



Woodkirk Academy
a member of Leodis Academies Trust

GUIDANCE NOTES

You are advised to read the following notes carefully, as unless other selection techniques are used, the decision to shortlist you for interview will be based solely on the information you provide in the Application Form. This advice is designed to help you complete the Application form as thoroughly as possible.

How will you know what we are looking for?

The job advertisement and person specification describes the skills, experience and qualifications we are looking for and this forms the basis against which you will be assessed. The job description and person specification will be enclosed with your Application Form to show the main duties, responsibilities and personal attributes of the post. You should read them carefully and try to identify the key words and phrases. Where a number of candidates fulfil the person specification essential criteria, Woodkirk Academy may use a 'tie breaker' criteria appropriate to the post to shortlist.

Do you have what we are looking for?

From the information in the advertisement, job description and person specification, work out if you have the skills, knowledge and experience we are seeking. If not, show how you have used them in the past. Do not forget that skills can be transferable. The tasks you perform may not be the same as those in the job you are applying for, but the skills you use to carry out those tasks may be the same.

Remember that the skills and experiences you have gained outside paid work, for example domestic responsibilities, unpaid or voluntary work or organising social or community activities can demonstrate skills you have taken for granted which could be a clear sign of your ability to do a job.

Right to work in the United Kingdom

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.

Data Protection

The information detailed in the application form will be used in the Academy's Recruitment and Selection Process. It will also be used to monitor the effectiveness of the Academy's policies and practices and in particular its Equal Opportunities Policy. This monitoring is for statistical purposes only and you will not be identifiable from this process. However, personal details contained in your application form may be used in the prevention and detection of fraud. Where this occurs you will be identifiable.

Your information may also be disclosed to the following third parties: Government Authorities, Central Government Authorities, Law Enforcement Authorities, Organisations that handle or investigate the proper use of public funds, Survey and Research Organisations (for information purposes only).

Application forms submitted by unsuccessful candidates will be destroyed after six months from the date the post was appointed.

Equal Opportunities

Woodkirk Academy is committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment where all are treated fairly and with respect.

We take action to ensure nobody is treated less favourably than anyone else because of their colour, race, ethnic or national origin, religion, gender, sexual orientation, disability or age.

Disclosure and Barring Check

Employment at this academy is subject to a Disclosure and Barring check. All such checks must be satisfactory before we can confirm any offer of an appointment. You are required to give details of any convictions, which are not 'spent'. In addition you are required to disclose any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). This will not necessarily bar you from applying but failure to disclose may lead to your later dismissal dependent on the nature of the position and the circumstances and background of your offences. If you are invited for interview, a statement of these details should be sent under separate cover in an envelope marked 'Private and Confidential – For the Addressee Only' in the top left hand corner to the chair of the interview panel.

Child Protection/Safeguarding

Woodkirk Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have designated senior members of the leadership team who are responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our Child Protection Policy.



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THE APPLICATION FORM

Completion of the Form

The application form should be completed as clearly as possible in black ink or typed (where applicable). If you have a disability that prevents you from completing the Application Form, you may have someone complete it on your behalf. Braille or taped applications are welcome and the Application Form is also available on the internet. CV's are **not** accepted as part of the application process. When completed, read through your Application Form, checking for errors or gaps. Check the closing date and make sure your application is sent in plenty of time because late applications will only be considered in exceptional circumstances. The forms should be returned to the address/email on the advertisement/Application Form.

Employment History

Please provide full details of your current (or last) employment and highlight any achievements in this post. Where the information relates to your previous employment, please provide your reasons for leaving. Please provide a continuous record of all experience, paid or unpaid, including for example voluntary work, positions of responsibility or any other experience you consider relevant. Please explain any break in your work experience.

Education and Training

The 'Qualifications' section gives you an opportunity to list any examinations or certificates you have gained or are currently taking. For some jobs, qualifications are essential, but not all jobs require formal qualifications – the advertisement, job description and person specification should tell you whether qualifications are required. Original certificates will be checked on appointment and may be confirmed as genuine with the relevant awarding bodies.

Information in Support of your Application

This section is probably the most difficult part of the Application Form to complete, however it is the most important. This is where you match your skills, knowledge and experience and personal qualities to the job description, person specification and advert.

Ask yourself why you are interested in the position, for example would it be promotion or alternatively a good career move sideways to broaden your experience? Pick out skills, knowledge and experience required by the job description and person specification and provide evidence that you possess them.

References

We need a reference from your present or most recent employer. If you have never been employed or have been out of paid work for a long time, you should give the name of a responsible person who knows you well but is not a relative. Referees will be sent a copy of the job description and person specification.

Medical History

All appointments are subject to the successful completion of a medical screening process. A satisfactory medical assessment will be required before we confirm any offer of an appointment. A health problem does not preclude a person from full consideration for the job. Information relating to the health of an individual is sensitive personal data and is subject to strict controls under the Data Protection Act 1998.

Job Sharing

Woodkirk Academy supports job sharing as a means of creating job opportunities, offering flexible working arrangements and as a means of retaining experienced and trained staff. Applications from single job share applicants will be accepted and treated in the same way as full-time applicants. Where a single job share applicant is regarded as being the most suitable applicant for a job, they will be offered the position.

Canvassing

Canvassing, directly or indirectly an employee or Governor will disqualify the application.

Smoking Policy

Woodkirk Academy operates a 'no smoking policy' for the whole of the premises.