



Dallam School

AN IB WORLD SCHOOL

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Information notes for completing the application form

These guidance notes have been designed to assist applicants to complete the job application form. Please read these notes carefully before completing your Job Application Form and the Equality & Diversity Monitoring Form.

Advice on completing the application form

Applicants are advised to complete the application form electronically or in black ink. Applicants should ensure that their writing is legible. Before completing the application form applicants are advised to read through the application pack, in particular the job profile and person specification.

You may wish to photocopy the application form to practise on first and then complete the original.

Please note that Dallam cannot accept curriculum vitae, all sections of the application form must be completed.

Equality and Diversity

Dallam is an equal opportunities employer and welcomes applications from all sections of the community. No job applicant will be treated less favourably because of his or her sex, race, colour, ethnic origin, age, marital status, disability, religion or belief, sexual orientation, or by any other condition or requirement that cannot be shown to be justified.

In order to help us ensure that this policy is being carried out, please complete the information required on the Equality & Diversity Monitoring Form. This form will be separated from the application form on receipt and used for monitoring purposes only. It will not form part of the interviewing and selection process. If applying using the online facility this section will be emailed as a separate document to your application form.

Any information provided on the Equality & Diversity Form is treated as 'sensitive' data'. Through monitoring, Dallam is aware of the makeup of its employees and can then support, help and provide advice to employees where needed.

Data Protection

Once your application form has been received all details that you submit will be retained for a maximum of 6 months and will then be confidentially disposed of. If you are successful in your application this information will be kept securely as part of your personal employment record.

Previous Employment

All applicants must complete the previous employment section **leaving no gaps in employment unaccounted for**. Indication of time off for a career break, for caring responsibilities, for study or travel or absences from work due to a disability will not prejudice your application for employment with Dallam.

Permission will be sought from applicants to approach any previous employer. The school may make contact with any previous employer regarding work with young people to confirm reasons for leaving employment (if feasible).

Secondary and Further Education

Applicants should complete this section to the best of their ability. In particular applicants should ensure that all qualifications relevant to the post for which they are applying are included in the application form.

Applicants should also include examinations sat and where results are awaited.

Teaching Applications

Only applicants applying for teaching positions need complete this section.

Additional Information

Applicants should provide supporting information in the additional information section of the application form. Where additional sheets are supplied the applicant must attach these securely to the application form, sign and date them. It would be helpful to your application if you explained in your letter how you meet the person specification which is attached to the job profile.

The application form will be used initially for shortlisting for interview and may be referred to during the selection process. It is important that you use the additional information section to clearly explain how your personal qualities and experience are relevant to your suitability for the post advertised and how you meet the person specification. The recruitment panel will need to gain enough evidence about how you meet the requirements of the person specification to be able to shortlist you for interview.

Applicants are also encouraged to use this section to provide details of skills, qualifications and experience which have been gained outside of the workplace, for example voluntary work or spare time activities.

Asylum and Immigration Act 1996

All applicants are required to complete this section.

It is a criminal offence for Dallam to employ those who do not have permission to live or work in the United Kingdom. Applicants invited to interview will be required to bring to their interview documentary evidence of their right to live and work in the United Kingdom.

If you are appointed to the post it will be necessary, under the statutory provision of the Asylum and Immigration Act 1996 for you to provide evidence of your right to work in the UK. This must be provided by documentary evidence of your National Insurance Number. Such documentation can be a P45, payslip, P60, a NINO card or by a letter issued by one of the government bodies concerned. Please note that evidence of your right to work must be provided before a letter of appointment can be issued.

Rehabilitation of Offenders Act

All applicants are required to complete this section.

The amendments to the ROA Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

References

When providing details of referees applicants must provide two references. One referee should be the applicant's current or most recent employer/Headteacher. N.B. where an applicant who is not currently working with children has done so in the past it is important that a reference is obtained from the employer by whom you were most recently employed in work with children.

All referees should have known you for at least one year or more and cannot be from a spouse, partner, friend or relation or from someone with whom you live or from people writing solely in the capacity of friends.

Dallam will contact referees for verification. Please ensure that you have permission to provide their details on the application form. We will seek references on shortlisted candidates, and may approach previous employers for information to verify particular experience or qualifications, before interview.

Internal applicants need only provide one referee who they have known for at least one year or more. This should not be your line manager where they are part of the interview panel for the post for which you are applying.

If you are currently working with children, on either a paid or voluntary basis, your current employer with children will be asked about disciplinary offences relating to children, including any in which the penalty is "time expired" (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about these issues.

Providing false information is an offence and could result in the application being rejected, or summary dismissal if the applicant has been selected, and possible referral to the police.

Should you be invited for interview

In addition to your ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including: Motivation to work with children and young people; ability to form and maintain appropriate relationships and personal boundaries with children and young people; emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.

If you are short-listed any relevant issues arising from your references will be taken up at interview.

Unsuccessful applicants

If you do not hear from us within 10 days about your application you can assume your application has been unsuccessful.

Pre-employment checks

Candidates are asked to bring original certificates of qualification relating to the post to interview, together with identification that confirms they have the right to live and work in the United Kingdom.

Declaration

Applicants must ensure they sign the declaration to certify that the information provided on the application form is correct. Please note that if you provide false information or deliberately omit any relevant details your application will be withdrawn from the recruitment process. All applications must be received by the published closing date. Only those applications received before the deadline on the closing date will be considered.

Final Checklist

Please check that you have:

- 1 Filled in all of the relevant parts of the application form
- 2 Ensured that there are no gaps in your employment record since secondary school
- 3 Signed the declaration and dated the form
- 4 Provided a stamped addressed envelope if you require receipt of application (see note i)
- 5 Completed the Equality and Diversity Monitoring Form
- 6 Completed the convictions sheet if applicable