



HOW TO MAKE A GOOD APPLICATION

General tips

Complete the application form neatly, fully and accurately and ensure there are no unexplained gaps in your education or employment history.

The form may be typed, completed on-line or hand written but in the latter case do make sure that it is legible and that you use black ink.

On the front page indicate clearly for which post you are applying.

Do not send a duplicated curriculum vitae or large quantities of appended material. A concise application will receive a much more favourable response.

Qualifications

You must state the subjects associated with your qualifications together with the Awarding Body. If you hold an Honours degree please give the class and division.

Present post

Make it clear what your present post is, which establishment you work in, and who your employer is. We need to know your grade, length of service, and what your current job responsibilities are.

Previous employment

When completing the section on previous employment, it is important to offer a continuous record, or an explanation of any gaps (e.g. for child raising, voluntary work).

Your supporting statement

The supporting statement is the most important part of the application and candidates are asked to make statements which demonstrate how their qualifications and experience match the criteria outlined in the person specification. The selection panel also find it helpful if candidates explain why they are applying for a particular post.

Please include any experience gained from outside the formal context of education (such as child rearing).

You should contain your supporting statement to a maximum of two sides of A4.

Child protection

Jobs involving work with children, older people, those with disabilities, learning difficulties and other vulnerable groups are exempt from the provisions of the Rehabilitation of Offenders Act 1974. As such, by applying for a job in the School, you are required to state whether or not you have any unspent convictions, cautions, reprimands or warnings, or there are any criminal charges or summonses pending, against you. A conviction, caution, reprimand or warning will not necessarily be a bar to employment. Those appointed to work in the School will also be required to undertake a check for convictions by the Disclosure and Barring Service.

References

Applicants are asked to note that suitable referees are people who have had direct, recent experience of the work of the applicant and who are in responsible positions.

Personal references (e.g. from neighbours or social acquaintances) are generally of little help to the selection panel; these should only be used in the absence of suitable professional referees. Please state clearly the referee's position in relation to the applicant.

The School may write to referees at the same time that the candidate is invited for an interview and they are the only ones consulted. **Please indicate if you do not wish the school to seek references in advance.**

Equal opportunities

In order that the school is able to monitor its recruitment process in line with its equal opportunities policy, you are asked to complete the equal opportunities monitoring sheet.

The completed application

When completed, please read through your application carefully, checking errors or omissions.

Make sure of the quoted closing date, to ensure that your application is sent to the School in plenty of time. Applications received after the published closing date will not be considered.

Applications can be submitted in the following ways:

By post to: Miss A Horrigan, Human Resources, Oaks Park High, Damson Way, Carshalton SM5 4NS

By email to: recruitment@oaksparkhigh.org.uk

Candidates should be prepared to accept or refuse an offer subject (where appropriate) to a medical examination, receipt of references, proof of qualifications, proof of identity, proof of eligibility to work in the UK, disclosure check and final confirmation by the school.

Candidates who accept an offer may wish to expedite any outstanding references as no formal confirmation of employment is made by the school until necessary references, etc. have been received.