

Application Form Guidance Notes

Top Ten Tips

- When completing your application, please ensure that you are showing us that you meet at least all of the essential criteria for the job. Different jobs require different skills, knowledge, competencies and qualifications so please ensure you submit a fresh application for each job you apply for.
- Please don't send us CVs. They will not be accepted as a substitute for a completed application form.
- You may want to do a rough draft of your application first, especially if you are handwriting it.
- If you get a chance, it's always a good idea to keep a copy of your form so that you can see what you have written. This is especially useful for when you ask for feedback about your application/ interview.
- If you get the opportunity, ask someone to check your form before you send it to us.
- Your form should arrive by no later than noon on the closing date unless otherwise stated.
- When completing section 5 (Summary of Experience, Skills, Knowledge and Competencies) you may use additional paper if necessary.
- It is not possible to notify all applicants of the outcome of their applications. If you have not been notified that you have been selected for interview within four weeks of the closing date, please assume that your application has not been progressed to the next stage of the process.
- If you are selected for interview, the interview panel will advise you how you will be notified of the outcome.

Right to Work in the UK

The Immigration, Asylum and Nationality Act 2006 came into effect on 29 February 2008. This strengthened the requirement for employers to check documents to establish a person's eligibility to work in the UK and compliance with any restrictions.

Under the Act we are required to check your eligibility to work in the UK before you start work. **We are therefore asking ALL candidates to bring proof of their right to work to interview, however this should not form part of the decision making process. Photocopies of documents will not be accepted.**

If you do not currently have the right to work, and need to apply for a certificate of sponsorship please raise this at interview.

If you are successful at interview photocopies of your documentation will be kept on your personnel file.

If you forget to bring documentation with you to interview you will be asked to bring in the required documentation, photocopies of documents will not be accepted, before an offer can be made and contract sent.

Should you require more information on your right to work in the UK please visit the UK Border Agency website.

These guidance notes are split into the sections which are on the Application Form

1. Post Details

Please give us details of the post that you are applying for.

Personal Details

Please complete all the boxes relevant to you. The term 'Family Name' refers to your surname or second name. If you have changed your family name before, for whatever reason, please give us your previous name(s).

2. Present Employment

This should only be completed if you are currently working. This does not only apply to paid work, so tell us about any voluntary work or work experience placements that you are doing at the moment.

3. (a) Experience

Please tell us about your experience in a working environment. Again, you should try and include any unpaid work you have done in the past. Please list your experience in chronological order with most recent first.

3. (b) Gaps

Please tell us about any gaps in your experience, and reasons for these gaps. Don't be worried about telling us about these reasons. This is a confidential document, and will only be seen by those people involved in the recruitment process.

4. Summary of Experience, Skills, Knowledge and Competencies

This is your opportunity to tell us about yourself, and how you best fit the requirements of the job. In order to get an interview, you need to demonstrate to us that you meet at least all of the essential criteria on the Person Specification.

If too many applicants meet all the essential criteria, the shortlist will be reduced by selection of those who meet some or all of the desirable criteria.

When describing your experience, it can be a good idea to give an example of real-life situations which demonstrate your ability to perform certain tasks. When completing this section, you may want to think about any experience, skills, knowledge or competencies which you have developed in your domestic life that can be transferred usefully into the workplace. These are sometimes known as 'transferable skills'.

It can also be a good idea to tick off each requirement on the Person Specification as you go along so that you don't miss any when completing your Application Form. We receive so many forms where people have failed to fulfil the requirements for the post, just because they have forgotten to put in one sentence or one qualification. Please use additional paper if necessary.

5. Relationships

Please tell us about any relationships you have with any of the [School/College] Members of the Governing Body or employees.

6. Criminal Convictions and Cautions

The [School/College] is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.

Posts involving work with children and vulnerable adults are designated under the Safeguarding of Vulnerable Groups

Act 2006 as a 'regulated activity' and will require you to undergo CRB check at an enhanced level.

The post you are applying for is subject to a DBS check you must provide details of ALL convictions including cautions, reprimands, warnings, investigations or pending prosecutions irrespective of whether they are spent or unspent under the Rehabilitation of Offenders Act 1974.

Only the successful candidate will be asked to complete a DBS Disclosure application

The criminal record information you are required to provide is not used for shortlisting purposes. However, if you are shortlisted for interview, your criminal record information will be discussed with you if the interview panel feel it is relevant to the job for which you are applying.

The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

Criminal record information is dealt with in accordance with the Criminal Records Bureau Code of Practice.

7. Education

Please use this section to show us that you have the necessary qualifications to do the job. These may include equivalent qualifications gained abroad. Again,

please ensure you read the Person Specification when completing this.

8. Membership of Relevant Organisations

You may find that the post you are applying for requires you to be a member of an organisation i.e. GTC. If this is the case, please complete this section.

9. Relevant Courses/Awards

Please tell us about any short courses that you have attended, or any certificates or awards that you have received which you feel may be relevant. You may have attended a workshop with an employer ten years ago, but it may still be relevant

10. Disability/Health Conditions

Please use this section to tell us whether or not you consider yourself to be disabled.

Regardless of your answer to this question, you may want to tell us about any specific requirements that you may have at the interview. This will help us to make the necessary arrangements for you at the interview stage. Please find below the definition of Disability and a short explanation of it.

We use the Equality Act 2010 definition of disability which is:

A person has a disability if:

- *they have a physical or mental impairment*
- *the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities*

We thought it might help you to answer the question if we provided some examples. It is not meant to be an exhaustive list and is given for guidance only.

- Long-term: has lasted or is likely to last more than 12 months
- Hearing, or visual impairments (If you wear glasses or contact lenses this is not normally considered a disability)
- Co-ordination, dexterity or mobility (e.g. polio, spinal cord injury, back problems, repetitive strain injury)
- Mental health (e.g. schizophrenia, depression, severe phobias)
- Speech impairment (e.g. stammering)
- Learning disabilities (e.g. Down's syndrome)
- Other physical or medical conditions (e.g. diabetes, epilepsy, arthritis, cardiovascular conditions, haemophilia, asthma, cancer, AIDS, facial disfigurement, sickle cell, dyslexia)

If you feel that you are able to carry out the duties and responsibilities set out in the job description and you meet the essential criteria in the Person Specification, please complete an application. Where possible the [School/College] will make 'reasonable adjustments' to a job where appropriate under the Disability Discrimination Act 1995.

11. Data Protection

This statement aims to explain to you what we intend to do with the information that you are supplying us with in accordance with the principles of the Data Protection Act 1998.

12. Interview Arrangements

Please indicate dates when you would not be able to attend an interview. For instance, you may be going away on holiday or have other prior commitments. You should be aware that although we will always try and accommodate your situation, we cannot guarantee that we will be able to move the interview dates for you.

13. References

Applicants shortlisted for interview

In line with our recruitment policy it will be necessary to approach both referees at the shortlisting stage irrespective of whether you indicate you do not wish your referees to be contacted.

When providing names and details of your referees, please ensure that at least one is your present or most recent employer.

If you are not currently in employment and /or your last employer cannot give you a reference because the organisation no longer exists, you should attempt to get a reference from a professional person.

If you have just left school, college, university or some kind of recruitment/skills agency, you should use your contact there as a referee.

References should not be provided by relatives, partners or close friends.

Applicants should note that the post involves access to children, references relevant to this area of work are required

and previous employers not quoted as referees may be contacted.

14. Declaration

This section basically is asking you to sign and date the form to say that you declare that the information you have given on this form is, to the best of your knowledge, correct, true and accurate and that you have not omitted any facts which may have any bearing on your application. That you understand that falsification of qualification or any other information may lead to the withdrawal of any offer of employment, or dismissal where employment has already commenced.

By signing this form you agree to [School/College] using this information to consult any third parties or external organisations for the purposes of confirming and/or clarifying such information.

15. Monitoring Section

It would be really helpful if you could complete this section for us. The County Council is committed to equality of opportunity in employment and service delivery and the information you provide will help us to ensure fair and equal treatment of applicants and employees alike.

This information will remain confidential but, should you be appointed, may become part of your personal record.