



# Employment Application Guidance Notes (Teaching)

Thank you for showing an interest in the vacancy we advertised.

The application form is an essential part of the recruitment and selection process, and acts as a guide for the selection interview itself. Please do not send us a CV as we will not be able to consider it. Should you have any queries or special requirements please contact, HR Department at [recruitment@audenshaw.tameside.sch.uk](mailto:recruitment@audenshaw.tameside.sch.uk)

Checks may be undertaken to verify the information supplied on the application form.

The following guidance notes relate to all sections of the application form. They are intended to assist you in completing your application and it is important that you read them carefully.

The form should be either typed or completed in black ink.

When we choose our new employees we use:

- A job description
- A person specification
- An application form.

## **JOB DESCRIPTION**

This tells you the main responsibilities of the job for which you are applying.

## **PERSON SPECIFICATION**

This is the most important document, which explains what we are looking for. It tells you what knowledge, experience and skills you need to do the job. We call these the 'criteria', which we use to make appointments.

'Essential Criteria' are those, which you must have to successfully carry out the responsibilities of the job. The person specification shows you which criteria we will use to shortlist for the interview process.

'Desirable Criteria' may be included. These are extra requirements, which we may use if we receive a large number of applications, which meet our 'essential criteria'.

## **APPLICATION FORM**

### **Section 1 - Personal Details**

Please complete personal details.

### **Section 2 - Education**

List in chronological order details of the schools, colleges and universities you have attended, qualifications gained, grade and the year in which they were obtained. You will be required to produce certificates on the day of the interview.

### **Section 3 - Professional Qualifications**

List in chronological order details of any professional qualifications, the awarding body, date obtained and grade awarded. You will be required to produce certificates on the day of the interview.

### **Section 4 - Training**

Please provide details of any other relevant training and development undertaken which supports your application form.

### **Section 5 - Present/ Most Recent Employment**

Please give the name and address of your present/ last employer, and the main duties of the job you currently hold.



## **Section 6 - Employment Background**

You should list all employment, either in this country or abroad; paid or voluntary. Starting with the most recent first giving details of the jobs you have held and accounting for any gaps in employment. You should ensure all dates are correct and in the right order.

## **Section 7 - Supporting Statement**

When completing this section please refer to the person specification.

You must address each criterion separately; giving examples that will demonstrate your competence to the selection panel.

Please use A4 continuation sheets if necessary (up to a maximum of 2). Any continuation sheets should be clearly marked with your name and post applied for.

## **Section 8 - References**

The referees listed on the application form must include your most recent employer (if applicable). Your second reference should be from your previous employer (if applicable or if this is not possible, a non-employer reference can be obtained).

If you are shortlisted we will contact your referees prior to interview.

Your referees will be informed that the contents of the reference may be discussed with you.

If you are not currently working with children but have worked with children in the past, a reference will be sought from your previous employer.

If you are a recent school or college leaver one of your references must be from a teacher or lecturer.

Please note that we do not accept references from friends, relatives, or open references addressed 'to whom it may concern'.

## **Section 9 - Rehabilitation of Offenders**

The work for which you are applying involves substantial access to children; Audenshaw School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

You are therefore required to declare if you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance.

If you have a spent or unspent conviction, caution, reprimand, warning or bind-over or if you are subject to a current police investigation or have a prosecution pending, this will not automatically preclude you from appointment. Every case will be considered on an individual basis, whilst bearing in mind the nature of the offence.

All information is held confidentially and is released on a need to know basis.

## **Section 10 – Disability Status**

Employers have various obligations under the Equality Act 2010, including ensuring that:

- Disabled applicants receive fair treatment when applying for jobs and during the course of employment;



- In certain situations, reasonable adjustments are made to the recruitment process (including the application, selection and interview stages) to enable disabled applicants to engage fully in the process.

In order to do this we ask applicants whether they have a disability and whether they require any adjustments to the recruitment process. Although you are not obliged to tell us if you have a disability or about your disability, any details you provide will help us to help you. Any information you give us will be confidential.

If you need help in filling in the application form or need information in a different format please let us know.

In addition, if you have a disability we will offer you an interview as long as you meet the essential requirements of the job.

### **Section 11 - General**

Please indicate if you wish to be considered for a job share. If a job share is available it will be stated on the job advertisement and job description.

Please indicate if you know any of the School's staff or any members of the Governing Body (and if so, in what capacity you know them).

### **Section 12 - Right to Work in the UK**

If you are shortlisted, you will be asked to provide evidence that you are eligible to work in this country as required by the Asylum and Immigration Act 1996.

### **Section 13 – General Data Protection Regulation (GDPR)**

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment with Audenshaw School. The personal information that you provide will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with Audenshaw School, the information will be used in the administration of your employment with us. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form you confirm your agreement to the School's processing of your personal data and sensitive personal data, (as described above).

### **Section 14 - Declaration**

Providing false information or knowingly omitting or concealing any relevant fact about your eligibility for employment will result in your name being withdrawn from the list of candidates. If such a discovery is made after you have been appointed, then you will normally be dismissed with or without notice or with payment in lieu of notice at the School's discretion.

It is important that you sign and date your application form before submitting it.

### **Monitoring Form**

Information from the Monitoring Form is confidential and will be kept within the Human Resources department and will not be shown to the selection panel. This information is needed to ensure that our Equal Opportunities Policy is working effectively. Completion of the Equal Opportunities Policy Form is optional, but will help the school improve its equal opportunities commitment.

### **SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE**

As part of Audenshaw School's commitment to safeguarding and promoting the welfare of children and young people, all employees are required to complete an enhanced DBS check application form.

You will not be able to start work until the Disclosure and Barring Scheme (DBS) have undertaken your Disclosure and 'clearance' has been received.

Bolton Council process the School's DBS applications online via Complete Background Screening Ltd. CBS have worked with the DBS for many years and have developed a highly secure and user-friendly system to process checks. Please be assured that your data is secure and processed to the highest security and confidentiality



standards, with robust protection elements in-built to the CBS system. Only those people with a genuine reason to process your data for reasons of recruitment will have access to it.

### **CONDITIONS OF JOB OFFER**

If you are successful at interview you will be given an offer of appointment. This offer is subject to:

- The receipt of two satisfactory references
- Receipt of a satisfactory medical clearance
- Evidence of any required professional qualifications
- The receipt of satisfactory enhanced DBS checks
- Evidence that you can be legally employed in this country.

### **SUBMISSION OF APPLICATION FORM**

When completed, you should read through the application form carefully, checking for errors or omissions. Be sure that the application form is returned by the closing date (as stated in the advert); late applications will not be considered.

When you have submitted your application form, only short-listed candidates will be contacted, if you have not heard from us within two weeks of the closing date, please assume that your application was not successful.

Audenshaw School operates a policy whereby any unsuccessful applications will be destroyed after 6 months.

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**