Applying for a job

Candidate information sheet for posts within Southwark schools

Thank you for showing an interest in the vacancy we advertised. Before you fill in your application form please read the following notes. We hope you find them helpful.

Your application form plays an essential part in the selection process and determines whether or not you will be shortlisted for an interview. Please do not send us a CV (career summary) as we will not be able to consider it. When filling in the application form, type or write clearly in **BLACK** ink. This helps us with photocopying.

When we choose our new employees we use:

- A job description
- A person specification
- An application form

Job description

This tells you the main responsibilities of the job for which you are applying.

Person specification

This is the most important document which explains what we are looking for. It tells you what knowledge, experience and skills you need to do the job. We call these the 'criteria' which we use to make appointments.

'Essential Criteria' are those which you must have to successfully carry out the responsibilities of the job. The person specification shows you which criteria we will use to shortlist for the interview process.

'Desirable Criteria' may be included. These are extra requirements which we may use if we receive too many forms which meet our 'essential criteria'.

Application form

If you want to apply for more than one job, please fill in a separate application form for each job. It is a good idea to make a rough draft first. Check through your draft to make sure that it is clear and that it covers all the criteria, before you fill in the form. Please give all the information you think we may need, as we cannot guess or assume anything about you.

You may find it easier to complete the sections on 'employment' and 'relevant knowledge, experience and skills' by using a computer and then attaching the printed sheets to the form.

Relevant knowledge, experience and skills

Please tell us anything you think is relevant to the job you are applying for. You will need to give us enough information so that we can judge whether you are suitable for the job.

For example if the job requires experience of report writing, tell us about the type of reports you have written, the main contents and who the reports were for.

You may have relevant experience from activities outside work. This may show the things we are looking for just as much as any work experience. For example, you may have skills and experience from running a club or voluntary group.

Equal opportunities

Please fill in the 'tear-off' slip on the application form. We will treat this as confidential information which will not be shown to the shortlisting panel. We will use this information to make sure we are acting fairly when we employ people.

If you have a disability

The Disability Discrimination Act defines 'disability' as follows:

'... a mental or physical condition which has a substantial and long-term adverse affect on the employee's ability to carry out normal day-to-day activities. Long-term means that the condition must last, or be likely to last, for more than 12 months'.

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If you need help in filling in the application form or need information in a different format (for example in Braille or on tape) please let us know.

We will offer you an interview as long as you meet the essential requirements of the job. We are also happy to meet any special requirements for people with disabilities who are asked to attend for occupational assessment or an interview. Please contact the named person on the correspondence sent to you so that we can make suitable arrangements.

References

You should give the names of two people who can act as referees. One of these people must be your present or most recent employer. We will contact your previous employers or other appropriate organisations for references and will do this for all applicants who are shortlisited prior to interview. If you are not currently working with children but have worked with children in the past, a reference will be sought from your previous employer.

If you are a recent school or college leaver one of your references must be from a teacher or lecturer.

Please note that we do not accept references from friends, relatives, or open references addressed 'to whom it may concern'.

Conditions of job offer

If you are successful at interview you will be given an offer of appointment. This offer is subject to:

i) The receipt of two satisfactory references (see above).

ii) Receipt of a satisfactory medical report from an Occupational Health physician of your fitness to undertake the duties of the post.

iii) Evidence of any required professional qualifications (i.e. teaching/nursery nurse qualification).

iv) Enhanced Criminal Records disclosure checks.

v) Evidence that you can be legally employed in this country (i.e. sight of passport and/or visas or work permits).

vi) A check for teachers that you are registered with the General Teaching Council (GTC).

Safeguarding and promoting the welfare of children and young people

As part of Southwark's commitment to safeguarding and promoting the welfare of children and young people, all employees within schools are required to complete an enhanced CRB check application form.

Rehabilitation of Offenders Act 1974

The work for which you are applying involves substantial access to children. It is therefore exempt from the Rehabilitation of Offenders Act, 1974. You are therefore required to declare any pending prosecutions or convictions you may have, even if they would otherwise be regarded as "spent" under this Act, and also any cautions or bind-overs.

Employment of People with Convictions

If you have a conviction, caution, bind-over or prosecution pending, this will not automatically preclude you from appointment. Every case will be considered on an individual basis, whilst bearing in mind the nature of the offence.

Confidentiality

All information is held confidentially and is released on a need to know basis e.g. information about disclosure applications and criminal background checks forms will be discussed between the Headteacher and a representative from the LA Human resources department.

Data protection statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment with Southwark Council. The personal information that you provide will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with the council, the information will be used in the administration of your employment with us and to provide you with information about the council or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form it will be assumed by the council that you agree to the processing of sensitive personal data, (as described above), in accordance with the council's registration with the Data Protection Commissioner.

Southwark Council