GUIDANCE NOTES FOR COMPLETING APPLICATION FORMS

These notes have been put together to help you complete your application form. Please read them carefully, along with any other information supplied, before you start. Candidates will be short listed solely on the information supplied in the application form, measured against the person specification. Be clear that you can demonstrate that you meet the essential requirements of the person specification before proceeding.

Successful candidates must fully meet all the essential criteria e.g. qualifications, experience and any other requirements in relation to working with children and young people. If you are shortlisted the interview process will be designed to assess your ability to meet the essential requirements of the post (including suitability to work with children). For shortlisted candidates any discrepancy or anomalies in the information provided or issues arising from references will be followed up during the interview.

Migrant workers

If you are a non-European Economic Area migrant wishing to work in the United Kingdom, we recommend you visit the UK Border Agency website. The website provides key guidance and information provided by the Government for UK on employing migrant workers, including those under the new points based system which came into force on 27 November 2008. Please see the Home Office, UK Border Agency, Points Based System **website:** www.ukba.homeoffice.gov.uk/employers.

In order to comply with the provisions of the Illegal Working Regulations, employers are required to see and retain copies of documentary evidence that confirms the entitlement of all new employees to work in the UK.

If you are shortlisted you will be asked to take your documents to the interview where the Appointing Officer will photocopy these and check your right to work in the UK for the purposes of the Illegal Working Regulations.

If you are the successful candidate copies of your documents will be kept on file. If you are unsuccessful then copies of your documents will be destroyed.

Filling in the form

Please note CVs will only be accepted if accompanied by a fully completed application form.

- We will not make any assumptions about your abilities and do not take into account any previous applications or any prior knowledge of you.
- The form needs to be legible and should be completed in black ink or typed.
- It may be helpful to make a rough draft of the form and to retain a copy.
- If the advert states the post is available for job share, make sure you indicate if you want to apply on that basis.
- If you would like to receive the form in an alternative format, please contact the school office.

1. Personal details

Enter fully and clearly your details in block capitals. If you do not have an NI number, contact your local Department for Work and Pensions (DWP) office.

2. Employment

State clearly your present or last employer's name, address and post held.

3. Previous employment

Enter names and addresses of all past employers starting with the most recent. You can also include work experience placements, holiday jobs or voluntary work, in which you have developed skills relevant to the job.

4. Education, Training and Qualifications

Provide full details of your education at secondary level and above, where applicable. Include details of any special skills training, day release, evening classes or other relevant knowledge. If a qualification has been asked for, make sure you give all the information required and levels of any examinations taken. **You will be expected to provide documentary evidence if invited for an interview**.

5. Information in support of your application

This section is **very important**. It gives you the opportunity to detail why you are the best person for the job and why you are applying. Use the **job description** and **person specification** as a guide, and focus on how your skills, knowledge and experience meet the **job requirements**, giving specific examples. Also include any voluntary work you may have been involved in, experience at school or any relevant experience outside work.

6. Referees

Give the name and address of **two people** who can provide a reference in support of your application. One of these **must** be your manager in your present (or most recent) employment (or tutor/head teacher if in full time education**).**

If you are applying for a teaching post and are not currently employed as a teacher, we will need to contact the school, college or local authority at which you were most recently employed to confirm details of your employment and the reasons for leaving. (This is a requirement under Paragraph 70 of the statutory guidance for schools entitled 'Keeping children safe in education 2015'.

If you are applying for the post of head teachers one of your two references must be from your current LA and the other reference from your current/last employer.

If you are currently unemployed please give details of your manager in your most recent employment if possible and / or a suitable alternative. Please note that members of your family friends and relatives are **not acceptable referees**. The Authority **and school you are applying to work in** reserves the right to approach any previous employer or manager as part of the pre- appointment checks.

Please note that references will be sought on all short listed candidates before an interview.

7. Health/Medical Details

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination.

8. Disclosure of Criminal Background

If the post you are applying for requires a Disclosure and Barring Service (DBS) check, you must provide information about all convictions. The post will be exempt from the Rehabilitation of Offenders Act 1974 and rules relating to 'spent' convictions do not apply.

Following the interview process, if you are the preferred candidate, you will be required to complete a DBS application form.

9. General

Please complete indicating if you are related to anyone on the school governing body or a member of staff.

10. Equalities Act 2010

Information disclosed in this section is to enable a fair decision to be made and not to discount applicants. It is used to ensure appropriate support is offered through the selection process and to guarantee disabled applicants who meet the essential shortlisting requirements an interview.

12. Declaration

You will need to sign and date your application form to declare that all information is correct. You also need to confirm that you

- are not on the Children's Barred List and not disqualified from working with children
- are not subject to sanctions imposed by a regulatory body eg. National College for Teaching and Learning
- have the legal right to work in the UK. (You will be asked to provide documentary evidence of this prior to commencing work with the Authority.)

If you are going to send the completed form by e-mail, you will be asked to sign the form, if selected, at the interview.

Equality and diversity monitoring

Chilwell School has an Equality Policy and it is important that you provide the information requested on the Equality and Diversity Monitoring Form. It will help us to better monitor the fairness and effectiveness of our employment practices. This part of the form will not be used to shortlist applicants for interview and will not be viewed by the recruitment panel. You are also assured that the personal information you provide will be treated in the strictest confidence and will only be used to monitor the fairness and effectiveness of our service delivery and employment practices.

Returning completed forms

You should ensure your completed application is received before the closing date specified on the job advert. Late applications will not be considered.

You can return your completed application via **e-mail to:** d.gibson@chilwell.notts.sch.uk

Post or by hand to :

Mrs D Gibson
Chilwell School
Queens Road West
Chilwell
Nottingham
NG9 5AL

Further information

If you are offered a post in a school after an interview you may be subject to further checks if they are applicable to the post. These checks are Disqualification under the Childcare Act check and the Prohibition from teaching check.