



**THE FITZWIMARC SCHOOL**

# **GUIDANCE NOTES FOR COMPLETING AN APPLICATION FORM**

The FitzWimarc School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, trustees and volunteers to share this commitment. In recognition of this, the following notes provide an explanation of the schools' recruitment and selection procedures.

## **How to make an application**

Please complete the Teacher or Support Staff Application Form as well as the Recruitment Monitoring form in black ink or typescript. This application form and the recruitment process has been designed to provide the range of information necessary for a fair and consistent approach to recruitment. You are not required to submit a CV as all applications must be on the official application form.

All sections of the form must be completed.

You must demonstrate in your application how you are able to fulfil the requirements of the person specification and job description for the post. This will form the basis on which decisions are made on shortlisting for interview. It is important that you address all the criteria set out in the person specification.

Editable PDF Application Forms and a Recruitment Monitoring Form may be downloaded from the school website [Vacancies | The FitzWimarc School](#).

## **Instructions for completing an editable PDF**

You need to open the form using Adobe Acrobat reader. If you do not have this, you can download it for free. It is important that you open the form and save it before you complete it and send it back. If you fail to save the document first then, while you have access to read the form, anything filled in using a web browser will not be saved. If you have any difficulties, please contact the HR team at the school.

## **Equal Opportunities**

The Governing Body is an equal opportunities employer and committed to ensuring that applicants are selected for appointment based on their abilities relevant to the job. Your application will be considered strictly on the basis of experience, skills, aptitudes, knowledge and attainments and other criteria necessary to undertake the duties of the post, as set out in the person specification.

As part of the selection process, you are asked to complete the Recruitment Monitoring Form. Completion of this form will help us to ensure that our policy and procedures are effective in avoiding discrimination and promoting equal opportunities. The information you provide will be used only for monitoring and statistical purposes and not be viewed by the shortlisting panel but retained by the HR Manager.

## **Shortlisting**

Shortlisting usually takes place in the week following the closing date for applications. If you have not been contacted within two weeks of the closing date you may assume that you have been unsuccessful.

It is not the school policy to provide feedback on reasons why the school does not wish to pursue an application before interview stage. However, should you have any queries regarding your application, please do not hesitate to contact the HR Manager.

## **Interview and Selection Arrangements**

Formal interviews and any other selection activities (tests, presentations, teaching observations) are normally held as soon as reasonably practicable after the closing date.

Shortlisted candidates will normally be contacted by email outlining all the relevant details of the interview/assessment day arrangements including any activity preparation required.

## **Eligibility to work in the UK**

If you are shortlisted for interview, you will be asked to provide evidence that you are eligible to work in this country. Details will be enclosed with your invitation to interview.

Candidates will also be required to produce verification of their identity (e.g. a valid passport, photocard driving licence or utility bill).

## **Qualifications**

Please include all academic and professional qualifications. You will be asked to provide evidence of any qualifications specifically required for the post if you are called for interview. If you are unable to provide original documentation at interview and you are successful, you will be required to produce the original document prior to your first day of employment.

## **References**

References will be requested, wherever practicable, at the shortlisting stage prior to interview. You should provide two referees who have known you in a professional capacity. The first reference should normally be your present or most recent Headteacher/employer. If you do not wish your current employer to be contacted prior to interview, please be aware that we will be unable to make an offer of employment until the reference has been received. References should wherever possible come from two different institutions. References from friends or family members are not acceptable.

## **Medical Clearance**

If an offer of employment is made, you will be asked to complete a confidential medical declaration form which will be sent to you with the conditional offer. In some cases, it may be necessary to complete a further

questionnaire and/or attend an appointment with our Occupational Health Service who will determine whether you are fit for appointment to the specific role. Please remember that non-disclosure can have serious consequences.

## **Disclosure of Criminal Convictions**

All posts in school are subject to an Enhanced DBS check. Those applicants who are successful will be required to complete an online disclosure and Barring Service form to allow for a check to be made on their criminal record. Full details of how this is completed will be provided with the conditional offer.

Although it may be possible to start work prior to receipt of the DBS clearance, the offer of appointment remains provisional until satisfactory clearance has been received.

Preferred candidates will be asked to complete a Self-Disclosure Form (SD2)

Note: If you are successful and have signed up to the DBS Update Service you will need to provide the HR Manager with your original DBS certificate and give written consent for the school to check your DBS status since the issue of the certificate.

Note: If you disclose a positive DBS, you will be required to discuss the details in full with the HR Manager, who will complete a DBS risk assessment and liaise with the Headteacher on whether the appointment can be confirmed or whether it has to be withdrawn. Careful consideration is given in such circumstances and further professional advice may be sought. The Headteacher's decision is final.

## **Returning the Application Form**

**Once completed, the Application Form and Recruitment Monitoring Form should be emailed to [hr@fitzwimarc.com](mailto:hr@fitzwimarc.com).** We will reply by return email to acknowledge receipt.

Please ensure your application is submitted by the closing date as detailed in the advertisement. Applications received after the date will not be considered. Please note the school reserves the right to close the vacancy prior to the closing date stated should sufficient suitable applications be received. Candidates are therefore asked to submit their applications as soon as possible.