

Guidance for Applicants

Application forms can be submitted electronically or completed by hand. Please complete in **black** pen or type.

The application form, as opposed to a Curriculum Vitae (CV), is used to ensure that information is presented in a standardised format and that only the details that the School requires are provided. This ensures that all applicants are treated fairly and equally.

As the information contained on the form is used during the selection process, it is essential that you complete all sections as fully and accurately as possible. If there is not enough space provided on the form, please continue on a separate sheet of paper rather than attaching a CV. On each additional sheet that you use, please write your name and the post applied for, together with the section that you are answering. If any section does not apply to you, please write N/A.

Monitoring

For monitoring purposes we would ask that you provide the information requested on the Equal Opportunities Monitoring Form sent with this application form. This form is removed before shortlisting and will be destroyed after monitoring.

The following notes are intended to assist you with the completion of the application form:

Personal Details

Please provide full details as indicated.

Right to Work in the UK

Applicants must be legally entitled to live and work in the UK. All successful applicants will be required to provide evidence of their entitlement to work in the UK.

Education and Academic Qualifications

Please provide full details of secondary school(s)/colleges/university that you attended including details of examinations taken and results obtained. Proof of qualifications will be required at interview.

Present Appointment

This section requests full details of your current, or most recent, employment. You should:

- Provide the date you were appointed and left, if applicable and the reason for leaving
- Provide a brief description of the duties and responsibilities held during this employment.

- Provide the name and address of your present, or most recent, employer.
- Provide details of your salary or rate of pay.
- If you have previously worked in a school please provide information as requested on the form.

Previous Appointments

- Provide details of all previous employment, including that of a voluntary or unpaid nature. The information should be provided in date order, starting with the most recent and working back.
- Include the dates of employment, a brief summary of your responsibilities in the role, your salary/allowances/hourly rate your reason for leaving. These details should be continuous and any gaps in employment should be recorded in the 'Periods When Not Working' section.

Professional Development

- Provide details of technical, professional and occupational courses or training relevant to the application.

Periods When Not Working

- Provide details of all periods when you have not been employed including the reasons, i.e. maternity/paternity leave.

Statement of Application

In support of your application please include, or attach a statement giving your reasons for applying for the role providing relevant information about yourself and how you meet each of the criteria detailed in the person specification for the role, giving details of your knowledge and experiences, and how you could contribute to the wider benefit of the School. **This should be no more than 2 sides of A4.**

Referees

- References will be sought prior to interview only for short listed candidates. If you have concerns regarding this please contact the School.
- Please provide full contact details, **including email addresses**, for two people who may be approached for a reference. The first reference **must** be your present or most recent employer.
- If any of your references relate to your employment at a school or college your referee **must** be the Headteacher or Principal. (If you are a serving Headteacher or Principal, or were previously employed as one, then your referee should be the Chair of the Governing Body).
- If you are currently working with children your present employer will be asked about any disciplinary offences relating to children, current and/or time expired; whether you have been the subject of any child protection concerns and if so, the outcome of these investigations. If you are not currently working with children, but have done so previously these issues will be raised with your former employer.

- If you are not currently working with children but have so previously the second reference **must** be that employer.
- Personal referees, such as friends, family or those with whom you have any other significant relationship, are not suitable.
- Other previous employers may also be approached for information, before interview, to verify details on your application form such as particular experience or qualifications.

Declaration

Please ensure that you read and sign this section fully giving details of any criminal convictions (in an envelope marked CONFIDENTIAL) as failure to do so may risk in your application being disqualified or, if discovered after appointment, may be regarded as grounds for dismissal. A conviction will not necessarily be a bar to employment.

Please sign and date the application (if completing the application electronically you will be required to sign a copy at interview).

Please indicate if you require acknowledgement of receipt of your application. Otherwise, in the interests of public economy, only shortlisted applicants will receive further notification.

Interviews

During the interview process you may be asked to take an ability test, do a presentation or other work related exercise. You will be advised of this in your interview invitation. During the interview you will be asked questions relating to the Person Specification of the role as well as issues relating to safeguarding and promoting the welfare of children. Any issues relating to your application i.e. gaps in employment or concerns arising from a reference will also be explored during the interview process.

Job Offers

Job offers will be subject to references, health clearance and an enhanced DBS check. If your referees do not confirm what you have told us we may want to discuss this with you. We will also ask to see evidence of your qualifications if they are essential for the job.

We will ask you to complete a health questionnaire which we will send to our Occupational Health Department to ensure that you are fit for the job we have offered. You may also be asked to have a health interview or medical examination.

Feedback

The School is keen to ensure equality of opportunity in its recruitment and selection process. If you wish to discuss why you were not selected for interview or for the job after interview please contact Mrs Jo Johnson, Personnel Officer, who will arrange for you to receive feedback.

If you are still not satisfied or if you consider any unfair discrimination took place during the interview or the recruitment process, you should write to the Clerk to the Governors at the School within three working days of receipt of your rejection/selection outlining the nature of your complaint.