



# WAINSCOTT PRIMARY SCHOOL

## ADVICE ON COMPLETING YOUR APPLICATION FORM

Thank you for your interest in our school. We look forward to your application and look forward to showing you around. Below are a few pointers to help you complete your application form along with some general information.

We hope this doesn't come across as patronizing, it is simply that we see many application forms each year where candidates have made similar mistakes. How you complete your application form is of vital importance, as it provides the only information on which we base our decision as to whether to shortlist you.

- The form needs to be legible so please complete it in black ink and in capital letters.
- CVs are **not** acceptable. They will not be considered.
- Use these guidance notes to help you correctly complete each section in the application form.
- Ideally write your supporting statement on a separate sheet/file. Please remember to label it with your name and send it with this form whether posting or emailing.
- Return your form to the School or named contact by the closing date.
- If you are applying for more than one position, submit a separate completed application form for each one.

### Making an application

#### Personal Details

All applicants must complete this section. Please include your postcode, a mobile number and the email address you are most likely to check.

Teaching posts only – please include your DES reference number.

#### Education & Training

Within '*training as a teacher*' please state where you gained your teaching qualifications, what were they.

If you are either an NQT or quite a recently qualified teacher (2 or less years) then please also state at which schools and year groups you did your teaching practices.

#### Career history

Please complete this section in date order, beginning with your current or most recent school/role and include any gaps in employment. Please list teaching positions only and include reasons for leaving.

#### In-Service training & development

Here we want to know about any relevant CPD you have received or attended, when and from which organization/individual. Consider what is relevant to the role you are applying for and how recent it was. If you are this training was received.

#### Applicant statement

This section of the form is very important. It gives you an opportunity to explain why you are the best person for this job and why you are applying. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. Do not forget to outline experience you have gained outside work, including relevant experience gained prior to breaks in employment, as well as skills gained through voluntary and community work.

You may wish to provide a separate document for this. Please keep this to within 2 sides of A4 size 10 font.

## References

In order to comply with the Department for Education guidance on safer recruitment, applicants are requested to provide referees in line with the following guidance (if you are unsure of your category please contact HR).

References will be sought on shortlisted candidates and previous employers may be contacted to verify previous experience or qualifications before interview. The referees you provide must cover the last three years of your employment history. Current or previous employers will be asked to provide details of disciplinary offences, salary, length of service, sickness absence record, skills and abilities and suitability to work with children (this is not exhaustive). The school reserves the right to take up references from any of your previous employers.

At least two satisfactory references must be received before we will confirm an offer of appointment; **one should be from the Headteacher of your current or most recent School** (or where this is your first School application, a reference from your current or most recent line manager) and one from your previous employer. If this is your first teaching job, your School Teacher or College Tutor is acceptable. Please note that members of your family are not acceptable as referees.

Copies of references or references that are addressed "to whom it may concern" will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.

## Further information

Please ensure that you complete this section.

## Protection of children

Please ensure that you complete this section.

## Disclosure of Criminal Convictions

The post for which the application applies is considered exempt by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. You are therefore required to disclose details of all criminal convictions, cautions, warnings and reprimands including motor vehicle related offences (but not fixed penalty speeding offences), including convictions that would otherwise be considered 'spent'. Any information given about convictions will be completely confidential and will be considered only in relation to this or a similar position within the School. If you do not disclose this information it could lead to your application being rejected, or if you are appointed may lead to your dismissal. If between completion of this application form and taking up a job within the School you are convicted of a criminal offence you must inform the School of this immediately. A conviction will not necessarily bar you from obtaining employment. If you are aware of any Police enquiries undertaken following allegations made against you which may have a bearing on your suitability for this post, you should declare this immediately.

## Declaration

It is essential that you read and sign the declaration paragraph.

## Equalities Monitoring Form

As a major employer in Milton Keynes, we aim to ensure that individuals are selected regardless of any factor other than the ability to do the job. The Council operates an Equalities Policy and we need to continually monitor our recruitment and selection process to ensure that unfair discrimination is not taking place in recruitment. To help us ensure that our Equalities Policy is fully and fairly implemented (and for no other reason), you are asked to complete the monitoring form attached to the application form. The monitoring form will be detached by the School and will not be seen by any of the shortlisting panel. The Council is using the 2001 Census codes for ethnic monitoring.



### **Safer Recruitment**

The following pre-employment checks will be undertaken if you are successful in your application:

- Two written references (minimum)
- Candidate's identity
- DBS Enhanced disclosure
- Occupational health check
- Verification of your qualifications
- Professional status where required e.g. GTC registration, QTS status
- Right to work in the UK
- (for Teaching Posts) Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Prohibition to teacher check

### **Probationary period**

Support staff employees new to Medway Council will be subject to a probationary period of 6 months.

### **Equality Act 2010**

Under this Act, employers have a duty to make reasonable adjustments where, compared to a non-disabled person, a disabled person is substantially disadvantaged by either working arrangements (which include the recruitment process) or the working environment. You need to be aware that the duty to make reasonable adjustments will not apply unless we know that you have a disability.

The Act defines a disabled person in the following way: A disabled person is anyone who has had a *physical or mental impairment*, which has a *substantial and long term effect* on their ability to carry out *normal day to day activities*.

*Impairment* – a physical impairment includes sensory impairments e.g. blindness or deafness; mental impairment includes learning disabilities and any mental illness which is clinically well recognized.

*Substantial* – the impairment has to have more than a minor effect on the time it takes to carry out an activity or on the manner in which the activity is carried out.

*Long term* – the impairment must have lasted, or be expected to last, at least 12 months after the first occurrence.

*Normal day-to-day activities* – this covers manual dexterity, physical co-ordination, ability to lift or move everyday objects, speech, hearing, eyesight, memory or ability to learn, concentrate or understand perception of risk.

We have made a commitment to improve employment opportunities for people with disabilities and have adopted the Employment Service's two tick symbol – 'Positive about disabled people'. This includes an undertaking to interview all applicants with a disability who meet the essential shortlisting criteria for a job vacancy and consider them on their abilities.

### **Immigration, Asylum and Nationality Act 2006**

Under the immigration, Asylum and Nationality Act 2006, we can only offer you a job if you have the right to live and work in the United Kingdom. You will therefore be requested to produce appropriate documentation.

**Good luck!**