

NOTRE DAME CSFC APPLICATION GUIDANCE NOTES

Please read the following notes carefully as the decision to shortlist you for interview will be based solely on the information you provide on the application form.

Section A

Personal Details – It is important that you complete this section accurately and in full, as the information requested is required to process your application. Please do not leave any section blank.

References – References are requested for shortlisted applicants.

Section B

Work History – When completing this section, it is important that you include any part-time, voluntary or community work you may have done since these may reveal relevant skills. Please ensure you account for any gaps in employment.

Section C

Qualifications – Any qualifications which are required for the post will be set out in the Person Specification, and you should list these in this section. You may also like to include other qualifications you possess or training courses you have attended which you feel are relevant to the selection criteria for the post.

Section D

Skills, Knowledge, Experience – Please do not submit a job history or curriculum vitae. This is the most important section of the form, as this is where you make out your case for the post. Here you should provide evidence that you possess the skills / knowledge and experience required, preferably by giving specific examples. Do not forget to include the skills / knowledge and experience you have gained outside of paid work and through training.

Section E

Teaching information – if you are applying for a teaching post, please complete this section.

Section F

About Yourself – In this section include anything which you wish to say about yourself that you feel is relevant, but has not been included elsewhere, including any further skills.

Please upload your completed application form to the TES Portal.

Section G

Disclosure and Barring Service – Please read this section carefully, ensure that the information you provide is accurate and sign the Declaration. **Please email this section along with section H to jobs@notredamecoll.ac.uk**

Section H

Equal Opportunities Monitoring – The information you provide in this section will enable the College to monitor its recruitment process in relation to its "Equality of Opportunity Policy". The information obtained will be treated as confidential and used only for monitoring purposes. **Please email this section along with section G to jobs@notredamecoll.ac.uk**