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| Application form for the appointment of  **Project Manager** | SDSA |

**1. Personal Information**

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| **Surname** | **Other Names** |
| **Postal Address including Postcode *(for correspondence)*** | |
| **Contact Number** | **Email Address** |
| **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 4 positions held, including responsibilities and the dates of employment, starting with the most recent first.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Employer and Address** | **Post and Nature of Employment** | **Dates**  **(month and year)** | |
| **From** | **To** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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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 etc.***

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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 relevant qualifications, including degrees, post-graduate qualifications etc.** |  |  | | | |

**Training and Development**

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

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| --- | --- | --- |
| **Subject** | **Organising Body** | **Duration** |
|  |  |  |
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**5. 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)** |

**6. Referees**

***One of whom should be your present (or last) employer. References will be requested only for applicants who are invited to interview, so please ensure that your referees are available to respond quickly.***

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| --- | --- |
| **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** |  |

**7. 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** |

**8. 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 interests you can bring to this kind of work**

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

You may attach a CV to provide additional information not covered elsewhere in your application.

**9. 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**10. Notes**

a. Once completed, this form must be submitted to the SDSA by the closing date specified in the application pack.

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. Having a conviction on record will not automatically disqualify you from being considered 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.

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

**Equality, Diversity, and Inclusion (EDI) Policy**

SDSA is committed to promoting equality, diversity, and inclusion in all aspects of employment. As an inclusive employer, SDSA ensures that no job applicant, employee, or contractor receives less favourable treatment or is disadvantaged on the basis of any protected characteristic, in accordance with the **Equality Act 2010**. This includes, but is not limited to, age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race (including ethnic or national origin, colour, and nationality), religion or belief, sex or sexual orientation.

All employment-related decisions are made objectively, free from bias, and based on merit, qualifications, and the needs of the organisation.

**Equality Monitoring**

To ensure that our policies are effective and to monitor progress in achieving a diverse and inclusive workforce, SDSA collects equality data from job applicants. Completion of the **Equality Monitoring Section** of the application form is voluntary and anonymous.

This data is used for **statistical purposes only** **and is not accessible to those involved in the recruitment or selection process**. It plays a crucial role in identifying trends and areas for improvement, helping us uphold our EDI commitments.

**Criminal Convictions and Disclosure**

As SDSA works with children and young people under the age of 18, we are legally obliged to request detailed disclosure of criminal convictions as part of our safeguarding responsibilities.

This role is exempt from the provisions of Section 4(2) of the **Rehabilitation of Offenders Act 1974**, by virtue of the **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975**, as amended. This means that **all convictions must be disclosed**, whether they are spent or unspent.

Please answer the question in the application form: **"Have you ever been convicted of a criminal offence?"** (Yes or No). If “Yes,” please provide details. You may, if you wish, submit this information in a sealed envelope marked “confidential” and attach it to your application. All disclosures will be treated with the strictest confidentiality and considered only in relation to roles covered by the Exemptions Order.

A previous conviction **will not automatically disqualify you** from appointment. Each case will be considered on its individual merits, relevance to the role, and in line with safeguarding procedures.

**Disclosure and Barring Service (DBS) Checks**

In accordance with guidance from the Home Office and statutory safeguarding obligations, **successful applicants** for positions involving regulated activity with children will be subject to a criminal records check through the **Disclosure and Barring Service (DBS)**, regardless of any disclosures made during the application process.

By accepting a conditional offer of employment, you are giving consent for this check to take place.

Providing **false or misleading information**, or failure to disclose required information, may be treated as a serious matter and could result in **withdrawal of the job offer or summary dismissal** if discovered after appointment.

**Data Protection and Confidentiality**

All personal and sensitive information, including equality data and criminal conviction disclosures, will be processed in accordance with the **UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018**. This means your data will be:

• Collected and used fairly and lawfully

• Processed only for specified and legitimate purposes

• Stored securely and retained only as long as necessary

For further information, please refer to SDSA’s Data Protection Policy or contact our Data Protection Officer.

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

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