

Dear Applicant

Thank you for showing an interest in the post we have advertised. It is not often that we recruit but we are now looking for a like-minded colleague to join what we believe is an excellent team who share a common aim in wishing to improve the educational and social conditions of young people and adults through our work in community cohesion.

We are viewed as national leaders in the field of community cohesion and enjoy a great deal of support from the Department for Children, Schools and Families, from Local Authorities and, most importantly, from the schools and teachers with whom we work most closely. You can imagine, therefore, that the person we recruit will need to demonstrate not only total empathy with our work but must also be able to problem-solve as well as getting on with 'nuts and bolts'.

We are offering a full-time or term-time (42 weeks) post up to March 2011 when our current funding ceases although it is our intention to transform our work by that time so that we can continue. Please let us know on your application form if you wish to be considered for term-time work. We are offering officer pay and conditions. The range would be Pt 20-21 with a starting salary of £17,781 rising to £18,430 subject to satisfactory performance management outcomes. Your holiday entitlement would be 20 days plus one 'floating' day plus Bank Holidays.

Please read through our pack of information carefully: we have tried to give you as much insight as possible without overloading you with information. You should find the following in your pack: if you don't then please let us know:

- SLN information sheet
- Admin info sheet
- Role Specification
- Application Form and guidance notes
- CRB form
- Health form
- Right to Work in UK form

Please return the Application Form and the following three forms to us if you wish to apply. The closing date is **Monday 30th June**.

I shall look forward to reading your application should you decide to apply.

Yours sincerely



Angie Kotler
Strategic Director



Application for Employment (Confidential) –

Job title:	Please return to:
Closing date:	Schools Linking Network
Interview Dates:	2 nd Floor, Broadway House Bank Street Bradford BD1 1HJ

IMPORTANT NOTE

Thank you for requesting an Application Form for the above post. Please read the following notes before completing the form. If you would like help with this form, feel free to contact us above.

Please:-

- Read ALL enclosed information, particularly the Job Profile and Person Specification before completing the form
- Complete the form using black/dark blue ink or type for photocopying purposes
- Give all the information you can about yourself and tell us why you think you are suitable for the job. Please indicate how you meet the requirements of the Person Specification in the specific sections provided on this form
- Complete the Monitoring Information on the back sheet and sign the declaration
- Use the two additional information sheets as necessary. Return to the address shown above on or before the closing date

Your full name and postal address (please print in block capitals)	Telephone numbers where you can be contacted:
	Day:
	Evening:
	Mobile:
	Fax:
Confidential email address:	How do you wish to be addressed in correspondence, MR/MRS/MISS/MS or other? Please state:

Do you hold a Full UK Driving licence?

Yes No



SCHOOLS LINKING NETWORK LTD

in association with Education Bradford & Bradford Metropolitan District Council, supported by The Pears Foundation & The Department of Children Schools & Families

T: 01274 385920 **F:** 01274 385624 **E:** angie.kotler@educationbradford.com **W:** www.schoolslinkingnetwork.org.uk



EDUCATION AND QUALIFICATIONS

Please give details of your education and qualifications. Please note that if you are appointed to a post where qualifications are an essential requirement you will be asked, before your appointment is confirmed, to present the original copies issued to you by the examining body (photocopies will not be accepted)

Education and Qualification Details	Results/ Grades obtained	Where obtained	How obtained (full/part-time, (correspondence)	Date from	Date to

PROFESSIONAL QUALIFICATIONS/MEMBERSHIP

Qualification/Professional Body	Level	Date Attained	Current Membership status



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TRAINING AND DEVELOPMENT

List all relevant training courses undertaken including practical, in-house, commercial and special training courses. Details of any apprenticeships, training schemes, evening classes and adult education should be listed.

Course and training details	Results/ Grades obtained	Where obtained	How obtained (full/(part time, correspondence)	Date	
				From	To

LANGUAGE SKILLS

Do you speak or write any languages other than English? Please indicate below.

_____ Speak Write _____ Speak Write

Please indicate whether you use sign Language Indicate B.S.L level: _____



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EMPLOYMENT HISTORY CURRENT (most recent) EMPLOYMENT					
Employer's name and address	Position held	Date		Reason for wishing to leave	
		From	To		
Tel no: _____		Salary/wage: _____		No hours worked: _____	
Brief note of duties and responsibilities: 					
Length of noticed required:					

PREVIOUS EMPLOYMENT HISTORY Please show full time or part time hours in each case Please explain any 'gaps' in service in 'additional information':						
Employer's name and address	Position held	F/T or P/T hours	Salary/Wage	Date		Reason for leaving
				From	To	



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REFERENCES

It is our policy to take up references for those short listed. Please give names and addresses of two referees who know you well enough to comment on your suitability for the post. One of them must be your present or most recent substantial employer. If you have not been previously employed, give the name of a responsible person who knows you well, but is not a relative. Please state in which capacity you know each referee. **An offer of employment will not be made until satisfactory references have been received.**

Give your former name if different from that above, to ensure we are asking for the correct reference.

Your former name and job title (if applicable)

Name of referee and job title or status	Address for contact
1 Name:	
Status:	
Tel No:	
E-mail:	
	Post Code:

2 Name:	
Status:	
Tel No:	
E-mail:	
	Post Code:

You may be asked to provide alternative references if it is considered that your stated referees are not relevant to the employment being applied for.



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ADDITIONAL INFORMATION

Use the space below to show you have the skills, knowledge and experience to do the job (as described in the Job Profile and Person Specification). You may wish to include details of home based work, work in the community or with voluntary groups and your leisure interests to support your application. (Use up to two sheets as necessary).



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ADDITIONAL INFORMATION cont.



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EQUAL RIGHTS MONITORING FORM (Confidential)

Your Personal Details										
Date of birth					Age					years
Male <input type="checkbox"/> Female <input type="checkbox"/> Please tick										
National Insurance Number										

Ethnic Classification			
White	English	1	
	Scottish	2	
	Welsh	3	
	Irish	4	
	Any other white	5	
Shared	White and Black Caribbean	6	
	White and Black African	7	
	White and Asian	8	
	Any other mixed	9	
Asian or Asian British	Indian	10	
	Pakistani	11	
	Bangladeshi	12	
	Kashmiri	13	
	Any other Asian	14	
Black or Black British	Caribbean	15	
	African	16	
	Any other Black	17	
Other Ethnic Groups	Chinese	18	
	Any other Ethnic Group	19	

NOTE: These categories have been recommended to employers by the Commission for Racial Equality and are being collected to assist the company to meet the requirement of the Race Relations (Amendment) Act 2000.

Disability

The Disability Discrimination Act (1995), defines a person as having a disability if s/he has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

Do you consider yourself to have a disability as defined above? Yes No

Are there any arrangements you would like Schools Linking Network to make if you are interviewed? Yes No

All applicants with a disability who meet the minimum criteria for a job vacancy will be guaranteed an interview.

Declaration	
I declare that the information on this form is correct to the best of my knowledge and I note that the withholding, falsification or omission of relevant information by a successful candidate are grounds for disciplinary action which may lead to dismissal.	
Signature:	Date:
How did you learn of this vacancy?	



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FOR OFFICE USE ONLY

Post ref:				Candidate ref:			
Date received from:		Refs taken up by:	Telephone	In writing	Qualifications checked:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Reason for rejection please tick	1 Experience		2 Qualifications		3 Skills, Attitude & Behaviour		
	Comments:						



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EQUAL OPPORTUNITIES POLICY STATEMENT

Schools Linking Network is fully committed to a policy of equal opportunities for all existing and potential employees.

The company will develop, maintain and keep under continuous review, policies and practices which will a) eliminate all forms of discrimination on the grounds of race, colour, gender, age, responsibility of dependants, sexuality, trade union activity, marital status, religion or disability and b) facilitate the employment of people with disabilities. All applications will be considered on merit.

To ensure this policy is carried out effectively, we ask all applicants to provide the information requested on the Equal Rights Monitoring Form. It will be used only for administrative and monitoring purposes and will be confidential and not used to discriminate in favour or against any individual applicant.

CHILD PROTECTION STATEMENT

Schools Linking Network takes seriously its responsibilities to safeguard and promote children's welfare and all posts are subject to appropriate levels of CRB checks.

Child Protection work requires sound procedures, good interdisciplinary and interagency co-operation and a workforce, which is competent in recognising and responding to child protection situations. Schools Linking Network ensures that all staff have access to child protection training at a level appropriate for their post.

CRIMINAL RECORD CHECKS

REHABILITATION OF Offenders Act (1974) (Exemptions Order 1975)

Job applicants are entitled to withhold information about any previous criminal background which would otherwise be considered 'spent' under the terms of the Act. The Rehabilitation of Offenders Act gives individuals the right not to disclose details of 'spent' offences if asked about their criminal records. However, for certain excepted professions, offices and employments, ex-offenders have to disclose information about spent, as well as unspent convictions, provided the employer states clearly on the application form or at the interview that the job applied for is exempted. Posts which involve substantial access to children are exempt from provisions contained within this Act.

If the job for which you have applied involves substantial access to children and you have been short listed for the post, you will be provided with a form on which you will be asked to disclose any previous criminal background. If you are the successful applicant you will be provided with a Criminal Records Bureau (CRB) disclosure, application and consent form. Failure to complete this form will result in your application not proceeding any further. The possession of a criminal record will not automatically debar you from consideration for the post for which you have applied. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

The successful applicant will be subject to a CRB check being satisfactorily completed before the commencement of their post.



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APPLICATION GUIDANCE

Information Sheet for all Applicants

Guidance notes for applicants

Please read all these notes before completing the application form.

Job Profile and Person Specification

You should have received a Job Profile and Person Specification for the job in question.

The Job Profile describes the key responsibilities and key objectives of the post.

The Person Specification sets out the education, training and qualifications; experience, knowledge and skills; attitudes and behaviours that the Recruitment Selection Panel would be seeking from you examples of these should be included in your application form.

You must ensure that you explain to us how your skills, qualifications, experience etc. are relevant to the post and how you match the qualities and skills we are seeking (using examples as necessary).

REMEMBER – make sure that your application is thorough enough so that our criteria requirements can be matched against your Application Form.

It is up to you to prove to us that you meet the requirements of the post.

The Application Form

Completing the application form is the first step in the recruitment process which may lead to an offer of an interview and the possible offer of a job.

Please write or type your form in black ink, because we have to photocopy the form and some other colours do not copy very well.

In every section, if you feel you need more space, use extra sheets of paper. If you do, **please print your name and address with the post reference number** – shown on the application form.

Personal Details

Make sure you complete all the details fully. If you wish to withhold permission to approach referees before an interview, you should give clear instructions on the application form.



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Education and Qualifications

Include in this section all school and further/higher education.

Ensure that results/grades are included, where they were obtained and exact dates (i.e. June 1997 – June 1998)*.

*Make sure you give all the information required such as 'O' or 'A' levels, GCSE, RSA, BTEC, NVQ, GNVQ, etc in order that we can check for equivalent levels.

If you are shortlisted, at the interview you will be required to produce copies of the relevant qualifications. Checks will be carried out before any offers of appointment are made. You are, therefore, advised to take steps, to ensure that you either have original certificates, etc available or you can submit original certificates from the relevant examining bodies (originals will have to be produced after a job offer has been made).

Professional Qualifications/Membership

Include in this section all Professional Qualifications and membership of an Institute or Body. Ensure that full details, including dates, are included.

Training and Development

Include in this section all relevant training to the requirements of the post. Ensure results/grades, how obtained and exact dates are included/*

Language Skills

Include in this section any language skills, other than English, that you have.

Employment History and Previous Employment

You need to give details of past employment relevant to the job you are applying for. Enter the names and addresses of past and present employers, starting with the most recent.

You can also include any part-time or voluntary work you have carried out. If you have included any voluntary work, list the name and address of the group(s) involved and as the Person Specification, under Experience, will ask for a minimum amount of years experience you should enter enough information so that the Recruitment and Selection Panel can judge this e.g. put exact dates, i.e. March 1995 to September 1996, and include how many hours per week/month you worked.

Include your skills and experience gained outside work. This may show the criteria we are looking for just as much as paid employment, e.g. home based, social/community activities, voluntary work.



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Additional Information

In this section (and the continuation sheet (s) as necessary) you are requested to provide any more details about your experience, qualifications, skills and abilities that you consider relevant to the position. Anything which you wish to add about yourself that you feel is relevant but has not been included elsewhere, should be entered here. It is important that you show your commitment to equal opportunities and show how you would apply this to the job you are applying for. Some posts have a specific requirement for skills, knowledge and experience in this area and you should show you have these in the particular section as well discussing policy in general.

Equal Rights Monitoring Form

Schools Linking Network is fully committed to a policy of equal opportunities of all existing and potential employees.

To ensure this policy is carried out effectively, we ask all applicants to provide information as requested on this page. Please note it will be used only for administrative and monitoring purposes and will be confidential and not used to discriminate against any individual applicant.

References

For references, you should choose two people who can comment on your ability to fulfil the requirements of the employee specification. If you are currently in employment, one of the referees should be your present employer, or if you are a student, your college tutor. Please do not send copies of the references with your application form. If you wish to withhold permission to contact referees until the interview, please indicate this on the application form.

For all posts, Schools Linking Network expects references direct from previous employers and open references are likely to be given less weight and may not be considered for certain posts.

Disability

Schools Linking Network has adopted a positive approach to the Disability Discrimination Act (1995) and is committed to providing equality of access to employment and to development opportunities for people from all parts of the community.

Signing and dating the Application Form

Please sign and date the Application Form to state all the information provided is correct to the best of your knowledge. Please be aware that withholding, falsifying or omitting of relevant information by a successful candidate are grounds for disciplinary action being taken.



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What Happens Next?

If you are shortlisted you will be contacted shortly after the closing date. However if you don't hear from us in 4-6 weeks, please assume that on this occasion you were unsuccessful.

Complaints Procedure

Schools Linking has a Code of Practice on Recruitment and Selection to make sure that good practice is followed throughout the recruitment process and that the best person gets the job.

All candidates can ask for feedback about any decision.

And Finally!!

If you need any assistance please contact the named person given for the recruitment process.

Please get your application form in on time and **GOOD LUCK!**



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Role Description: Admin. Officer

Post Title:	Administration Officer
Scale:	4
Responsible to:	Business Manager
Weekly hours:	37
Annual Leave:	21 days
Responsible for:	Administering an efficient and effective clerical/admin system supporting the organisation.

Other considerations :

It will be necessary to work with information technology and associated systems. The postholder will be expected to maintain confidentiality at all times. The post may involve varying start/finish times.

Duties and Responsibilities:

1 Communication

- To represent the organisation effectively in relation to outside agencies, partners or others; to be able to pleasantly and effectively deal with both verbal and written communication.
- To be able to write in different styles for different audiences; to communicate accurately, following the agreed 'house' style; to minute meetings as required.
- To effectively use ICT and other technological devices for communication
- To participate fully as a team member in discussions concerning the team(s) of which s/he is a member.
- To engage as an active listener to the needs of team members and be able to translate needs into effective support.
- To ensure that mail, messages etc. are transmitted efficiently.
- To take responsibility for an aspect of the display process necessary to extol the aims and work of the organisation.

2 Working with Others

- To provide a comprehensive tier of support to identified team members; this may include ensuring that records are accurately stored, that aspects of planning are implemented or that events are organised effectively.
- To ensure that support materials, processes and programmes are in place prior to any organised event.
- To undertake a variety of clerical duties as required.
- To use ICT effectively in preparing and illustrating data.

2 General

- To comply with the requirements of Health and Safety, other relevant legislation and organisation policies.
- To ensure that financial regulations are adhered to and that spending plans are kept to in terms of areas falling within the responsibility of the postholder.



Role Description: Admin. Officer (contd.)

- To provide cover for other areas of admin. work as agreed with the Business Manager.
- To undertake a role as either the organisation's health and safety officer or the fire safety officer/first-aider.
- To participate in the organisation's performance management process, agree targets and a professional training plan with the Business Manager.
- To undertake any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.



Role Specifics: Admin. Officer 2

These functions may vary during the course of the year by agreement:

Responsibility for:

- 1 Effective support for the Strategic Director: ensuring that work such as typing, filing, messaging, and other support work is undertaken efficiently and effectively.
- 2 To support the general work being undertaken within the Local Authority 'wave' programmes. This will include organising meetings, conferences and training days etc., communicating with schools and local authority personnel, maintaining the website (through working closely with the ICT Adviser), thereby supporting the work of Advisers.
- 3 Ensuring that finances targeted for work within the Wave activities are spent according to the spending plan and remain within budget; working closely with the Finance Manager to achieve this.
- 4 To act as the Health and Safety Officer for the organisation.

Specific Function	Parameters
<p><i>Strategic Manager Support</i></p> <ul style="list-style-type: none"> • Answer and deal with telephone calls and e-mails effectively; record messages • Prepare letters, memos, minutes etc. • Raise purchase orders and order goods/services • Co-ordinate travel arrangements 	<ul style="list-style-type: none"> • No adverse feedback from Strategic Manager or customers; message book kept up to date. • Written communication in 'house' style; quality assurance process in place leading to zero errors. • Good relationship maintained with suppliers; goods and services ordered in time for use; audit trail clear; budget monitoring undertaken; items entered on inventory as appropriate • Travel arrangements including accommodation resolved effectively

Role Specifics: Admin. Officer 2 (contd.)

Specific Function	Parameters
<ul style="list-style-type: none"> Undertake filing, faxing, photocopying and mailing. Co-ordinate meetings/events for the Strategic Manager 	<ul style="list-style-type: none"> Filing systems are accurately maintained and documents easily accessible; faxing/photo copying are accurately reproduced; mailing undertaken on time and within cost parameters. Work with Strategic Manager and ensure people are contacted, lists accurate, support papers/documents prepared and saved to memory stick, travel/accommodation issues resolved; catering organised
<p>Local Authority Wave Activity</p> <ul style="list-style-type: none"> Be the first point of contact for partners and customers Assist in the organisation of training events Working with the ICT Adviser ensure that the Gateway website is functioning effectively and kept up to date; encourage schools/local authorities to write up good practice Artistes and others engaged for events Schools and partners databases constructed and maintained 	<ul style="list-style-type: none"> Partners and customers indicate an excellent service response; Advisers positive re delegated contact role. Invitations sent out on time and responses checked; required materials produced to a high standard and on time; catering organised effectively; team travel plans resolved where needed; effective feedback to leads. Quality assurance process in place to ensure that entries are accurate; database updated weekly as required; school or local authority good practice entries in evidence All arrangements for professionals for events resolved as required effective feedback to leads. Database established for the start of the year and accurately maintained
<p>Health and Safety Officer</p> <ul style="list-style-type: none"> Effectively undertake the role of Health and Safety Officer 	<ul style="list-style-type: none"> Have undertaken appropriate training for role; ensure that company policies are up to date; advise the Business Manager of legislative changes etc., ensure that the First Aid and Fire Safety Officer is able to operate effectively and inform the Business Manager of problems; ensure that the Business Manager is made aware of non-adherence to H&S protocols; keep the staff and visitor signing-in process up to date.

Person Characteristics: Admin. Officer

Characteristic	Essential	Desirable	How Identified
Experience	To have recent, successful experience in an office environment To have worked closely with partner organisations	To be familiar with schools and the way they work.	Application Form References Interview
Qualifications	Equivalent of English/Maths GCSE	Relevant ICT certification	Application Form
Skills/Knowledge	Excellent communicator. Excellent organisational skills Must be computer-literate: Excel/Word and able to use software packages following training. Excellent interpersonal skills.	An understanding of the background to and necessity for community cohesion	References Interview
Health	Good health and attendance record over last 2 years if employed; no contrary health indicators		References



Admin Officer

Should you be successful in your application for the post of Admin Officer, you would be joining SLN at an extremely exciting time in its development. With your appointment we shall have two Admin Officers who we expect to work closely together 'shadowing' each other's work. One of the fundamental characteristics we are therefore looking for is someone with a strong sense of teamship as all of our staff support each other when running projects. As we are a small team, an associated pleasant manner and good sense of humour are also vital for everyone's sanity!

The role is a multi-faceted one. A major part of it will be working with our Strategic Director, Angie Kotler. Angie will be relying on your integrity to undertake quite sensitive work with our national and local partners and to liaise with the Board of Directors. From this high-level work your range of duties will extend through supporting Advisers on the National Gateway (our website) to quite simply making a cup of tea! From this you will quickly get the idea that high-quality communication and ICT skills are pre-requisites for the post and that we shall also be looking for strong organisational skills. Integrity will be vital.

We shall expect you, once your induction period is over, to be able to organise your own work. We shall expect you to continue to develop your own skills and we shall support your professional development within our overall performance management structure. This is really about your own dedication and ability for self-reflection.

We are offering you a post under Officer conditions beginning at Point 20 £17,781. You would be entitled to 21 days holiday (including 1 'floating' day) plus Bank Holidays.



Criminal Records

I understand that if I am successful in my application, a Criminal Record Bureau (CRB) check will be undertaken on my background.

I declare the following information:

I do not have any criminal convictions, bind-over orders, cautions, reprimands or warnings recorded against me	True / False
--	---------------------

Or

I have the following criminal convictions, bind-over orders, cautions recorded against me	
	Date
	Date
	Date
	Date
	Date
	Date
	Date
	Date

DECLARATION

Signed:	Name:
Date:	

Send completed forms to Schools Linking Network



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Pre-Employment Health Declaration Questionnaire

Instructions to the prospective employee:

The purpose of this questionnaire is to assist Schools Linking Network to meet its statutory duty to maintain a safe working environment for all employees with disabilities. Please read the following questions carefully, then tick whichever of the two statements is appropriate for you and sign the declaration below. You are not required to give separate answers to the individual questions. If you declare 'YES' you may be required to undergo an assessment by one of the Company's Occupational Health Advisors, when any medical issues relating to your proposed employment can be discussed in confidence.

- Do you have any difficulty in carrying out normal day to day activities or gaining access to buildings, climbing stairs etc?
- Do you have any medical condition or disability which you believe your employer should be made aware of?
- Do you have any medical condition that could affect your ability to do the job for which you have applied or could affect your safety or the safety of others with whom you work?
- Have you ever been ill health retired?
- Do you have difficulty in reading normal print, using display screen equipment or using a computer?
- Do you have difficulty hearing and in particular using the telephone?
- Do you have any medical condition which, in your own interest, First Aid personnel should be made aware of?
- Are you undergoing any current medical treatment or have you any treatment or investigation planned?

DECLARATION

I would answer YES to one or more of the above questions: YES ()

None of the above applies to me: NO ()

Approximately how many days sickness absence have you had over the last 2 years: _____

What adjustments to working conditions would you be seeking from SLN? None/ _____

I confirm that the declaration provided above is correct to the best of my knowledge and I understand that making a false declaration could jeopardise my employment with Schools Linking Network.

Name: (Block Letters)

Signature: Date:

Successful applicants must complete this form and forward it to the Schools Linking Network



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Asylum and Immigration Act 1996

The Asylum and Immigration Act 1996 places a legal responsibility on employers to only recruit new staff from those eligible to work in the United Kingdom. All candidates shortlisted for interview are required to complete the declaration below and to produce documentary evidence at interview.

SECTION 1. DECLARATION

Full Name:	
Address:	
Post Applied for:	
Date:	
Signature:	
<i>[By signing, you are declaring that you are eligible to work in the UK.]</i>	

SECTION 2. DOCUMENTARY EVIDENCE

One document from table A	
or	
Document B + one document from Table B1-B7	
or	
Document C + one document from Table C1-C2	
Signature:	
<i>[By signing, you are declaring that you are the person referred to in the documents.]</i>	

Successful applicants must complete this form and forward it to the Schools Linking Network together with corresponding documentary evidence. Photocopies of all documents will be taken and maintained with the form.

Acceptable specified documents to comply with Section 8 of the Asylum and Immigration Act 1996

MUST HAVE:

ONE OF TABLE A

OR

**(B OR C)
+
(ONE OF TABLE B1-7 OR TABLE C1-2)**

Table A

MUST HAVE ONE of the following:

A1	Passport showing that holder is a British citizen or has a right of abode in the UK
A2	Document showing that holder is a national of a European Economic area (EEA) or Switzerland – must be a national passport or national identity card
A3	Residence permit issued by the Home Office to a national from a European Economic area (EEA) or Switzerland
A4	Passport or other document issued by the Home Office which has an endorsement stating that holder has a right of residence in the UK as a family member of a national from a European Economic area (EEA) or Switzerland who is resident in the UK
A5	Passport or other travel document endorsed to show that holder can stay indefinitely in the UK or has no time limit on their stay
A6	Passport or other travel document endorsed to show that holder can stay indefinitely in the UK or has no time limit on their stay
A7	Application Registration Card issued by the Home Office to an asylum seeker stating that holder is permitted to take employment

Table B:**MUST HAVE**

B	Document such as a P45, P60, NI card, or a letter from a Government agency and which gives the person's name and National Insurance number (NINO). [Note: The NINO must not be a temporary no. beginning with the letters TN nor should it end in any letter that is E to Z inclusive).
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and ONE of the following listed documents:

B1	Full Birth Certificate issued in UK and which includes the names of the holders parents
B2	Birth Certificate issued in the Channel Islands, the Isle of Man, or Ireland
B3	Certificate of registration or naturalisation stating that holder is a British citizen
B4	Letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the UK or has no time limit on their stay
B5	Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay indefinitely in the UK or has no time limit on their stay
B6	Letter issued by the Home Office to the holder which indicates that the person named in it can stay in the UK and this allows them to the type of work offered
B7	Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the UK and this allows them to the type of work offered

Table C:**MUST HAVE**

C	Work permit or other approval to take employment that has been issued by Work Permits UK
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and ONE of the following listed documents:

C1	Passport or other travel document endorsed to show that holder is able to stay in the UK and can take the work permit employment in question
C2	Letter issued by the Home Office to the holder confirming that the person named in it is able to stay in the UK and can take the work permit employment in question

FOR OFFICE USE only

Signature of the Chair:

[This is a Legal requirement, liable to a fine of £5000 per individual if there is a failure to comply.]



SCHOOLS LINKING NETWORK LTD

in association with Education Bradford & Bradford Metropolitan District Council, supported by The Pears Foundation & The Department of Children Schools & Families
T: 01274 385920 **F:** 01274 385624 **E:** angie.kotler@educationbradford.com **W:** www.schoolslinkingnetwork.org.uk



Schools Linking Network: Information for Candidates

SLN was established at the request of the Department for Children, Schools and Families (DCSF) with support from the Pears Foundation. It was formed out of the Schools Linking Project which has successfully run in Bradford schools for six years. Established initially after the disturbances of 2001, the organisation has been in the forefront of work on citizenship and community cohesion. SLN continues to work intensively with Bradford schools but has developed an agenda for change nationally, working with schools, local authorities and other groups across England in order to respond to the new statutory duty to contribute to community cohesion.

SLN provides advice and training to schools and local authorities. Its advisory team is skilled in establishing and delivering workshops to a wide range of professionals; advisers frequently become involved in setting up major projects with schools. Our support staff also play a major role in the development and maintenance of our programmes. All team members are involved together when major delivery programmes are underway and our admin. team are geared to giving support for the (currently) three major strands of our work which are: supporting Bradford schools, linking schools nationally through our 'National Gateway' website and working with local authorities from across the country who are developing models along the lines of that successfully established in Bradford.

Recently we have been involved in a range of projects. Many of these have been at primary level but we are focussing significantly on secondary education currently. We often work with partners in order to deliver programmes e.g. recently our primary advisers have been working with schools with the support of Bradford Bulls rugby league team and the team is working in partnership with Education Bradford, the Museums and Galleries Service, Bradford College and Bradford Community Broadcasting in producing a week-long programme for 'Who Do We Think We Are' week.

We have a small team of ten led by Angie Kotler, our Strategic Director. The team consists of five advisers (one secondary vacancy), a Finance Manager, an ICT Manager, a Business Manager and two admin officers (one vacancy). We have a Board of Directors that hold us accountable as a company chaired by Sir Keith Ajegbo.

As a new company we are operating at the leading edge of community cohesion work, which is changing daily, and we must therefore be extremely adaptable and forward-thinking. People joining us would be encouraged to not only be part of the team but to be able to identify and contribute on an individual basis to our development.

Please take a look at our website where you will find quite a lot of information about us:

www.schoolslinkingnetwork.org.uk