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| Application form for the appointment of  Office Manager |  |



**1. Personal Information**

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| --- | --- |
| **Surname** | **Other Names** |
| **Postal Address including Postcode *(for correspondence)*** | |
| **Contact Number** | **Email Address** |
| **Preferred contact method** (Phone or Email) | |
| **Are you eligible to work in the UK?** |  |

**2. Current Employment**

|  |  |
| --- | --- |
| **Title and brief description of role and duties** | |
|  | |
| **Date Appointed** | **Salary (£)** |

**3. Previous Employment**

***Please give details of up to 6 positions held including dates of other employment or occupational including HM Forces***

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Employer and Address** | **Post and Nature of Employment** | **Dates**  **(month and year)** | |
| **From** | **To** |
| *Most recent first* |  |  |  |
|  |  |  |  |
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**Where breaks of service are shown, please give explanatory details below.**

***Please include any periods of full time commitment e.g., VSO, HM Forces not included in 2 or 5 (b)***

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**4. Your education**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **School/College/University (please give address)** | | | **From** | **To** | **Full time/**  **Part time** |
|  | | |  |  |  |
|  | | |  |  |  |
|  | | |  |  |  |
| **Examinations Passed** | **Date** | **Subjects and Grades** | | | |
| **G.C.S.E.** (‘O' level or equivalent) |  |  | | | |
| **'A' level or equivalent** |  |  | | | |
| **Other (please specify examinations past post qualification)** |  |  | | | |

**Any university or college qualifications**

***Including professional qualifications and in-service courses leading to recognised qualifications***

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **School/College/University** | **Qualifications obtained, with class and dates** |
|  |  |  |  |
|  |  |  |  |

**Training and Development**

**Please include details of up to 5 of the most relevant courses attending during past three years**

|  |  |  |
| --- | --- | --- |
| **Subject** | **Organising Body** | **Duration** |
|  |  |  |
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**5. Other relevant experience, interests, abilities and voluntary work**

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**6. Equality Monitoring (Optional)**

***We ask for this information to monitor achievement of our Employment Equality policies. Completion is optional and appointments are not based on information given here. For each item below, respond as indicated.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Sex: I am a** | **Disability: I am** | **Date of Birth My Date of Birth is** | **Media Source: Where did you see/hear about this post** |

**Ethnic Origin**

|  |  |  |  |
| --- | --- | --- | --- |
| **I am white of**  **origin** | **I am Black of**  **origin** | **I am Asian of**  **origin** | **I belong to another group(s)** |

**7. Referees**

***One of whom should be your present (or last) employer. References will only be taken up for applicants selected for interview, and you should ensure your referees are in a position to respond promptly.***

|  |  |
| --- | --- |
| **Referee 1 Name** |  |
| **Position held by Referee** |  |
| **Organisation** |  |
| **Address** |  |
| **Postcode** |  |
| **Telephone** |  |
| **Relationship to you** |  |

|  |  |
| --- | --- |
| **Referee 2 Name** |  |
| **Position held by Referee** |  |
| **Organisation** |  |
| **Address** |  |
| **Postcode** |  |
| **Telephone** |  |
| **Relationship to you** |  |

**8. Verification of information**

**Disciplinary Action**

Please circle your answer

|  |  |  |
| --- | --- | --- |
| **Have you been subject to a formal disciplinary sanction in your current employment** | **Yes** | **No** |
| **Are you in the process of ongoing disciplinary proceedings in your current employment?** | **Yes** | **No** |
| **Have you been subject to a formal disciplinary sanction in any previous employemnt?** | **Yes** | **No** |

**Driving licence**

Please circle your answer

|  |  |  |
| --- | --- | --- |
| **Do you hold a full driving licence valid in the UK?** | **Yes** | **No** |

**Criminal Record**

Please circle your answer

|  |  |  |
| --- | --- | --- |
| **Have you any unspent convictions to declare?** | **Yes** | **No** |
| **Are you currently the subject of any police investigations following allegations made against you?** | **Yes** | **No** |
| **Have you any spent convictions to declare?** | **Yes** | **No** |
| **Are you included on the Independant Safeguarding Authority (ISA) Children’s Barred List of individuals considered to be unsuitable for working with children?** | **Yes** | **No** |
| **Are you included on the ISA Adult’s Barred List of individuals considered to be unsuitable for working with vulnerable adults?** | **Yes** | **No** |

**9. Letter of Application**

You are requested to submit a letter in support of your application. This should be a maximum of 2 sides to accompany your application form. This letter should include**:**

**a) Why this post particularly appeals to you**

**b) The personal qualities, plus any skills, experience and enthusiasm you can bring to this kind of work**

**c) How you see this post providing opportunities for your development**

**10. Declaration**

Ideclare that all information submitted in this application form is true, that I have not canvassed any employee or Director of the School Development Support Agency directly or indirectly, in connection with this application and will not do so. I understand that such canvassing will disqualify me as a candidate. I have read the notes relating to convictions and spent convictions of a criminal nature. I attach a letter of application in support of this form along the format prescribed in the Job Details supplied to me.

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**11. Notes**

a. When completed, this form sent to the SDSA to be received by the closing date expressed in the job details.

b. Receipt of your application will be acknowledged by email. If you received no further communication by the proposed interview date, your application will have been unsuccessful.

c. Canvassing, directly or indirectly, will disqualify.

d. Because of the nature of the work for which you are applying this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders 1974 (Exceptions) Order 1975. Applicants are therefore, not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act, and, in the event of employment being taken up, any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. The fact that a conviction has been recorded against you will not necessarily debar you from the consideration for this appointment.

The object of this Notice is not, in any way, to reflect upon applicants' integrity, but is necessary to protect the public and the SDSA.

**12. EQUAL OPPORTUNITIES IN EMPLOYMENT - IMPORTANT**

a. Policy

SDSA is an Equal Opportunities Employer. It is the policy of the SDSA that no job applicant or employee shall receive less favourable treatment because of his or her sex, marital status, ethnic, cultural or national origins, disability, age or any other condition which cannot be shown to be justifiable.

b. Monitoring

For the policy of equal opportunities to be effective it must be certain that unfair or illegal discrimination is not taking place. The SDSA, considers that in order to achieve this and to ensure the continued development of its policies, it must keep up-to-date information about job applicants. All applicants for employment are, therefore asked to complete Equality Monitoring Section of this form. The information which you give WILL NOT be used by those involved in the selection procedure; it is for STATISTICAL PURPOSES ONLY.

Notice to applicants Re: Convictions and 'Spent' Convictions of a Criminal Nature

You will appreciate that the SDSA must be particularly careful to inquire into the character and background of applicants for appointment to posts involving contact with children under the age of 18. It is therefore essential that, in making your application, you disclose whether you have ever been convicted of a criminal offence and, if so, for what offence(s). Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4 (2) of Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders (Exemptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986. The fact that conviction(s) have been reported against you will not necessarily debar you for consideration for this appointment.

You must, therefore, answer the question within this application "have you ever been convicted of a criminal offence?" (please answer "yes" or "no"). If the answer is "yes", you must give details, which may, if you wish, be enclosed in a separate, sealed envelope marked "confidential" and attached to the application. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies. The object of this Notice is not, in any way, to reflect upon applicants' integrity but it is necessary to protect the public and the SDSA.

In accordance with the recommendations of the Home Office, successful candidates for all posts where there is to be contact with children, will be the subject of a request to Leicester Constabulary for a search by the Disclosure and Barring Service, regardless of the answer given to the question concerning previous convictions.

Acceptance of an offer of appointment will be deemed to be acceptance that such an investigation may take place. Applicants are informed that providing false information is a disciplinary mater and may result in summary dismissal.

A copy of this notice will be sent to your referees.

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**