



Guidance notes and information for applicants

INTRODUCTION

The application process is in 2 parts in order to serve 2 separate purposes:

- a) The main Job Application Form asks for detailed information about you and your work history. The purpose of the form is to make sure that, as far as possible, applicants who might be at risk to children are not considered for appointment. The detail that is asked for complies with national guidance on safe recruitment procedures for appointments to schools.
- b) The Letter of Application is the key document that is used for shortlisting and selection. The Letter of Application should be used to demonstrate how you are able to meet the requirements set out in the Person Specification and the duties set out in the Job Description of the job in question.

Please note that simply saying that you can do something is not enough – an example is needed:-

Example: Ability to prioritise workload

In my current job I plan my work on a daily basis but adjust it when an urgent query or problem arises, e.g. when another team member unexpectedly calls in sick. I always raise any urgent issues with my manager.

You must complete all parts of the application form. CVs are not acceptable; neither is an application form that simply refers to an enclosed CV.

POST APPLIED FOR

This might have already been completed for you. If not, please complete yourself.

PERSONAL DETAILS

The information given here will be used to contact you and to identify you accurately when contacting referees. The information will not be used in the selection process.

CURRENT OR MOST RECENT EMPLOYMENT

This section is set out as if you are currently in a teaching post. If you are not currently a teacher, please give us the details of your current employer and post, or your college or university if you are a student. Complete this section also if you are employed in a voluntary capacity. If you are currently not in employment, then say so here. For “pay scale”, indicate whether you are currently paid on the main pay scale, upper pay scale, leadership scale etc.

PREVIOUS EMPLOYMENT, VOLUNTARY WORK OR OTHER ACTIVITIES

It is very important that you list your previous employment, voluntary work or other activities in chronological order. Please ensure that there are **no gaps** which are unaccounted for e.g. if you took time off to travel, then please include this information. This should go back as far back to when you were 18 years of age. **Please include months when adding inclusive dates.**

QUALIFICATIONS AND TRAINING

Make sure that you give all of the information needed. This should include qualifications and training that, whilst not essential, are useful and relevant to the job.

TRAINING AND DEVELOPMENT

Please list any training and development courses you have attended that are relevant to the post.

LEISURE INTERESTS

This is your opportunity to describe any interests or experiences that could be relevant to the post for which you are applying.

REFERENCES

References will be taken up before interview, so you need to be sure that your referees are willing and able to provide a reference. One reference must be your current Headteacher if you are currently employed as a teacher.

The 'Status' of each referee would be, for example, 'current employer' or 'university tutor'. Each referee must be able to comment on your professional abilities. **Note that references from friends or relatives are not acceptable.**

We may approach previous employers who have not been identified by you as a referee and may seek further information from referees who have supplied a reference. Previous employers will be asked whether there are any concerns about your suitability to work with children.

DECLARATION

Do you have a close relationship with, and/or are related to, anyone in school or a school governor?

We need to know this in order to ensure a fair selection process. If you are related to anyone at the School, then we will avoid asking your relative or partner to be part of the selection process.

Please ensure that you read the declaration thoroughly before signing and dating it. An electronic signature will be accepted. Your application will not be considered complete unless it is signed. If you are shortlisted, you will be asked to sign a printed copy of your application form as part of the interview day.

HOW DID YOU FIND OUT ABOUT THIS JOB?

Your answer to this will help us to identify how best to target applicants for similar posts in the future.

RECRUITMENT MONITORING FORM

In order to monitor the effectiveness of the school's Equal Opportunities Policy, and to comply with the requirements of the Race Regulations Amendment Act 2000 you are required to complete this form.

GENERAL INFORMATION TO CANDIDATES

CRIMINAL RECORDS CHECK

The school is required to give you the opportunity to voluntarily declare all cautions, bind-overs, pending prosecutions, spent and unspent convictions. All posts in schools are exempt from the Rehabilitation of Offenders Act 1974(Exception) (Amendment) Order 1986. If you are appointed, you will be required to complete a disclosure application that will be sent to the Disclosure & Barring service (DBS). The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so. Failure to declare a conviction, caution or bind-over may disqualify you from an appointment, or result in summary dismissal if the discrepancy comes to light.

HEALTH ASSESSMENT CHECK

If you are appointed and are new to the school, you will be required to complete a Pre-Employment Health Questionnaire. Your appointment will be subject to a satisfactory clearance.

THE ASYLUM AND IMMIGRATION ACT 1996

It is a criminal offence for the School to employ someone who does not have the right to work in the UK. If you are appointed you will be asked for documentary evidence of your right to work.

DATA PROTECTION

The information collected on this form will be used in compliance with the Data Protection Act 1998. By supplying information, you are giving your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998. The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process. When the recruitment process is completed, the form will be stored for a maximum of six months then destroyed. If you are employed as a result of this recruitment process then this application form will be retained as part of your personnel record.