



## Application for Employment

Thank you for your interest in working for The Mercia Learning Trust. Here are some guidelines to help you fill in the Word version of our standard paper Application Form.

The Job Description, Person Specification and Health Information Sheet need to be read before completing this application form. It will help you to print off copies of these documents for reference before starting to complete.

As this post is subject to a police check, please ensure you have read the information regarding criminal conviction checks prior to completing this 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 'online application form' is more user-friendly.

### Before completing the form you need to

- Download the Word version of the application form by pressing "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 complete, but remember to "Save" it again before closing or **you will lose everything**. You can "Print" the application form and post it back to us or send it as an email attachment. If you do choose to email the application form, please quote the Post Reference Number as the "Subject Field" (eg DEL102).
- To move forwards around the form (i.e. from box to box) you can use the "Tab" Key. To move backwards use the "Shift" and "Tab" Keys together. Alternatively use your mouse and click into each box.

To return your application form, both email and postal addresses are shown on the Vacancy Details screen for the post(s) you are applying, along with other details such as the Directorate, Service Area, Post Reference Number, and closing date.

Sheffield City Council cannot be held responsible for non-delivery of applications or the security of information sent by e-mail.

# EQUAL OPPORTUNITIES MONITORING FORM

For office use only

App No.

## CONFIDENTIAL INFORMATION

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

## 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:	Title:	Address:	
Initial:			
Daytime Telephone:			
Home Telephone:		Post Code:	
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.



Email Address:	Email Address:
<b>References are taken up for shortlisted candidates. If you do not wish a reference to be taken up at that stage please state why.</b>	
<i>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.</i>	
By signing this form you authorise us to check any information you have given with third parties (e.g. previous employers) and you authorise them to disclose your personal information to us.	
<b>DECLARATION</b> <b>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.</b>	
Signature:	Date: