

## GUIDANCE NOTES FOR APPLICANTS

### THANK YOU FOR EXPRESSING INTEREST IN A POST IN A ROTHERHAM SCHOOL . . .

This application form has been designed to be used for all posts in the school workforce. If you have received the form on a disk or by email attachment, the form can be completed and submitted electronically. Please click on the space to answer each question and spaces to enter your text will appear.

When you enter the web-site you will see a bookshelf on the home page. Please open the 'book' entitled *Workforce Development*.

The Workforce Development web-site provides applicants to Rotherham schools with a wide range of information about training and development opportunities. Rotherham Local Authority working in partnership with schools, is committed to the development of the wider school workforce.

The Workforce Development Team hope that you will recognise this commitment and look upon Rotherham as an exciting and innovative authority in which to progress your career, whatever the role in school that interests you at this time. As a member of the workforce in a Rotherham school you will have access to a range of Continuing Professional Development(CPD) opportunities and advice and guidance on career progression from the CPD/Workforce Development Team. Contact details for the team can be found on the web-site.

### EQUAL OPPORTUNITIES

- Rotherham Local Authority is committed to ensuring equality of opportunity thorough the recruitment process
- We welcome applications from all sections of the community and your application will be judged on your ability to do the job
- The school will make reasonable adjustments where requested by an applicant with a disability and provide all relevant information in an alternative medium (e.g. large print, tape)

**Please remember to keep a copy of your completed application. If an acknowledgement is required, please enclose a stamped addressed envelope**

## GUIDANCE NOTES FOR APPLICANTS . . . continued

### COMPLETING THE APPLICATION FORM

- You must complete all parts of the application form, a C.V. will only be accepted if it is in addition to the fully completed form
- Read all the information provided – this will help you to decide whether or not the post is suitable for you
- Please write or type your application in black ink so it can be photocopied
- Show clearly how your experience, knowledge, skills and abilities are relevant to the requirements of the post as detailed in the job description and person specification
- Give full details of your duties in your present post or most recent job if you have been employed before. Do not miss out experience gained in previous jobs, but select the most relevant points, including details of any skills and experience gained from voluntary/community work
- Continue any sections of the form, if necessary, on an additional sheet
- Check the closing date and allow time for your application to reach us

### INVITATION FOR INTERVIEW

- If you are invited for interview and require any arrangements or assistance e.g. access to the building, please specify on an additional sheet
- If you have any enquiry or complaint about the recruitment process, please contact the particular school dealing with your application
- Please remember to bring to the interview *original* copies of all qualifications, photo identification and proof of address
- If you have changed your name since you gained any qualifications, please bring marriage or other certificate to confirm your identity