

APPENDIX C - GUIDANCE NOTES FOR THE COMPLETION OF THE APPLICATION FORM

Application number and job reference number

This will normally be filled in by the School before the application form is sent to you. Please keep a note of the job reference number and quote it whenever you contact the school about your application. For teaching posts, an application number may not be stated.

Application for the post of

The post details, school etc are usually completed before you get this form. If not, you must fill in these details. Please note that we can only consider applications from EU citizens or those who are fully able to show a legal right to work in the UK. Relevant checks will be made.

Personal details

This part contains personal information to identify you in case we wish to shortlist you. Please ensure it is accurate as this is our only way of contacting you. For legal reasons you must state your National Insurance Number.

For teaching posts, your QTS Certificate number is also required.

Employment history

Current/most recent post/job title

Give details of your present or last employer – give a contact name (this should be the head of the establishment), full address including postcode, the exact date of appointment, and (if appropriate) the date you left. Try to give an actual salary/grade, not an approximate. If requested, your notice period is important. If you are not presently working but have commitments that prevent you from immediately taking up the post, please give your earliest start date.

If this is your first job after leaving education, give the school/college's name and address in place of the employer's name and address, and your date of leaving. Disregard the other items.

Previous employment

List your previous employment, including voluntary work, **starting with the most recent**. You should try to make the information you give as full and accurate as possible. **Please indicate the reasons for any gaps in your employment history.**

If this is your first job after leaving education, please list any part-time, casual and unpaid work, especially if there is a link to the post for which you are applying.

Education & Qualifications (evidence of your qualifications will be required at interview)

List your schools, colleges, universities, professional education and qualifications. Do not miss any identified in the person specification (if provided) or you may disqualify yourself. If you are awaiting results, give the expected grade if possible. Make clear that this result is still uncertain. For teaching posts, details of any in-service training (as a contributor or participant) are also requested.

Whilst a specific qualification may have been requested, it is recognised that a number of equivalent qualifications may have preceded or replaced the example given, and if you feel this is the case, please enter here. We will accept qualifications e.g. degrees etc, obtained from abroad if they are demonstrably equivalent to UK qualifications.

If you need more space, continue on an extra sheet. At the top of the sheet, write the post title, job reference and application number (if applicable).

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Training

List any training that is relevant to this post, even if it was undertaken outside your formal employment, including dates and awarding bodies where appropriate.

Membership of professional bodies

Please give details of current professional membership or apprenticeship. If membership of a professional body is a requirement for this post, make sure you state it here or you may disqualify yourself.

Experience or achievements (or 'Letter of Application' for teaching posts)

Carefully read the information in the Person Specification (if provided) and identify examples of work you have done, or activities from outside work, that demonstrate how you have identified, addressed and learnt from challenges or problems that may now help you to meet similar demands in the job you are applying for. Also, identify any skills or competencies you have which are relevant to the post. These need not be skills you have developed as a direct result of previous employment; they may be something from your hobbies or interests that you can use to help you do this job.

It is important that you address each of the essential requirements in the Person Specification (if provided) in completing this section. You will not be shortlisted if you are not able to provide evidence of how you meet all of the essential requirements.

If you have any other information that you feel may help us in making a decision about your suitability for this post then also provide this within this section.

Disclosure of criminal background

All posts in schools are exempt from the provisions of the Rehabilitation of Offenders Act 1974 and as such, all will be subject to Disclosure and Barring Service (DBS) clearance, which conducts background checks on potential employees. This will disclose details of cautions, reprimands, final warnings, and convictions. The Authority also checks the lists of those presently barred from working with children and/or vulnerable adults.

Within this section, you must provide details of any convictions or cautions that you have. This will not necessarily automatically prevent your application being shortlisted.

Driving

Some posts require you to have a driving licence, access to a car, or both. If you do not provide this information, it may disqualify you from further consideration. In certain circumstances consideration may be given to applicants who are unable to drive as a consequence of a disability.

Disability

We encourage applications from people with disabilities. A disability is a physical or mental impairment that has a substantial and adverse long-term effect on an individual's ability to carry out normal day-to-day activities.

If a disability or health problem prevents you from carrying out some aspects of a post, you are not excluded from applying, as it may be possible to make a reasonable adjustment to some of the duties.

If as a result of a disability you have difficulty completing the form, please contact the School.

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Canvassing

You must not canvas or attempt to canvas (ask someone to apply influence to help you get an appointment) County Councillors, School Governors or other employees of the School to gain you an unfair advantage. Such actions may result in your application or subsequent employment being challenged.

Confirmation of details

Please read the declaration on the application form. Sign and date it to confirm that the information you have supplied is complete and accurate and that you agree to the information being processed and used for the purposes of recruitment, monitoring and, if appropriate, subsequent employment. Your signature also confirms that you understand that, to prevent and detect possible fraud, we may share this information with other appropriate organisations; and that to give false information would lead to you being disqualified from consideration or if appointed may result in your dismissal. We will not consider applications that are not signed and dated. If you return your form electronically online, we will ask you to sign the form at interview.

Referees

Your referees should be two people who can comment on your ability to do the job for which you are applying. If you have previous experience of working with children or vulnerable adults, a reference is required from the employer for whom you most recently worked with either of these groups. Therefore ensure that their details are included within this section.

If you are currently in employment, one referee should be your present employer. If you are a student, one referee should be your tutor. If you are unemployed, please give details of your most recent employer.

References will not be accepted from relatives or from people writing solely in the capacity of friends.

References are sought on all shortlisted candidates prior to interview. If you indicate that you do not wish your employer to be contacted prior to interview, then you may be contacted to reconsider this position. If you are the successful applicant and your referee has not been contacted, this will delay confirmation of any offer of appointment, as it is against the School's policy to confirm an appointment without satisfactory references being received.

Return address

Please ensure that you return your completed application form to the school before the closing date.

GOOD LUCK WITH YOUR APPLICATION