

## APPLICATION GUIDANCE NOTES

Thank you for considering working within the Quality First Education (Q1E) Trust. We have produced this guidance to assist you in completing the application form and to address some frequently asked questions.

### Guidance on completing the application form

- To increase your chances of being shortlisted, refer to the full job description and person specification and consider the bullet points below.
- Try and write a draft personal statement to avoid mistakes and repetitions. This will also give you a chance to clarify your ideas.
- Consider what educational skills and experience you have and make a list of all those that are relevant to the job. This will help you to prepare a structured personal statement and to complete the experience section.
- What evidence have you got to demonstrate that you have the necessary skills, knowledge and experience of the position? Consider any relevant skills and experience you have acquired outside work through leisure, community or voluntary interests, but always attempt to relate your examples to the classroom and your teaching training.
- Tell us your strengths. Write down your career history, also giving details of any gaps but please do not give too much unnecessary detail. Are the dates correct?
- Do your homework. We often receive generic personal statements that do not address the criteria on the person specification. Make sure that you tailor your statement to the Trust and the specific school you are applying to (as appropriate).
- Do not attach any other information apart from your personal statement. Any additional information will not be included in the shortlisting process. **Please note that we do not accept CVs.**
- Supply a current telephone number and email address for your referees, so that references can be obtained quickly and ensure that all your own contact details are correct.
- If successful, you will be required to provide evidence of all qualifications listed in your application. If you have lost a certificate for an academic or vocational award, you can request a replacement copy. Duplicates for lost certificates can be obtained from Edexcel on 0870 240 9800, website <http://www.edexcel.org.uk/>. Replacement copies of damaged certificates and/or Statement of Results can be obtained from AQA on 0870 410 1036, website <http://www.aqa.org.uk/>.

If you need clarification on the above, or have any other queries, contact us at [recruitment@q1e.org.uk](mailto:recruitment@q1e.org.uk).

## **Equal Opportunities and what it means in the Quality First Education Trust**

It means:

- that our schools are committed to ensuring that every employee is treated fairly in day to day work, promotion and training.
- that every job applicant is given an equal chance when they are considered for jobs.
- that our schools aim for their workforce to reflect the composition of the local community.
- that our schools aim to end discrimination in the workplace in respect of different racial groups, sexual orientation, religion, belief and people with disabilities.

## **LEGAL INFORMATION**

As you are applying for a job with us at the Quality First Education Trust, we need to make certain legal aspects clear before you submit your application.

We are under a duty to protect the public funds we administer and to this end may use the information you have provided on your application form for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes. Providing any misleading or false information to support your application will disqualify you from appointment, or if appointed will render you liable to dismissal without notice. By submitting the application form, you declare that you have understood and complied with the requirements laid down in the previous paragraph.

## **DATA PROTECTION ACT 1998**

I understand that the information given on the application form will be used by the Quality First Education Trust for:

- the purpose of processing my application for employment;
- monitoring the Trust's employment policies; and if my application is successful,
- recording information relevant to my employment

I understand that any information given relating to racial or ethnic origin, physical or mental health and criminal convictions constitutes sensitive data as defined in Section 2 of the Data Protection Act 1998. Submitting the application form consents to the processing by the Trust for the purposes set out above of all information given by me including such information as constitutes sensitive data.

## **REHABILITATION OF OFFENDERS ACT 1974**

This position involves working with children and young people. By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended, all criminal convictions must be disclosed.

All staff in the Quality First Education Trust are asked to complete a Disclosure Barring Service (DBS) check to an enhanced level.