

Application form for the appointment of
Web development and IT Support Manager
with the School Development Support Agency



1. Personal Information

Surname	Other Names
Postal Address including Postcode <i>(for correspondence)</i>	
Contact Number	Email Address
Preferred contact method (Phone or Email)	
NI Number	Are you eligible to work in the UK?

2. Current Employment

Title and brief description of role and duties	
Name and Address of Employer	
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
<i>Most recent first</i>			

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)

4. Your education

Secondary/Further 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

5. Other relevant experience, interests, abilities and voluntary work

--

6. Equality Monitoring

We ask for this information to monitor achievement of our Employment Equality policies. 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 some other 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 employment?	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 Independent 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

I declare 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 matter and may result in summary dismissal.

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

Date _____ Signed _____