Guidance Notes for Applicants on Completing the Application Form

General Guidance

The following information is designed to help you complete the application form as effectively as possible. **If you require assistance in completing the form, downloading it or needing it in an alternative format please contact us.** The school follows a policy of Equal Opportunities. We understand that our workforce consists of individuals who are unique and different and by harnessing these differences we will create an environment where every individual feels valued and encouraged, where talents are recognised, developed and utilised. This will help us meet our organisational goals. Please read the information pack carefully, paying particular attention to the job description and person specification. Do not attach CVs to your application as these will not be considered.

Personal Details

Please complete this section fully. If you are currently working please make sure you indicate if you do not wish to be contacted at work.

Employment Record

Please complete this section in date order, beginning with your most recent job and listing all work undertaken since leaving school/college. Please continue with this section on a separate sheet if necessary.

Personal Statement

This is the most important section and must be completed fully. During the short-listing process your skills, experience and knowledge will be assessed against the selection criteria outlined on the person specification. It is therefore very important that you address all the areas identified in the person specification and give specific examples as to how you meet the selection criteria. You may have gained relevant experience through paid employment, or voluntary work in the community or in a school environment etc. You may find it helpful to do a rough draft first, making sure you have covered all the requirements of the person specification.

Education and Training

Please complete this section as fully as possible. We will require evidence of your highest and/or relevant qualifications before confirming an appointment and may check your qualifications with the relevant Awarding Organisation. Qualifications are not always essential for all posts. You may have undertaken other training that is just as relevant to the post.

References

All offers of appointment depend on receiving satisfactory references. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your manager in your current/most recent employment. If your current/last post was in a school, this must be your Headteacher.
If you have not worked for some time, or have not worked, you should give the name of someone who can comment on your ability to do the job. Trinity Academy reserves the right to ask for substitute referees if the ones you have provided are not deemed to be suitable. For certain posts we may contact all previous employers. We will specifically enquire if disciplinary action has ever been taken or was pending and details of your sickness record.

Declaration

It is important that you read and answer all the questions in the application form and then sign the declaration at the end. Failure to complete all sections of the form may result in your application not being considered.

Monitoring Form

In order to make sure that Trinity Academy's policy on Equal Opportunities is working effectively, monitoring information needs to be collected and analysed. This information is confidential and monitored by the HR Department. It will not be used for selection purposes.

Advertising Monitoring

This information is required to ensure that the school can monitor the effectiveness of its recruitment advertising. This information will not be used for selection purposes.

Submission of Application

Completed Application Forms, Personal Statements and Monitoring Forms should be submitted electronically to recruitment@trinityacademylondon.org