



Applying for jobs with The Two Counties Trust

Here are our **top 5 tips** to help your application stand out and give you the best chance of getting shortlisted for an interview.

1. Always read the job description.

Attached to every job advert on www.TES.com is a 'job profile' document. This document will include details of the responsibilities of the role in which you are applying and will also show you the essential and desirable criteria we are looking for. This list of criteria is what we will use to put together our shortlist, the more essential and desirable criteria you meet, the more likely you are to be invited for an interview. Make sure to read what we are looking for, and then highlight which points you meet when completing your application.

2. Fill in as much detail as possible.

We get many application forms where half of the information is missing. We understand application forms can be a lengthy process, but half filled in application forms give the impression that little effort has been made by the applicant. There also may be vital information missing that we need when making our decision. It is important to make sure your details are accurate and up to date. When going over your work history, make sure you mention any relevant experience you got from those roles and don't leave gaps in your employment history. Where there are genuine gaps, address these in the appropriate section.

3. Make sure your supporting statement is relevant.

Your supporting statement is your chance to explain how you meet our person specification, so make sure you have the job description document available to refer back to. This is where you can really sell yourself and tell us anything that is relevant to the role you are applying for, and to highlight anything that will make your application stand out.

4. Proofread your application before submission.

Once your application is complete and ready to submit, do one final read over to check for any mistakes and to make sure you are happy with all the information you have provided. Perhaps do one more check over the person specification and make sure you have demonstrated how you meet the criteria including examples where appropriate.

5. Be truthful!

While you want to highlight all the experience you do have, be careful not to exaggerate your work history. This may get you an interview...but may not get you any further than that. Also be honest about what grades you received from any education you have, as we will ask to see proof of qualifications.



References

We ask all applicants to provide the details of two people who will act for you as a referee. Please ensure one of them is your current/most recent employer and the other is from your most recent employment prior to this. If you do not have two employment referees, for example if you have just left school or university, you should use the course leader as your referee.

Your employment referee should not be a colleague but someone in a position of seniority who can provide a reference on behalf of the organisation. If you are currently working at a school the Headteacher or a member of the Senior Leadership Team should be cited as your referee. Make sure to provide all the relevant information; name of the person, what role they hold, in what capacity they know you and their email address. There is a tick box for you to let us know if you are happy for us to contact that referee before interview. We will never contact someone you do not give us permission to contact before interview. Once you have been offered a role, we will still wait for you to give us permission to contact that referee. Please note that any job offer will be conditional upon receipt of two satisfactory references.

Equal Opportunities Monitoring

The Trust is committed to providing equality of opportunity for all candidates. As part of our application process we ask you to complete a separate equal opportunities monitoring form. This form is never shared with hiring managers and it will in no way affect your application.

This information is collected for the Human Resources department review statistics on who is applying for our jobs, and what we can do to attract a more diverse workforce. We also want to identify anyone who may need adjustments to enable them to have a fair chance at the interview stage.

The Two Counties Trust is a Disability Confident Employer, amongst other things, this means that if you declare you have a disability and you meet all of our essential criteria (available in the person specification document) you should be offered an interview.

Please note that the Trust is committed to promoting and protecting the physical and mental health of all our employees.

Declarations

The final stage of the application is the 'declarations' section. This is important as no matter what role you are applying for, whether you are a teacher or a support role not working directly with children, you will be working for a school and this is still relevant information.

Answering 'yes' to any of these sections will not necessarily mean you will not be shortlisted or considered for employment, but it may mean you are asked about this at interview so that we can ensure you are suitable to work in a school environment. Again, it is important you are honest when completing this section, as any history of convictions will be shown on your DBS certificate if offered a role with the Trust. Be as open and honest as possible, and if you do answer 'yes' then please provide a brief explanation.



We hope this guide is useful. If you are ever unsure about anything when completing the application form, you can contact our HR team on 01623 455 010.

Good luck!