



## Guidance notes on completing the application form

You are advised to read the following notes carefully as the decision to shortlist you for interview will be based solely on the information you provide in the Application Form. This advice is designed to help you complete the Application Form as thoroughly as possible. Information you provide in the Application form will be treated as confidential.

### Examine the information pack

Make sure that you read all of the information that you have been provided with about the role, the academy and the application process.

### Presentation

- Use a **black pen** or type your Application Form.
- Check the spelling and that you have answered every question.
- Remember to sign the Application Form to declare that the information you have provided is accurate.
- Always keep a copy of the Application Form for reference.
- Ensure that you send the form to the correct address.
- Ensure that your Application Form arrives before the closing date, it is not our policy to accept late applications (although exceptions may be allowed in the case of disabled applicants who receive information in a different format, or who have difficulty in completing an Application Form).

### Completing the application form

- **General.** Ensure that you read the application form fully before you write anything. Write out your application form in rough first to help you organise your thoughts. Ensure the information you provide is accurate. Applicants who conceal or misrepresent relevant information at any stage during the recruitment process are liable to disqualification.
- **Employment Experience.** Complete this section as fully as possible giving exact dates. Where you cannot remember specific dates, provide as good an indication of the time involved as possible.
- **Qualifications.** Where specific qualifications are required for the position, this will be included in the Job Description and Person Specification. It is important that you demonstrate on the



application form that you have the relevant examination results and grades asked for. If your application is successful you will be required to provide verification of these qualifications. Make sure you include any NVQ's which you are working towards or have obtained if you are applying for a non-teaching post.

- **References.** In line with Department for Education guidance "Keeping children safe in education" we will generally contact referees to seek references before interview. If you object to your references being sought at this stage you may indicate this on the application form, or by contacting the recruiting manager.
- **Additional pages.** If you run out of space on the form you may attach additional pages (**please ensure you clearly write your name and the job you are applying for on each additional sheet you submit**); but **in no circumstances should this exceed two sides of A4 paper**. This restriction does not apply to those applicants who declare a disability and, provide additional information, in order that consideration may be given to a reasonable adjustment.
- **CV's WILL NOT** be accepted, with the exception of disabled applicants who have difficulty completing the standard application form.

## Information in support of application

This section of the form is your opportunity to tell us about yourself and why you are applying for a post with the Co-operative Academies Trust, and the particular Academy where the post is based. Please refer to the job description and person specification, and describe how your **experience, knowledge and skills** meet the requirements for this job.

Top tips:

- Please read the Job Description and Person Specification carefully, so you understand what the position involves.
- Ask yourself why you are interested in the position? For example, would it be a promotion or, alternatively, a good career move sideways to broaden your experience?
- Do not simply repeat your career history. Pick out skills, knowledge and experience required by the Job Description and Person Specification and provide evidence / examples to show you possess them.
- Be as concise as possible: any additional information included should relate specifically to the post applied for.
- **Please note that applicants will only be short listed if they demonstrate that they meet the essential requirements of the Person Specification that can be assessed from the application form.** You must therefore, give evidence which shows how you meet the



specification. If the specification states “able to use initiative and work unsupervised” it will not be sufficient to say “I can work unsupervised and show initiative” you must quote examples of your work/life which demonstrate these attributes.

- Mention any relevant experience you have acquired outside work, such as community, voluntary or leisure interests.
- Above all, gear your application to this specific job.
- Internal applicants must not assume any prior knowledge by the shortlist and interview panel and must give full details.

## Equal opportunities

The Co-operative Academies Trust is committed to offering equality of opportunity in employment regardless of race, sex, marital or civil partnership status, sexual orientation, religion or belief, disability or age. To monitor effectiveness of Diversity & Inclusion policies you are therefore requested to provide this information on the Application Form.

## Disabled applicants

A disability or health problem does not preclude prospective applicants from consideration for a job and applications are encouraged from disabled people. Disabled applicants whose impairment prevents them from carrying out any aspects of a post are still encouraged to apply since it may be possible to change the duties of a post, or to provide specialist equipment by way of a reasonable adjustment. You are asked to indicate in the ‘Additional Information’ section of the Application Form whether your disability prevents you from undertaking any of the duties of the post and why.

If you have difficulty completing the Application Form you may alternatively submit a CV. However, this should still follow the same format as the Application Form, and you should ensure that you demonstrate how you meet the essential criteria in the person specification. Disabled applicants who meet the essential criteria of a vacant post will usually be offered an interview. You are asked to indicate in the ‘Additional Information’ section of the Application Form any arrangements which may need to be made in order for you to attend an interview.

## Canvassing

You must not canvass members of the Academy’s Governing Body or Academy staff who are part of the recruitment and assessment process. This means you must not seek their support or attempt to ask them to influence the decision – if you do, you will be disqualified.



## Criminal convictions

Please read the section of the application form on criminal convictions carefully, and provide any relevant information to the school as outlined.

## Childcare disqualification regulations

These regulations apply to some posts within our academies. If this is the case, you will be asked to complete a separate declaration form if offered the post.