for all posts working with children and vulnerable adults)**

Signed.....

Date.....

EQUAL OPPORTUNITIES QUESTIONNAIRE

The Paces project is an all-inclusive environment, where people are recognised for their differing contribution. They undertake to monitor how far the background of the staff reflect the families they serve and the wider community. Monitoring will be based on information collected.

To assist in the analysis of recruitment and selection procedures and practices, you are invited to complete the following questionnaire. The information will be treated in strict confidence and will be separated from your application form on receipt. It will not be seen by those responsible for selection.

Please tick appropriate boxes

Name	Position Applied For			
Male/Female	Male <input type="checkbox"/>	Female <input type="checkbox"/>		
Ethnic Origin <i>(more than one box may be ticked)</i>				
Black <input type="checkbox"/>	European (including UK) <input type="checkbox"/>			
White <input type="checkbox"/>	Indian <input type="checkbox"/>			
African Caribbean <input type="checkbox"/>	Irish <input type="checkbox"/>			
Asian <input type="checkbox"/>	Pakistani <input type="checkbox"/>			
Bangladeshi <input type="checkbox"/>	Somali <input type="checkbox"/>			
Black African <input type="checkbox"/>	Yemeni <input type="checkbox"/>			
Chinese <input type="checkbox"/>	Other <i>(please state)</i>			
Do you have a health problem or disability? YES/NO If YES please give details:				
Do you receive any support in relation to disability (in connection with your work). If so, please describe the support you get.				
Age Group:	16-24 <input type="checkbox"/>	25-34 <input type="checkbox"/>	35-44 <input type="checkbox"/>	45-59 <input type="checkbox"/> 60-65 <input type="checkbox"/>

Marital Status (*please state*)

Eligibility to live and work in the UK

Section 8 of the Asylum and Immigration Act makes it illegal to employ a person who does not have permission to work and live in the UK. Essex Police check the status of any Support Staff employed on or after 27 January 1997.

We therefore ask everyone invited to interview to provide one of the following documents at interview:

1. A document stating your National Insurance Number, issued by one of these:

- A previous employer
- The Inland Revenue
- The Benefits Agency
- The Contributions Agency
- The Employment Service

(This could be a P45, a pay slip, a P60, a National Insurance Card or a letter from one of these Government bodies).

2. A Birth Certificate issued in the United Kingdom or in the Republic of Ireland.

3. A Certificate of Registration or Naturalisation as a British Citizen.

4. A passport describing you as a British Citizen or as having the right of abode in or entitlement to re-admission to the United Kingdom.

5. A passport containing a certificate of entitlement issued by or on behalf of the Government certifying your right of abode in the UK.

6. A passport or National Identity Card issued by an E.E.U.A. State*.

7. A passport, travel document or letter issued by the Home Office showing you are exempt from immigration control, have indefinite leave to enter or remain in the UK or have no time limit on your stay.

8. A passport, travel document or letter from the Home Office showing you have current leave to enter or remain in the UK and are not precluded from taking this employment.

9. A UK Residence Permit issued to a national of an E.E.U.A. State* Economic Area Agreement.

10. A passport or travel document showing you have a current right of residence in the UK as the family member of a named national of an E.E.U.A. State* who is resident in the UK.

11. A letter issued by the Immigration and Nationality Directorate of the Home Office indicating that you are a British Citizen or have permission to take employment.

12. A work permit or other approval to take employment issued by the Department for Education and Employment.

13. A passport describing you as a British Dependent Territories Citizen including the status derived from a connection with Gibraltar.

*E.E.U.A. State = A state which is party to the European Economic Area Agreement (Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia,

Return to: FAO: Kelly Broughton, Paces Sheffield, Paces Campus, Pack Horse Lane, High Green, Sheffield, S35 3HY
Email: Kelly.Broughton@PacesSheffield.org.uk

Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom).