

# Guidance on your application

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Your application form is an important part of our recruitment process. It enables us to assess your suitability for the role that you have applied for and will determine whether or not you are shortlisted for interview.

When we shortlist, we look at your experience, skills, knowledge, attainment and other information in line with the job description and person specification. You will find copies of these in your job pack.

The job description outlines the main responsibilities and duties of the post, and a person specification outlines the skills, abilities, experience and qualifications that you require to fulfil these duties.

Please ensure you read the job description and person specification before you begin to complete the form so you have in mind the skills and knowledge we are looking for.

Applicants who are disabled under the provisions of the Equality Act 2010 will be automatically shortlisted provided they meet the essential qualifications and experience required by the post. Applications from disabled candidates will also be accepted in braille, in audio format or on the Trust's large type application form.

## How to complete your application form

### General hints

- Read the job description and person specification before you start
- Use black ink so we can clearly photocopy forms for shortlisting and interviewing
- Complete all sections of the form as fully as possible
- Clearly label and number any continuation sheets with your name and the post you are applying for and list the number of attachments on the main application form. This allows us to check we have all the information you want us to have before we shortlist. Keep a copy of the application form for your own records.

### 1. Job Details

This section is for you to enter information about the job as contained in the advertisement.

You are also asked to indicate whether you are applying for a full time or part time role, as well as whether you would consider a job share arrangement.

If you are applying on a job share basis, please indicate this on the application form, and as far as possible, the working sessions that you would prefer. This enables us to match you with other job share applicants who have indicated complementary working sessions. Please remember that the more you restrict the working sessions available to you, the more difficult it will be for us to find you a partner. Therefore, try and be as flexible as possible.

### 2. Personal Details

Please provide your name and contact details. This will enable us to contact you at each stage of the recruitment process as needed.

### 3. Current Employment

This section is for you to provide details of your current employment. If you have multiple roles and/or employers, please list the one most relevant to the application. Any additional posts can be detailed in section 4.

#### **4. Previous Employment**

Please list all previous work experience including permanent and temporary work, service with HM Forces, voluntary work and previous service with University of Brighton Academies Trust.

#### **5. Education and Qualifications**

List all attended education establishments attended from age 11 and details of qualifications obtained. This includes schools, colleges and universities.

#### **6. Initial Teacher Training**

This section is to be completed for teaching posts only where a teaching qualification is an essential or desirable criterion for the role.

This section requires details of the teaching qualification obtained including qualification gained, date QTS obtained, principle subject, subsidiary subject(s) and teacher reference number.

This information will inform the selection process.

#### **7. Training**

List all training related to the role. This include government training schemes, apprenticeships, short courses and professional training.

#### **8. Professional Membership**

If the application is for a post requiring professional membership, please list details.

#### **9. Other Related Experience**

Please give details of any related experience e.g. projects, secondments or voluntary work.

#### **10. Driving Licence**

This section only needs to be completed if a driving licence is an essential requirement of the job.

#### **11. Supporting Statement**

This is an important section of the application form as it is your opportunity to explain how you meet the criteria of the job description and person specification i.e. how your skills, knowledge and experience match those we require and how they will enable you to successfully do the job. It is advisable to:

- Use the criteria in the person specification as headings and give examples of your experience and skills under each heading.
- Use skills you have gained from study, community and voluntary work, leisure interests and home life, as well as those from your past and present employment.
- Check you have demonstrated how you meet all the essential requirements on the person specification. The shortlisting panel cannot guess or make assumptions about your work experience.
- Remember that we use the job description and person specification to shortlist – if you do not therefore clearly demonstrate how you meet the essential criteria in the person specification – it is unlikely that you will be shortlisted to interview.

#### **12. References**

Under the 'Keeping Children Safe in Education' (September 2016) guidance, issued by the Department of Education, we require two satisfactory references before we are able to make a formal job offer. We will seek to obtain references prior to interview where you have indicated that we are able to do so on this section.

References will not be used as part of the interview process but will be taken into account if you are offered the post.

### **13. Warnings and Disciplinary Issues**

In accordance with the principles of safer recruitment, we require declaration of any allegations that have been made against you specifically in relation to the safety and welfare of a child. If there are such allegations, details must be provided in writing to HR Director, Peter O'Connor. The email address [p.oconnor@brightonacademiustrust.org.uk](mailto:p.oconnor@brightonacademiustrust.org.uk). This information will be treated with strict confidence.

### **14. Rehabilitation of Offenders Act 1974**

The Trust requires all applicants to disclose criminal convictions. Some posts require information relating to both "spent" and "unspent" convictions whereas other posts require "unspent" information only. Applicants who have been shortlisted for posts involving regular contact with children or vulnerable adults will be required to apply for either a standard or enhanced disclosure from the Disclosure and Barring Service.

### **15. Declaration of Interests**

Direct or indirect canvassing of members, directors or Senior Officers by, or on behalf of yourself is forbidden. If you are related to a member, director or Senior Officer record the details and send them to the HR Director, Peter O'Connor. The email address [p.oconnor@brightonacademiustrust.org.uk](mailto:p.oconnor@brightonacademiustrust.org.uk). This information will be treated with strict confidence.

### **16. Declaration**

You are required to declare that the information provided in the application form and equal opportunities for is true and correct. The application form will not be considered without this declaration being complete.

## **Equal Opportunities Form**

The Trust aims to ensure that unfair discrimination does not occur in recruitment and in order to help the Trust monitor the effectiveness of this Policy (and for no other reason) an Equal Opportunities in Employment Monitoring Form is attached to the Application Form. Completion of this will help us to ensure that we provide the highest standard of service to job applicants.

Candidates who have declared a disability will be automatically shortlisted provided they meet the essential criteria for the role.

## **Additional Information**

### **General Data Protection Regulations (GDPR)**

Under the Gender Data Protection Regulations, the information you provide in your job application form will be treated confidentially at all times and will only be disclosed to personnel involved in the recruitment process. Recruitment decisions will be made by a staff panel and not solely on the basis of automated decision making. If you accept a post with the University of Brighton Academies Trust, your personal information will be held for purposes relating to your Contract of Employment.

Security safeguards apply to both manual and computerised information, and only relevant personnel and managerial staff can access your information. If your application is unsuccessful, your application form and any other information we hold about you will usually be destroyed after six months. Personal information for all applicants may be retained for monitoring and future recruitment purposes.

## **Evidence of Qualifications**

If you are successful from interview, you will be required to provide evidence to prove that you hold the qualifications which are relevant to the appointment. If the post requires you to travel on official business you will be required to produce your driver's licence and certificate of insurance to your manager for inspection upon appointment.

## **Health Statement**

Where an appointment is offered, you may be required to complete a health questionnaire which must be cleared by Trust's Occupational Health Provider prior to taking up your post. You may also be required to have a medical examination or give permission for the Occupational Health Adviser to contact your GP for a report. Staff moving internally will be required to complete a health questionnaire if the new post is significantly different.

## **Asylum and Immigration Act 1996**

It is a criminal offence to employ persons whose immigration status prevents them from working in this country. The Act does not affect citizens of the UK, Ireland, European Economic Area and the Commonwealth, provided they have the right to abode in the UK.

You will be required, if appointed, to provide evidence that you are entitled to work in this country. Official confirmation of your national insurance number on a P45, P60, plastic NI number card, former payslip or a letter from the Inland Revenue or other Government Department can be provided; alternatively, a list of acceptable documents is available on request.

## **Interview Expenses**

The University of Brighton Academies Trust does not normally pay interview expenses. We do, however, recognise that there may be occasions when candidates require assistance. Please contact the Academy if you require such assistance, before incurring any expense.