Guidelines for completing Application Form for Teaching Staff

Mountbatten School is committed to safeguarding the welfare of children and young people and all staff and volunteers are expected to share this commitment. All our recruitment and selection practices reflect this and successful applicants are subject to Disclosure and Barring Service Checks along with other relevant employment check.

A completed application form is required of all candidates as part of the application process. A Curriculum Vitae (CV) is not required and will, therefore, not be considered within the short listing process.

If a disability precludes a candidate from completing an application form, please contact Fiona Davies – Human Resources Officer, for further guidance. Details are shown at the end of these guidelines.

Please note, an incomplete application form will not be accepted and may be returned for completion before it can be considered

Completing the Application Form

Application for the post of	Complete the details as specified on the advertisement.
Applicants details	Surname and first names should be those shown on the candidate's passport or driving licence. Ensure current address, contact telephone numbers and email address (if applicable) is provided. If a change of address or telephone number is imminent please include these details on a separate sheet and attach to the Application Form.
Education and Qualifications/Present employment/Previous experience	Most recent experiences should be listed first, where applicable. A brief explanation should be given where there are gaps in an applicant's education/employment history. Do not leave any gaps in the information provided. Insert n/a, if not appropriate.
Statement in support of application	Candidate is invited to provide further information in support of their application. This may be hand written or word processed. It should not exceed two pages, minimum font size 11. **Please note**, if candidates are required to address specific issues within their letter of Application, details of this will be included in the specific post details on the school's website.
References	Two references should be provided, one of whom must be the candidate's current employer or Headteacher. If the candidate is not currently working with children but has done so in the past, an additional reference should be from the employer for whom the candidate was most recently employed to work with children. The Headteacher will request **written** references before

	interview for all short listed candidates, including internal applicants. Open references and/or testimonials or photocopied references will not be accepted in support of the candidate's suitability for the post. References will be checked against the candidate's Application Form. Discrepancies or other concerns may be checked with the candidate prior to interview. ***Candidates are advised to be mindful of the time required for referees to complete and return references, particularly if applying from overseas.***
Where did you see this advertisement/further information and declaration	Complete as requested on the Application Form. Do not leave any gaps in the information provided or insert n/a, if appropriate. Please read the information carefully. Sign and date in full.

Candidates are advised to retain a photocopy of the completed Application Form and any supporting information included with the Application.

Submitting the Application Form

Applications may be submitted by post or e-mail. Postal applications should be addressed to Human Resources, Mountbatten School, Whitenap Lane, Romsey, Hants SO51 5SY. Please ensure you apply the correct postage rate, based on the size and weight of your envelope, as incorrect postage may mean your application is not received by the closing date. Electronic applications should be e-mailed to human.resources@mountbatten.hants.sch.uk
Please also ensure that you have completed and enclosed the Rehabilitation of Offenders Act 1974 declaration form and the Equal Opportunities Monitoring form, both of which can be downloaded from the school website.

Short listing Procedure

The interview panel will meet after closing date for applications to agree the short list. Only those candidates who have been short listed will be contacted for interview. If you have not been contacted within 4 weeks of the closing date your application has not been short listed for interview.

Interview Procedure

The school will aim to give applicants one weeks' notice of an interview so that personal arrangements can be made and preparation time is available. If the time scale is less than one week it will be up to the individual applicant to decide if he/she would still like to accept the invitation to interview; to ensure equality of opportunity the time cannot be extended to accommodate individuals' needs.

Full details of the interview process will be sent to candidates with the invitation to interview.