

## APPENDIX C – IMPORTANT ADVICE ON COMPLETING YOUR APPLICATION FORM

Your application form plays an important part in your selection. Your completed form is the only basis for considering your initial suitability for the post. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

### SOME POINTS TO BEAR IN MIND BEFORE YOU START

- Look carefully at the job description and application form. Ask yourself why you are interested in the job. Don't copy the same application for a series of jobs.
- Read the Person Specification carefully. This outlines the type and range of skills/experience etc. that we would like the candidate to possess or have the potential to develop.
- Try to complete the form in a concise, well organised and positive way.
- Please use the application form provided, continuing on a separate sheet if necessary. Please do not send standard details of your own, i.e. in the form of a curriculum vitae, unless specified in the advertisement.
- Please remember to complete the Monitoring Job Applicants Form as this is essential for the County Council to determine whether its Equal Opportunities Policy is working with regard to employment.

### Application for the post of

The full job title should be completed, and the relevant school shown.

**Please note** that we are only able to employ nationals of European Economic Area (EEA) countries, citizens of Switzerland and those legally entitled to work in the UK. If you submit an application form and are shortlisted for interview, you will be required to produce documentary evidence of your right to work in the UK.

### Personal details

This part contains personal information to identify you in case we wish to shortlist you. Please make sure that your full name (including any previous names), address and telephone number are accurate and legibly written as this is our only way of contacting you.

For teaching posts, your QTS Certificate number is also required (if available).

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### Employment history

#### Current/most recent post/job title

Starting with your first post, ending with your present post, list all the employers you have worked for, provide job titles and the period you worked for them. Exact dates should be provided. This information may be used to assess whether you meet the experience requirement for the vacancy. Check that the dates are correct and in order. Please also provide an explanation for any gaps in employment.

Your present or last employer must be named as a referee (this should be the head of the establishment).

Try to give an actual salary/grade, not an approximate.

If requested, your notice period is important. If you are not presently working but have commitments that prevent you from immediately taking up the post, please give your earliest start date.

If this is your first job after leaving education, please list any part-time, casual and unpaid work, especially if there is a link to the post for which you are applying.

### Education & Qualifications (evidence of essential qualifications will be required at interview)

Give a list of formal and informal qualifications. Information may be necessary here to assess whether you meet the required qualifications for the vacancy. Ensure that nothing important has been omitted. Please include the name of the awarding body, the grade and the date the qualification was obtained.

If you are awaiting results, give the expected grade if possible. Make clear that this result is still uncertain. For teaching posts, details of any in-service training (as a contributor or participant) are also requested.

Whilst a specific qualification may have been requested, it is recognised that a number of equivalent qualifications may have preceded or replaced the example given, and if you feel this is the case, please enter here. We will accept qualifications e.g. degrees etc, obtained from abroad if they are demonstrably equivalent to UK qualifications.

If you need more space, continue on an extra sheet. At the top of the sheet, write the post title and job reference number.

### Training

List any training that is relevant to this post, even if it was undertaken outside your formal employment, including dates and awarding bodies where appropriate.

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### Experience or achievements (or 'Letter of Application' for teaching posts)

Carefully read the information in the Person Specification and describe in some detail your relevant experience and achievements and their application to this post.

Also, identify any skills or competencies you have which are relevant to the post. These need not be skills you have developed as a direct result of previous employment; they may be something from your hobbies or interests that you can use to help you do this job.

It is important that you address each of the essential requirements in the Person Specification in completing this section. You will not be shortlisted if you are not able to provide evidence of how you meet all of the essential requirements to be assessed via the application form.

If you have any other information that you feel may help us in making a decision about your suitability for this post, then also provide this within this section.

### Disclosure of criminal background/online searches

All posts in schools are exempt from the provisions of the Rehabilitation of Offenders Act 1974 and as such, all will be subject to Disclosure and Barring Service (DBS) clearance. Such a check will disclose details of cautions, reprimands, final warnings, and convictions that are not 'protected.' The Authority also checks the lists of those presently barred from working with children and/or vulnerable adults.

Details of any relevant convictions, adult cautions or other matters which may affect your suitability to work with children will be sought from you if you are shortlisted for this position.

An online search of any relevant safeguarding information will also be carried out as part of our due diligence on shortlisted candidates.

Please note that it is a criminal offence to apply for a role working with children if you are barred from engaging in regulated activity relevant to children.

### Disability

We encourage applications from people with disabilities.

The Equality Act 2010 defines a disabled person as:

'A person with a physical (including sensory) or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.' Or someone that has had such a disability but is now recovered. Or someone with a severe disfigurement.

If a disability or health problem prevents you from carrying out some aspects of a post, you are not excluded from applying, as it may be possible to make a reasonable adjustment to some of the duties.

If as a result of a disability you have difficulty completing the form, please contact the School.

### Canvassing

Canvassing (asking someone to apply influence to help you get an appointment) directly or indirectly will disqualify candidates. State whether you are related to or have a close relationship with any existing employee or employer (including councillors and governors).

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### Confirmation of details

Please read the declaration on the application form. Sign and date it to confirm that the information you have supplied is accurate and true and that you consent to the information being processed, transferred and disclosed during the recruitment process and throughout any subsequent periods of employment for pre-employment checks, equal opportunities monitoring, payroll operations and training and absence records.

Your signature also confirms that you understand that deliberately giving false information or incomplete answers may lead to you being disqualified from consideration or if appointed may result in your summary dismissal with possible referral to the police. We will not consider applications that are not signed and dated. If you return your form electronically online, we will ask you to sign the form at interview.

### Referees

Your referees should be two people who can comment on your ability to do the job for which you are applying. If you have previous experience of working with children or vulnerable adults, a reference is required from the employer for whom you most recently worked with either of these groups. Therefore, ensure that their details are included within this section.

If you are currently in employment, one referee should be your present employer. If you are a student, one referee should be your tutor. If you are unemployed, please give details of your most recent employer.

References will not be accepted from relatives or from people writing solely in the capacity of friends.

References are sought on all shortlisted candidates prior to interview. If you indicate that you do not wish your employer to be contacted prior to interview, then you may be contacted to reconsider this position. If you are the successful applicant and your referee has not been contacted, this will delay confirmation of any offer of appointment, as it is against the School's policy to confirm an appointment without satisfactory references being received.

### Return address

Please ensure that you return your completed application form to the school before the closing date.

**GOOD LUCK WITH YOUR APPLICATION**