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| **Application for Employment** |  |
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| **Post applied for:**  ………………………………………………………………..   |  | | --- | | Applicant Number | |  | | **Completion Notes** |
| **Please advise how you heard  about this position?**  ………………………………………………………………..  **Address for return of completed  form and enclosures:**  Human Resources  School Business Services  SBS House, Marshes End  Upton Road, Poole  Dorset BH17 7AG  or  Email. [sbshr@schoolbusinessservices.co.uk](mailto:sbshr@schoolbusinessservices.co.uk) | 1. THIS FORM SHOULD BE COMPLETED IN  BLACK INK OR TYPESCRIPT. 2. If you have not been contacted by School Business Services Ltd within two weeks of the closing date please assume that your application has been unsuccessful. 3. All application forms are retained for 6 months after the closing date. 4. School Business Services Ltd reserves the right to reject any application without giving reason. 5. Underpaid items will not be accepted by School Business Services Ltd, therefore please check the current rate of postage. |
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Important advice on completing this application form

An application form plays an important part in the selection process. Your completed form is the only basis for considering your initial suitability for the post. The following advice should help you to complete the application form as effectively as possible.

**Some points to bear in mind before you start**

* Look carefully at the job description, person specification and application form.  
  Ask why you are interested in the job and how you can show you are suitable.
* Ensure that you detail how you meet all of the criteria asked for. Only applicants meeting all of the essential criteria will be selected for interview. If a high number of applicants meet all essential criteria then desirable criteria will be used as a means of selection.
* Try to present information on the form in a concise, well-organised and positive way.
* A Curriculum Vitae will only be accepted if accompanied by a completed application form.

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| COMPLETING THE APPLICATION FORM  Some guidance on sections in the application form: | |
| **Name and Address:** | Make sure that you give your full name, address and telephone number and that they are legible. |
| **Present and Previous Employment** | Starting with your current or last employer, list all the employers you have worked for, provide job title and the period you worked for them. This information may be used to assess whether you meet the experience requirement for the vacancy. Check that the dates of employment are correct and in order. |
| **Education and Professional Qualifications:** | Give a list of formal and informal qualifications and other achievements. This information will be used to assess whether you have the qualifications required for the post. Ensure that nothing important has been omitted. |
| **Other Relevant Information and Experience:** | This is the most important part of your application. It is your opportunity to make a case here for selection. Use only the relevant parts of your career history or personal experience.  In considering your experience remember all your previous employment. Consider other relevant experience outside work such as community / voluntary / leisure. Remember that unpaid work or work at home can be as valuable and valid as being in paid employment. |
| Check your application form to ensure that all questions have been answered.  Sign and date the form and return it to the address on the front of the form. | |

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| **Personal Details** | | | |
| First Name(s) |  | Surname |  |
| Address |  | | |
| Post Code |  | | |
| Telephone Numbers | | | |
| Home: | | Mobile: | |
| NI. Number: |  | | |
| Email |  | | |

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| **Education and Training (most recent first)** |

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| Schools, Colleges  Universities attended | Examinations Passed/Pending  (with subject and level) | Grade |
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| **Present Employment** |

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| Name and full address of employer | Post title |
| Date appointed !Unexpected End of Formula |
| Salary !Unexpected End of Formula |
| Period of notice required |
| Summary of duties and responsibilities | |

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| **Previous Employment** |

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| Employer and Nature of Business | Job Title and Main Duties | Reason for Leaving |

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| **Relevant Experience** |

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| Please provide details of how you meet the requirements of the post as specified in the advert.  You may use separate sheets if necessary. |

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| **Experience** |

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| **General and Special Knowledge** |

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| **Skills and Abilities** |

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| **Additional Factors** |

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| **Health** |

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| If you have a disability do you require us to make reasonable adjustments to assist you when attending an interview or with your application, please specify: |

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| **Referees**   |  |  |  |  | | --- | --- | --- | --- | | Please give details of two people, one of which must be your current or last employment  Line Manager and not a relative, who would be prepared to recommend your application. | | | | | (i) Name |  | (ii) Name |  | | Address |  | Address |  | | Tel no. |  | Tel no. |  | | Email. |  | Email. |  | | In what capacity known? | | In what capacity known? | | |  | |  | | | Length of time know | | Length of time know | | |  | |  | | | Can the above be contacted prior to the interview? | | Can the above be contacted prior to the interview? | | | Yes or No | | Yes or No | | |

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| **Additional Information** |

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| Please give details of any dates within the next month when you will be unavailable for interview. |
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| If appointed when would you be available for employment? |
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| **Data Protection**  The information you have provided on this application form will be processed by us in order to take a decision on recruitment and in order to carry out necessary pre-employment checks.  This data will also be used to produce statistics for equal opportunity and recruitment monitoring.  We may need to share some of the information disclosed on this form with other parties, such as HR consultants and professional advisers. We may also be required to share some personal information as required to comply with legal obligations.  We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful, the nature of the information concerned and the purposes for which it is processed. Full details on how long we keep personal data for is set out in our Data Handling, Retention and Disposal Policy. |

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| **Safeguarding**  SBS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to have an Enhanced Disclosure and Barring Service check in line with the Governments safer recruitment guidelines. SBS values the diversity of our workforce and welcomes applications from all sectors of the community.  As part of our recruitment process you must inform the company of any cautions, warnings, convictions, reprimands or any behaviour that you think may influence the company’s decision to offer you employment. You are not entitled to withhold any information about convictions that are spent. |

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| **Declaration**  I hereby declare that all the above statements made by me are true to the best of my knowledge and belief. Deliberate omission or falsification of information could lead to dismissal.  Candidate’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date !Unexpected End of Formula  School Business Services Ltd reserve the right to reject any application without giving reasons. |