**Wellington Primary School**

 **Guidance for completing the application form**

**Please read these notes carefully before applying.**

The following information is designed to assist you in applying for a job at Wellington Primary School. The information you give us in your application is the only information we will use in deciding whether or not you will be short-listed. Your application form and supporting statement is therefore very important and the following advice is designed to help you complete it as effectively as possible.

You must fill in all sections of the form, making sure the information you provide is clear and accurate.

Do ensure that the information you give us is well organised and relevant.

**You should:**

Complete all sections. Do not attach your CV to the ‘Personal statement’ section. We do not accept CV’sas we prefer to consider all applications on the basis of the information provided on a common application form. It is therefore important that you fully complete the form.

The job description sets out the main duties and responsibilities of the post and the person specification describes the skills, knowledge and experience and qualifications (if relevant) required to carry out the role.

It is these requirements that form the basis of the short-listing and interview process. Therefore please ensure that you address fully each of the criteria set out in the person specification.

**The application** **form**

* **Present/ last appointment**

Detail the name and address of the organisation, your job title and grade, the date you started at the organisation.

* **Full chronological history (previous employment)**

In this section, it is important that you include all relevant work experience including part-time work or temporary jobs, work experience or voluntary work. Remember to fill in fully the name and address of employer, your position and the dates you started and left, including reason for leaving and if you have any break in service including what you were doing during that period.

* **Education, qualifications and records of achievement**

Please provide details of any relevant qualification or records of achievement, including relevant courses and membership of professional bodies.

We are also interested in any relevant courses which did not lead to an examination or qualification and will take into account equivalent education/qualifications gained overseas or part of a vocational training course.

Please note that if your application is successful and you are invited to attend an interview, we will need to see your original certificate(s).

* **Personal statement (abilities, skills, knowledge and experience)**

This section is where you need to demonstrate how you meet the criteria set out in the Person Specification. The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview process for this post. You should demonstrate on your application form how you meet the following essential criteria.

You should use each criterion as a sub-heading and give real examples of how you meet the criteria**.** When completing this section of the form, try to list your examples in the order they appear in the Person Specification, as this will help when we are short-listing. If you do not fully meet each criterion on the person specification, you may not be short-listed. Feel free to type on to the next sheet if you need more room.

The examples you give should outline what you have done in the past or in your current job. For example if one of the criterion in the Person Specification is 'ability to communicate' it will not be adequate to just state ‘I am an effective communicator’. You must provide an example of how you have demonstrated effective communication skills.

If you have little or no work experience, think of things you have done where you can transfer skills used at school or college, for example, organising course materials, meeting deadlines, planning and working on a project.

You may also have considerable domestic and/or caring responsibilities such as household budgeting or organising activities. These are skills that may be relevant to the post.

Remember: be positive about your personal skills and achievements.

* **References**

Please complete details for both referees who should not be related to you. One must be your present or most current manager. If you are a school/college leaver, please give us the name and address of the head teacher/tutor and also the manager of your most recent work experience placement, if applicable. We reserve the right to approach any of your previous employers for a reference. Relatives and friends must not be used.

* **Personal information**

Make sure you complete this section fully. It is important that you provide us with a full address, email address and contact details as we will need this to contact you should you be short-listed for interview.