



### **Application Form Guidance Notes**

Please read these carefully before making your application which can be submitted via one of the following routes:

- Complete and email electronically;
- Complete electronically, print and submit hardcopy by post/hand delivery or scan and email
- Print the form and complete by hand and submit by post/hand delivery or scan and email

If completing electronically please use the TAB button to navigate through the questions. Do **not** copy and paste information into the content boxes from another source as the boxes are set up with the character limit.

#### **The Application Form**

The application form can be completed in Windows on MS Word and is compatible with MAC in corporation with the Word conversion programme. A PDF version or hard copy is available for applicants, please contact the Human Resources team. The application form cannot be completed on a mobile phone.

The application form will play a key part in the selection process and it is essential that you complete all sections fully and accurately. Please complete the form in typescript or black pen.

Please continue on a separate sheet if necessary rather than attaching a CV, at the top of the sheet include your name, post applied for and the section heading. If any section does not apply to you please write N/A. Failure to complete all relevant sections may result in an application being rejected.

When selecting candidates for interview we base our decisions on the information you have provided. The person specification included within the information pack details the skills, knowledge, experience, qualifications, aptitudes and abilities that are required to perform the tasks of the role. When we read your application form we will be looking for evidence of examples which demonstrate how you meet the criteria in the person specification. You must include sufficient evidence and examples to show that you meet the requirements.

The following notes are to assist you with completing the application form:

### Personal Details

Please ensure that any former names are provided where appropriate, for example, maiden name or change of name by deed. If successful in the role official documentation will be required.

For monitoring purposes we would ask that you provide the information requested on the Equal Opportunities Monitoring Form at the back of the application form. Applicants are not required to complete the form but in doing so help St George's Weybridge fulfil its duties under the Equality Act 2010. This form is removed before shortlisting and will be used by the Human Resources Department for monitoring and statistical purposes.

### Career History

Provide a full description of your work history from the age of 16 including periods of unpaid or voluntary work, in date order, starting with the most recent. If the job title does not make clear what the role involved, please briefly describe the main duties. Do not copy and paste information from another source.

If you have any gaps in your employment history, please provide dates and a brief explanation.

You may continue on another sheet if you require extra space. Failure to provide a full account may lead to an application being rejected.

### Education, Qualifications and Training

Provide details of your education history from secondary school including details of any examinations taken, results obtained and other distinctions awarded.

Provide details of any professional and vocational qualifications and occupational training with dates, provider and course details.

For teaching staff, where you have obtained qualified teacher status from a jurisdiction other than England or Wales please insert your membership number for the relevant teaching profession regulator and provide details of the specific regulator.

The person specification may ask for specific qualifications or training and you should list the relevant qualifications or courses achieved. Where you have additional qualifications or training, mention these if they relate to your knowledge or skills. Applicants are advised that they will be required to produce evidence of qualifications attained if shortlisted for interview.

### Statement of Suitability

Provide relevant information about yourself and how you meet the criteria outlined in the Person Specification. Taking each criterion of the person specification in turn and giving specific examples to demonstrate your ability, knowledge and experience. You may use examples and evidence from voluntary work or hobbies and interests. Ensure that your statement is clear and concise.

### Safeguarding Checks

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

All appointments will be subject to the receipt of satisfactory references, an enhanced disclosure check by the Disclosure and Barring Service as well as any overseas check where applicable, and, for teaching staff, a check on your teaching qualification status. You will be required to supply evidence of any qualifications you have stipulated in your application.

All applicants are required to provide details of at least two referees, an additional reference will be required if you have worked with the current employer for less than 24 months.

We will ask you to complete an online medical questionnaire which will be sent to our Occupational Health Department to confirm if you are fit to undertake the job offered. In some instances, you may be asked to attend a medical examination.

### Declaration

Please ensure that you read this statement and electronically sign and date the form. If shortlisted for the role you will be asked to sign a copy of the form at interview stage.

Once complete please submit your application enclosing a letter of support by one of the methods mentioned above.