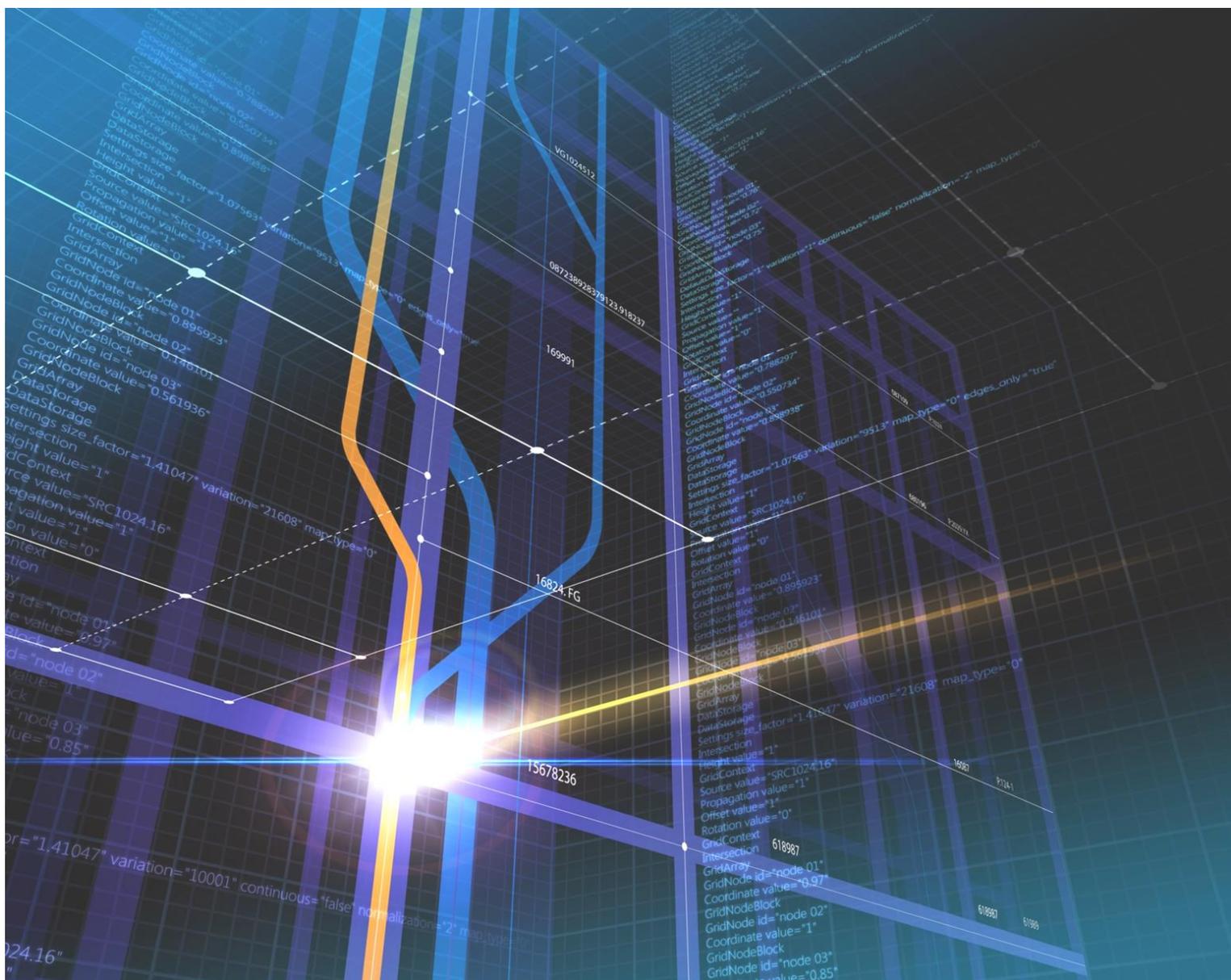# IT Systems ▲▼▲ Systems ®

IT Systems & Support Limited
Job Application Form V1.02
STRICTLY PRIVATE AND CONFIDENTIAL

Foreword

IT Systems & Support Limited is a vibrant and forward thinking company which is dedicated to providing high quality, total IT solutions exclusively for the education sector.

We are based in Darlington and provide a variety of services to our supported clients which include on-site, remote and web based support as well as being an Internet Service Provider (ISP) exclusively for Education. Our belief and ethos is to free organisations from the day-to-day management of IT solutions, enabling them to concentrate and excel in delivering the curriculum. Our remit is to support schools enabling them to raise standards of achievement and to improve the quality of teaching and learning.

As a company we believe in long-term partnerships whilst developing relationships and trust with our customers. IT Systems & Support are proactive enablers for driving forward IT and tailoring it to the specific needs and requirements, encapsulating all aspects of our supported service. We create and share information, develop digital resources and help to improve administrational efficiency through the use of Information Technology.

Version Information

Document Title:	Job Application Form
Document Owner:	Mr John Agar - IT Systems & Support Limited
Audience:	Directors, Interview Team, Employees
Distribution:	Recruitment
Version Number:	V1.02
Date:	1st October 2016

Please read the guidance notes before completing this application form.

Post Title:
Are you applying for this post as a job sharer?	

Personal Details:	
Surname:	Forename (s)
Home Address:	Telephone: Home: Mobile: Work (if appropriate): E-Mail Address:

References:	
Status: Name: Occupation: Address: Post Code Telephone No: E-Mail Address: Can we contact Prior to Interview: Please select: Yes / No	Status: Name: Occupation: Address: Post Code Telephone No: E-Mail Address: Can we contact Prior to Interview: Please select: Yes / No

IT Systems

Job / Career History:	
Current or last job: Name and address of employer:	Job Title Date started Date left (if applicable): Current salary: Scale or Grade:

Brief details of current or last job:

Previous Employment (please account for any gaps in employment) include unpaid and voluntary work (most recent first)

From:	To:	Employer	Position	Salary	Reason for leaving

Education:		
Secondary Education		
School attended	Dates	Qualifications (including subjects and grades)

Education:			
Further and Higher Education			
Establishment attended	dates	Course	Result

Non Qualification Courses and further training:

Name of Establishment	From	To	Course Taken

Are you a member of any Professional Body (please give details):

Driving and Mobility:

Do you hold a current driving licence in accordance with the requirements of the post?   Yes / No

Have you had any endorsements within the last 5 years: Yes / No

Do you have or have access to a roadworthy vehicle: Yes / No

Please specify any other information as required:

Personal Statement – The Job and You:

Please use this space to provide a detailed statement of career, skills, knowledge, experience and private interests relevant to your application that make you suitable for this post. Please continue on a separate sheet if required.

Additional Information:

IT Systems & Support Limited is committed to the principle of making appointments on merit and will focus on a person's abilities, skills, experience and qualifications. When considering an applicant with a criminal record IT Systems & Support will consider the relevance of the conviction to the job for which the person is applying and a record will not necessarily be a barrier to obtain a position. An enhanced disclosure will be requested for the successful applicant to this positon.

Have you been convicted of an offence?   Yes / No

If 'Yes' please specify giving dates:

Disability:

IT Systems & Support Limited is positive about disabilities and welcome disabled people to apply for positions within the company.

Do you consider yourself to be a person with a disability, as described by the Equality Act 2010?
I.e. Do you consider yourself to be someone who has a physical or mental impairment which has a substantial and long term effect on your ability to carry out normal day to day activities?

If 'Yes', please give details (please see the guidance notes for further information).

If you have any specific requirements to assist you in an interview, please provide details and reasonable adjustments will be made.

Declaration:

I declare that the information on this application for is full, accurate and complete, I understand that if I provide false information or fail to provide full, complete and accurate information, this may lead to the decision that my application cannot be considered any further, the withdrawal of offer of employment, or by my dismissal, without notice, if I have been appointed.

Signed: Date:

Please return completed application form to:

Via post to:

Mr John R Agar
Managing Director
IT Systems & Support Limited
North Point
Faverdale North
Darlington
DL3 0PH

Via e-mail to:

recruitment@itsystems.uk.net

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL IT SYSTEMS & SUPPORT POLICIES, INCLUDING THE NO SMOKING POLICY.

THIS POST IS SUBJECT TO ENHANCED DISCLOSURE AND RELEVANT VETTING CHECKS WILL BE TAKEN BEFORE AN APPOINTMENT IS MADE, THESE WILL ALSO BE SUBJECT TO RECHECKING AS APPROPRIATE.

IT Systems & Support Limited – Job Application Guidance Notes

Please read this information before completing this Job Application for Employment

These notes are intended to help you complete the enclosed application form. The person specification provided with the details of the post lists the essential and desirable criteria against which each application will be assessed at each stage of the Recruitment and Selection Process. Please note when the stage identified on the person specification includes "AF" you must show evidence on your application form that you meet these criteria.

General Points

Please complete the form using black type ink so that it can be photocopied. Please check that the form is for the correct post and take note of the closing date.

If you are applying for more than one post, a separate Application for Employment will need to be completed for each posts for which you are applying.

IT Systems & Support Limited seeks to ensure that we appoint the right candidate to each job and that applications for employment are treated in a fair and consistent manner. Candidates are responsible for ensuring that they complete fully all sections of the application form in sufficient detail to ensure that the form can be properly assessed against the criteria shown in the person specification. Any information provided on CV's will not normally be considered for shortlisting purposes. If little or no information is provided on the application form, it will be impossible to assess your suitability and therefore progression to the shortlist for interview will be unlikely.

If you do not have enough space on the form at any point, you may continue on a separate sheet of paper. Please ensure that you write your name and the title of the post for which you are applying on any additional sheets

Personal Details

This section asks for some basic details about you. Please provide all the details as requested.

Present Employment

Please provide details of your present post, as requested, including the period of notice to be given. If you are unemployed at the time of applying, please indicate this.

Previous Employment

Please provide full details of any previous posts you have held, starting with the most recent first. Please ensure you complete the "reason for leaving" column and ensure your account for any gaps in

employment.   (Please note that if you are not currently employed, have not been employed recently or have limited experience of employment, you do have the opportunity to give details of any other experience, voluntary work or private interests that you feel help you to meet the criteria on the person specification in the personal statement section of this form.

Education

Please provide full and accurate details about your education and training, paying particular attention to the grade achieved in each examination. Relevant certificates must support all qualifications and any appointment will be subject to the presentation of the original documents, but please do not attach them, as they will be requested at a later date.

Referees

References: Please provide the names, addresses and telephone numbers of two independent referees who are not related to you, and from whom references can be obtained. IT Systems & Support Limited will seek information regarding your suitability for this post. One of these MUST be your current or most recent employer. Please ensure that you have provided all details required (if applicable) and that your referees are aware they will be contacted if you are offered the position. However if you do not wish us to approach your referees prior to interview please indicate within the section as marked and we will comply with this request, but please be aware that an appointment will only be confirmed once satisfactory references have been received

Personal Statement

Please use this space to give further details of experience and private interests relevant to your application. Please use additional sheets if required.

Additional Information

The Employment of people with Criminal Records

IT Systems & Support Limited does not see a criminal record as a bar to employment and will consider the nature of the conviction and its relevance to the job applied for prior to making any selection decisions. Under the provisions of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, you are required to disclose information concerning convictions including those which for other purposes are regarded as spent under the Act. A disclosure will be requested for the successful applicant for this job. IT Systems & Support Limited complies with the Code of Practice issued by the Data and Barring Service, of which a copy is available from the contact address on the front of your application form.

Disability

Please complete the section on disability, which we include to establish whether we need to make adjustments to enable you to take part in the selection process. IT Systems & Support undertakes to

interview any applicant who declares a disability on the Application for Employment and who meets the minimum essential criteria for the job.

Driving ability

Please answer the questions relating to driving ability in accordance with the requirements of the post.

Completing the application form

Please check that you have completed all sections of the Application for Employment and that you have signed it.

Data Protection Disclaimer

We will use the information you give on this form and any supporting information you provide for the purposes of the form/service. Additionally, we will also use the information for the purposes of IT Systems & Support, and any other lawful purpose, and/or to provide you with information regarding other services and benefits to which you may be entitled.

Equality Policy

IT Systems & Support is an equal opportunities employer and is committed to equality for all in terms of our culture, service delivery and employment. We will ensure that no job applicant receives less favourable treatment on the grounds of sex, marital status, race, colour, ethnic origin, age, disability, sexual orientation, religion or belief, political beliefs, unrelated criminal conviction(s).

Age

The application form does not ask an applicant's age, however there is a question on the separate equal opportunities monitoring form but this is not seen by those involved in the selection process. IT Systems & Support will consider all applications on merit.

IT Systems & Support Policy Documents

All applicants successful at interview will be required to comply with all IT Systems & Support Policies, including the no smoking policy.

Conditional Offer of Employment

All job offers are conditional, subject to satisfactory pre-employment checks including references, DBS check, proof of ID, qualifications (if applicable) and medical clearance by Occupational Health Service if required.

Content and specification within this and other documents are subject to change without notice please contact IT Systems & Support Limited for clarification on any aspect as required