

Guidance notes for completing the application form

These notes have been put together to help you complete the application form. Please read them carefully, before you start.

Filling in the form

We will not make any assumptions about your abilities and we do not take into account any previous applications or any prior knowledge of you.

The form needs to be legible and should be completed online, or in black ink or typed

You must complete all sections of the form. If a section is not applicable, please state this – do not leave any blank or unfilled sections.

CV aren't not acceptable and an application form that simply refers to an enclosed CV, cannot be accepted in place of a completed application form.

Personal details

Enter fully and clearly your name, address, telephone number(s) and email address so that you can be easily contacted. It is also important to include your date of birth and National Insurance (NI) Number, for pay and pension purposes, should you be successful in being appointed.

Entitlement to work in the United Kingdom (UK)

Please complete this section and ensure that you are able to confirm that you have a legal right to work in the UK. You will also be asked to provide documentary evidence of this prior to commencing work with the organisation.

Referees

Give the names, addresses and email addresses of two people who can provide references in support of your application. One of these must be your current (or most recent) employer.

If the role you are applying for is working with adults at risk or children and you are not currently working with adults at risk and children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with adults at risk and / or children.

Referees will be asked the following:

- length of time the person has known the applicant and in what capacity;
- post held with dates, salary and reasons for leaving;
- ability and suitability to work with adults at risk and / or children (role specific)

- skills, strengths and weaknesses and how these have been demonstrated;
- any current disciplinary investigation and/or sanction;
- any allegations and/or disciplinary investigations relating to the safety or welfare of children and young people or vulnerable groups and the outcome of these (including where any sanction has expired);
- details of any criminal convictions, cautions or bind-overs;
- sickness record;
- if the referee would re-employ the applicant and, if not details of why; and
- verification of the identity of the referee.

In cases where there are not enough employment references, we will consider a reference from your course Lecturer.

If you are applying for the Graduate Scheme we will also request a reference from Higher Education provider.

Please note that family members, friends and relatives are not acceptable referees. Open reference or testimonials will also not be accepted.

Details of current or most recent employment

State clearly your current or most recent employer's name and address. Include details of the post held and (if applicable) reason for leaving.

Current salary range and actual salary

Please complete as accurately as you can including details of any allowances awarded.

Previous employment, voluntary work or other activities.

Enter names and addresses of all previous employers, starting with the most recent. You can also include work experience placements, holiday jobs or voluntary work in which you have developed skills relevant to the job you are applying for.

It is very important that you complete this section in chronological order, and detail accurately any gaps between employment and other activities.

Personal statement in support of your application.

This section is very important. It gives you the opportunity to detail why you feel you are the best person for the job and why you are applying. Use the job description and person specification as a guide, and focus on how your skills, knowledge and experience meet the job requirements, giving specific examples. Include also details of voluntary work you have been involved in, experience at school and any relevant experience outside work.

Education

Provide full details of your education at secondary level and above. Make sure you give all the information required, including levels and grades of any examinations taken. If a required qualification has been specified, make sure you give all the information required

and levels of any examinations taken. You will be expected to provide documentary evidence if you are invited for an interview.

Details of degrees/diplomas and any other qualification, including any in progress
Provide full details of your degrees/diplomas and any other qualifications, including those that you are currently studying for. Make sure you give all the information required and levels and grades of any examinations taken. If a qualification has been specified, make sure you give all the information required and levels of any examinations taken. You will be expected to provide documentary evidence if invited for an interview

Other training and development attended in the past five years which is relevant to the role

Include details of any special skills training, day release or evening classes, or other relevant skills, e.g. ability to speak other languages.

Declarations

We need to know if you have a close relationship with and/or are related to any employee, governor or anyone else connected to the school, in order to ensure a fair selection process.

If you are appointed, you will be required to complete a disclosure application, which will be sent to the Disclosure and Barring Service (DBS). The DBS will provide a report to you and to the organisation on whether you have any history of criminal convictions, including cautions and bind-overs. All posts are exempt from the Rehabilitation of Offenders Act 1974; this means you must declare all convictions, including those that would normally be regarded as 'spent'. The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so. A further interview will take place to and the circumstances surrounding the event will be assessed and a decision made.

You must sign and date your application form to declare that all information is correct.

If you send the completed form by email or submit the application online, you will be asked to sign the form at the interview, if selected.

Returning completed applications Check spelling and grammar carefully before you submit it. Complete your application online or return the form to the contact stated on the advertisement. Your completed application must be received before the closing date specified on the job advert.