



GUIDANCE NOTES

The Application Form

Completing the application form is the first step in the recruitment process which may lead to an interview and the possible offer of a job. It is, therefore, most important that you complete **ALL** sections of the application form which are relevant to you as clearly and fully as possible.

Please do not include a Curriculum Vitae with your application but try to include all relevant information on the form itself using additional sheets if necessary.

The following notes will explain the application form and give some useful advice on how to complete it

Please note that it is an offence to apply for this role if you are barred from engaging in regulated activity with children.

Details of Post Applied for

Please refer to the job advertisement to fill in this section.

Personal information

Please enter your personal details fully and clearly so that we may contact you about your application. If you are a teacher, you must input your teacher reference number.

Right to work in the UK: If you are shortlisted for interview, your original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment, the copy of your identification documents will be retained on file under regulations governed by the Immigration, Asylum and Nationality Act.

Education/qualifications

Please enter details starting with the most recent first. You must include your secondary school information including dates. We are interested in **any** form of education you have followed, including any courses which did not lead to an examination or qualification. We will take full note of any education or qualifications gained overseas or as part of an employment training scheme. Successful candidates will be required to provide proof of qualifications.

Employment History

It is ESSENTIAL that you give full details in chronological order, starting with the most recent first, of all employment and other experience since leaving secondary education. This should include any breaks or unpaid



activities such as voluntary work, child rearing, travel abroad, etc. Please ensure there are no gaps in your completed service history before returning your form as this could result in your form being rejected.

We require information on all past or present employment. If you have recently left university, college, or a training programme and have not yet had a full-time or permanent job, please give details of any other employment that you may have had such as work experience, part-time, holiday work or voluntary work. Please include your current job title and where applicable school and Local Authority.

References

Please give the names and addresses, both postal and e-mail of two referees. If you have been or are employed, the first referee should be your current or most recent employer. If this employment has been within a school, this will normally be your head teacher.

If you are not currently working with children, but have done so previously, one of your referees should be from your most recent employer, where you were employed to work with children.

Please be aware that if you are currently or have previously worked with children, on either a paid or voluntary basis, the employer will be asked if there are any disciplinary offences relating to children, including any in which the penalty is 'time expired'. They will also be asked if they have any child protection concerns and the outcome of any enquiries or disciplinary procedures.

If you have been unemployed for some time, you should instead, name somebody who knows you well and wherever possible someone able to comment on you in relation to the job for which you have applied. References will not be accepted from relatives or from people writing solely in the capacity of friends.

Written references will be required for all shortlisted candidates in order that any relevant issues can be taken up at interview. Previous employers may also be approached to verify particular relevant experience or qualifications prior to interview.

Supporting Statement

When completing this section you can mention any experience gained through work, school, college, at home, in voluntary work, in work experience or through hobbies. Think about how you can draw upon your skills and experience, and then match these against the criteria set out on the person specification. You should avoid bland statements such as 'I have all the skills and abilities



mentioned in the person specification' and fully explain how you meet the requirements, e.g. if the person specification asks for 'experience of working with elderly people', you need to explain when, where and what was involved e.g. 'I helped to care for my grandmother for 3 years. She lived in the family home and I helped her to wash and dress each morning. I also helped with personal care including ...' You should aim for a minimum of 250 words.

Consent, disclosure and confirmation

When completed, read through your application form carefully, checking for errors and omissions. Ensure that you have signed and dated the relevant areas of your application form to confirm that your details are correct and complete. Providing false information is an offence and could result in the application being rejected, or summary dismissal if appointed, and possible referral to the police.

Recruitment monitoring

You are asked to complete this section to enable us to monitor the effectiveness of our Equal Opportunities in Employment policy.

Please help us by ticking or completing the appropriate boxes in this section. Any information gathered will not identify individuals, but will only be used to measure how we are progressing. This information will not be used by those in the selection process and is for statistical purposes only.

Job Advertisement

Please complete this section to help us to identify how and where candidates are learning of our vacancies. If you found out from a friend or relative who works at the trust, please tick the box, Existing school staff, and type their name. If you are successful, the person referring you will receive a reward after a successful 6 month probation.

We look forward to receiving your application.