

## **The Application Form– Guidance Notes – Support Staff**

Completing the application form is the first step in the recruitment process which may lead to an interview and the possible offer of a job. It is therefore most important that you complete ALL sections of the application form which are relevant to you as clearly and fully as possible.

Please **do not** include a Curriculum Vitae with your application, but try to include all relevant information on the form itself, using additional sheets if necessary.

If you have a disability and would prefer to submit your application on tape – you may do so. Your recording should follow the format of the application form.

The following notes will explain the application form and give some useful advice on how to complete it. Please use BLACK ink or type since it will be necessary to photocopy your form.

**Please note that CV's submitted without a completed application form will not be accepted.**

### **Section 1: Vacancy Details**

Please refer to the job advertisement to complete this section.

### **Section 2: Personal Details**

Please enter your personal details fully and accurately so that we may contact you about your application, if necessary. If you do not currently have a National Insurance number, please leave this blank. You must indicate whether you have the right to work in the UK.

### **Section 3: General Information**

If you are related to an employee or Governor of Bartley Green School we ask you to tell us so that we can make sure all applications are treated fairly. Canvassing any employee of the School or Governor of the school (i.e. seeking to gain an unfair advantage through personal contacts) will disqualify your application.

### **Section 4: Arrangements for Interview**

If you have a disability, please complete this section so that suitable arrangements can be made if you are called for an interview and/or a work based exercise.

### **Section 5: Education/Qualifications**

We are interested in any form of education you have followed, including any courses which did not lead to an examination or qualification. Successful applicants will be required to provide proof of qualifications.

### **Section 6: Training**

Please include any training gained through work or other activities, which you believe are relevant to your application.

## **Section 7: Membership**

This section refers to your membership of institutes or organisations relevant to the job for which you are applying for, such as Professional, Occupational or Trade Membership.

## **Sections 8 & 9: Past & Present, or Most Recent Employment**

It is ESSENTIAL that you give full details in chronological order of all employment and other experience since leaving secondary education. For safeguarding purposes this should include any breaks or unpaid activities such as voluntary work, child rearing, travel abroad, etc. Please ensure there are no gaps in your completed service history before returning your form as this could result in your form being rejected.

If you have recently left university, college, or a training programme and have not yet had a full-time or permanent job, please give details of any other employment that you may have had such as work experience, part-time, holiday work or voluntary work.

## **Section 10: Ill-Health Retirement and/or Dismissal**

Please ensure you tick the appropriate box(es), and provide detail if necessary.

## **Section 11: References**

Please give the names and addresses, both postal (and e-mail if available) of two referees. If you have been or are employed, the first referee should be your current or most recent employer. If this employment has been within a school, this must be the Headteacher.

If you are not currently working with children, but have done so previously, one of your referees must be from the most recent employer, where you were employed to work with children.

References will not be accepted from relatives or from people writing solely in the capacity of friends.

Please be aware that employers will be asked if there are any disciplinary offences, including any relating to safeguarding children, in which the penalty is 'time expired'. They will also be asked if they have any safeguarding concerns and the outcome of any enquiries or disciplinary procedures.

In line with current safeguarding procedures, written references will be required for all shortlisted candidates so that any relevant issues can be taken up at interview. Previous employers may also be approached to verify particular relevant experience or qualifications prior to interview.

## **Section 12: Other Information in Support of Your Application**

Use the Job Description and Person Specification to complete Section 12 as they provide all the relevant information regarding what is expected from the ideal candidate. Remember to give examples that demonstrate how you meet the criteria listed in the person specification as evidence of your experience.

When completing this section you can mention any experience gained through work, school, college, at home, in voluntary work, on work experience or through hobbies.

Think about how you can draw upon your skills and experience, and then match these against the criteria set out in the person specification and the requirements for the role. You should avoid

bland statements such as “I have all the skills and abilities mentioned in the person specification” and fully explain how you meet the requirements.

### **Section 13: Data, Disclosure and Confirmation**

Please make sure that you read this section carefully and ensure you sign and date the application form. The falsification of information on the form will result in the application not being pursued or if selected for the position, summary dismissal and possible referral to the police.

If you have any convictions, cautions, reprimands or warnings; before signing this section you must check the filtering rules to determine if you should declare them or if they are now “protected” and no longer require disclosure.

Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs, that are not protected, could result in dismissal should it be subsequently discovered. Any information given, either when returning the application form, or at interview, will be entirely confidential, and only considered in relation to this application.

NACRO can offer advice on disclosing convictions and can be contacted on 0300 123 1999.

### **Recruitment Monitoring**

All applicants are asked to complete this section because it enables us to monitor the effectiveness of our recruitment processes in terms of Equality. Please help us by ticking or completing the appropriate boxes in this section. Any information gathered will not identify individuals, but will only be used to measure how we are progressing.

### **Accessibility**

If you require these guidance notes, or an application form, in an alternative format, please contact the school on 0121 476 9246.