**NOTES FOR GUIDANCE**

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| **Completing Your Application Form** |
| **Please read before completing your form**   * Ensure that you have completed the top section of the application form stating the job you are applying for, closing date and reference number if applicable. * You may find enclosed with the application form the Job Profile and the Person Profile. * If enclosed, you must refer to the Job Profile and each point in the Person Profile, but more particularly the essential criteria, to give as much information as you can about why you think you are suitable for the job, giving clear examples. * You must complete ALL sections of the application form as clearly as possible, it can be hand-written or typed CV’s can only be accepted as additional information. * You can use additional sheets of paper as necessary and make sure they are securely attached to your application form. * Applicants must complete the reference section of the form and unless otherwise indicated references will be taken up before the interview. Candidates who are already employed by the Council should give the name of their current line manager as their referee. * Your completed form must be returned before the closing date - applications received after the closing date will not usually be considered. * If you have any queries about completing your application form, please telephone Brett Coventry or Lauren Cosans on 020 8872 5707. |

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| **References** |

1. All referees should be professional rather than personal ones.
2. In the case of teachers from Havering, the head teacher of your present or most recent school is the appropriate first referee, the second is optional.
3. In all other cases, where your teaching is, or has been, in the maintained sector of education, the fist referee should be the chief education officer of your present or most recent employing authority, c/o a divisional office where appropriate.
4. If you have not previously held a teaching post, the name and address of the principal of your institution should be given as the first referee. Heads of department and other persons may be given as a second referee.
5. If you are applying from outside the maintained sector of education, your most recent employer should be given as a referee.
6. Please note that where other referees are given, the Council reserves the right to contact referees other than those nominated, in accordance with the practice outlined in (a) to (e) above.
7. If you do not wish confidential references to be sought, it is essential that you state this and the reasons why, when returning this form.

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| **General** |

1. The canvassing of any governor or member of the Council, directly or indirectly, for any post in the Council’s service will disqualify the applicant from the appointment.
2. Please return this form to the address specified in the vacancy advertisement.
3. In the interest of the economy, it is not the Council’s policy to notify candidates who have been unsuccessful. Nevertheless, the Council is appreciative of your interest in this appointment.