



Applying for a Job in a Milton Keynes School

<http://staffintranet/HR-home/>

Milton Keynes Council

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Thank you for your recent enquiry about working in a school in Milton Keynes

These notes are intended to help you complete the enclosed application form and to provide you with general employment information

How you complete your application form is important, as it provides information on which we base our decision as to whether or not you will be invited to interview

1.0 If you have difficulty in completing or reading the form, please call the School who will be happy to help.

- Read all the information carefully before completing the form
- The form needs to be legible
- The form should be completed in black ink and in capital letters.
- CVs are **not** acceptable. They will not be considered
- Read through each section of the application form carefully. Use these guidance notes as you complete the application form
- Use additional sheets as necessary and make sure they are securely attached to your form
- Information should be written in a concise, organised and positive way
- 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

2.0 Who should use this application form?

- 2.1 All staff working with children within an education type setting as well as within the following services: School staff, SENDIS, EMASS, PRU, PEC, Music Service, Children's Centres, Nurseries, After School Clubs, Sure Start Centres

3.0 Vacancy

- 3.1 You should fill in the job title, the name of the school or location and where you saw the vacancy advertised.

4.0 Personal Details

- 4.1 All applicants must complete this section. Please include a postcode in the full address box.
- 4.2 Teaching posts only - Please include Teacher Reference number, Induction year and date of QTS Award.

5.0 Current or Last Employer Details

- 5.1 Please give specific details of your current or last position, your reason for leaving and a brief summary of the duties.

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6.0 Previous Teaching Employment

- 6.1 Please complete this section in date order, beginning with the most recent first and include any gaps in employment. Please list teaching positions only and include reasons for leaving.

7.0 Previous Support Staff Positions

- 7.1 Please complete this section in date order, beginning with the most recent first and include any gaps in employment and voluntary work. Please include reasons for leaving.

8.0 Education and Job Related Training/CPD

- 8.1 As well as informing us about the examinations you have passed and the awarding body, you should also include any relevant courses you have attended. If you are successful in being offered a position, you will be required to produce the original documents to verify all relevant qualifications stated on your application form and copies will be retained.

9.0 Supporting Statement

- 9.1 This section is very important. It gives you the opportunity to explain why you are the best person for the job and why you are applying. You should think very carefully before completing this section of the form. Use the job profile as your guide and give specific examples, where possible. Do not forget to outline:

- experience you have gained outside work
- relevant experience gained prior to breaks in employment
- skills gained through voluntary and community work

If you have insufficient space, use an additional sheet of paper and fix it firmly to the application form.

10.0 References

- 10.1 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).
- 10.2 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.
- 10.3 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 list is not exhaustive). The school reserves the right to take up references from any of your previous employers.

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- 10.4 **For general appointments** - At least two satisfactory references must be received before we will confirm an offer of appointment; one must 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 job, your School Teacher or College Tutor is acceptable. Please note that members of your family are not acceptable as referees.
- 10.5 **For Headteacher appointments** – A total of four references will be sought as follows:
- 10.6 Existing Headteacher or Acting Headteacher currently employed in a community or voluntary controlled School are required to provide:
- One reference from the Chair of Governors of your current School
 - One reference from your current Local Authority
 - Two references from your previous employer if you were employed by them within the last 5 years (normally Chair of Governors and Local Authority or another workplace professional)
- 10.7 Existing Headteacher or Acting Headteacher currently employed in a Foundation or Voluntary Aided School are required to provide:
- One reference from the Chair of Governors of your current School.
 - One reference from a current workplace professional.
 - Two references from your previous employer, if you were employed by them within the last five years (normally Chair of Governors and LA or another workplace professional).
- 10.8 Existing Headteacher or Acting Headteacher currently employed in an Academy are required to provide:
- One reference from the Chair of Trustees of your current Academy.
 - One reference from a current workplace professional.
 - Two references from your previous employer, if you were employed by them within the last five years (normally Chair of Governors and LA or another workplace professional).
- 10.9 Existing Deputy Headteacher and others currently employed in any School are required to provide:
- One reference from your current Headteacher.
 - One reference from your Chair of Governors.
 - Two references from your previous employer if you were employed by them within the last 5 years, normally Headteacher and workplace professional. (Applicants for headships in Catholic Schools are required to provide, in addition to the above references, a reference from your parish priest or the priest of the parish where you regularly worship.)

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11.0 Equality Act 2010

11.1 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.

11.2 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 recognised.
- *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 are accredited as a Disability Confident Employer. 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.

12.0 Immigration, Asylum and Nationality Act 2006

12.1 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.

13.0 Further Information

13.1 Please ensure that you complete this section.

14.0 Disclosure of Criminal Convictions

14.1 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 non-protected 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

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confidential and will be considered only in relation to this or a similar position within the School.

- 14.2 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.

15.0 Safeguarding Statement

- 15.1 Please ensure that you complete this section.

16.0 Declaration

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

17.0 Application Return Details

- 17.1 Please ensure that your application form is returned to the School or named contact by the closing date indicated in the advertisement and/or application pack.

18.0 Equalities Monitoring Form

- 18.1 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 to 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.

19.0 Complaints Procedure

- 19.1 Milton Keynes Council is committed to:
- dealing with complaints and comments quickly, fairly and politely
 - making good use of the information received and improving our services
- 19.2 If you feel you have been unfairly treated or discriminated against, you have the right of complaint. If you wish to take up this right, you must write to the Chair of Governors for the respective school within 21 days of the act.

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20.0 Safer Recruitment

20.1 If you are successful in your application, the following pre-employment checks will be undertaken

- Two written references (minimum)
- Candidate's identity
- DBS Enhanced disclosure plus Barring List, where applicable.
- Health clearance
- Qualifications
- Professional status where required e.g. 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 for Teachers
- Disqualification by Association

21.0 Equalities

21.1 Milton Keynes Council is an equal opportunities employer. The aim of the Equalities Policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour or nationality, gender, sexual orientation, marital status, age, religion or any disability, nor is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

21.2 Selection criteria and procedures will frequently be reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees will be given equal access to training and development opportunities and, where appropriate, special training to progress. The Council is committed to a programme of positive action to make this policy fully effective.

21.3 Employees will be afforded equal opportunities in employment irrespective of race, colour or nationality, gender, sexual orientation, marital status, age, religion, disability or number of hours worked.

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Milton Keynes Council
Human Resources

Saxon Court
502 Avebury Boulevard
Milton Keynes
MK9 3HS

T 01908 252099
E HR.Service@milton-keynes.gov.uk