**OVERTON GRANGE SCHOOL**

**GUIDANCE FOR APPLICANTS**



**GENERAL**

We require all applications to be submitted on the school application form. Please do not send a CV or additional paperwork.

The form can be handwritten (legibly please) in black ink or completed online. Use extra sheets if you need to.

Please indicate clearly the post you are applying for on the front page.

Please complete the application form neatly and accurately, **ensuring that there are no unexplained gaps in your education or employment history.** If there are any gaps and you are shortlisted we will ask you about these at interview.

**EDUCATION, QUALIFICATIONS & TRAINING**

Please state the subjects associated with your qualifications together with the Awarding Body. If you hold an Honours degree please give the class and division and the date awarded.

**PRESENT POST**

Please indicate details clearly about your current position, the establishment you work in and the name of your employer. You should include, if applicable, your grade, length of service and what your current job responsibilities are.

**PREVIOUS EMPLOYMENT/EMPLOYMENT HISTORY**

Please ensure that this section is a continuous record of ***all*** your previous employers, giving explanations of any gaps.

**STATEMENT OF SUITABILITY**

This section is your opportunity to show us that you meet the person specification. Go through all the criteria on the person specification and demonstrate how your qualifications and experience match the various requirements of the post.

The selection panel also find it useful if candidates explain why they are applying for a particular position.

Please include examples of wider experience e.g. voluntary work.

You should contain your supporting statement to a maximum of two sides of A4.

**CHILD PROTECTION**

At Overton Grange School the safety and welfare of our students is of the utmost importance. The job for which you are applying is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Amendments) Order 1986. You are therefore required to declare any convictions or cautions you have even if they would otherwise be regarded as “spent” under this Act.

The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies. The School is also entitled, under arrangements introduced for the protection of children, to run an enhanced DBS disclosure check for the existence and content of any criminal record of the successful applicant. Information received from the police will be kept in strict confidence.

The disclosure of a criminal record will not necessarily debar you from appointment unless the selection panel considers that the conviction renders you unsuitable for appointment. In making this decision, the panel will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant.

Failure to declare a conviction may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.

**REFERENCES**

All our staff contracts are subject to the receipt of two satisfactory references. We require two references which must include your current or most recent employer and for teachers should be the Headteacher. If you have recently completed full-time education, one should be from your university or college. References will be taken up as soon as you confirm your attendance at interview if you are shortlisted. Please note that we do not accept open, verbal or copied references.

**MONITORING**

To enable us to monitor our recruitment process in accordance with our Equal Opportunities ethos we ask that you the complete the school Equal Opportunities monitoring sheet. It is mandatory that you also complete and sign the Applicant’s Declaration.

**INTERVIEW PROCESS**

Depending on the vacancy, we employ a number of selection methods to assess whether candidates meet the job criteria. For example, we may ask you to take an ability test, give a presentation or other work related exercise in addition to (where relevant), teaching a lesson and being interviewed by a panel of a minimum of two people. We would advise you beforehand which methods we will be using for the post.

When attending interview you will be asked to bring proof of right to work in the UK, current enhanced DBS certificate if you have one, or three pieces of original ID to enable us to carry out an enhanced check. We will also ask to see original copies of your qualifications.

**COMPLETED APPLICATIONS**

These should be submitted to the Joint Headteachers’ PA/HR Officer, Mrs Linda Owens,

either by email to: [l.owens@overtongrange.sutton.sch.uk](mailto:l.owens@overtongrange.sutton.sch.uk) or by post to the school:

Overton Grange School, Stanley Road, Sutton, SM2 6TQ.

Thank you for your interest in our school. We wish you every success with your application and your future career.