

## **GUIDANCE FOR COMPLETING AN APPLICATION FORM**

### **General Information**

Your application form should be submitted to the school, preferably by email to the schools email address provided, or by hard copy to the school postal address.

Your application consists of two parts; the application form and the optional Equal Opportunities form. Your application form will be used to measure you against the essential criteria as identified on the person specification. This is your opportunity to sell your skills, abilities and experience. It is important that you read the job description and person specification carefully and ensure that your application is tailored to the role you are applying for.

Take time to check your application form to ensure that you have completed all sections. Also check for any spelling and grammatical mistakes.

The Equal Opportunities form will be used to assist in monitoring the effects of the school's equal opportunities policy in recruitment and selection and will help us to develop and improve.

**Please be aware that CVs will not be accepted for any positions**

### **Application form**

Please complete the information accurately on the form including providing the most appropriate email address that can be used for correspondence.

Sections 1 and 2 will be detached from your application form during shortlisting.

Section 4 Please ensure that you provide details of your current or most recent employment including contact details.

Section 7 Please provide a full listing of all full time and part time employment and education history. Please include voluntary work and periods of unemployment and explain any gaps in your employment/education history.

If you are applying for a post that includes working with children or vulnerable adults please include the date that you left secondary education.

We may contact any of your previous employers to confirm information provided in your application.

Section 8 This is your opportunity to demonstrate to the shortlisting panel how you meet the essential criteria of the person specification. Use specific examples and evidence of your skills, abilities and experience to demonstrate how you meet each criterion.

Section 9 You will be guaranteed an interview if your application meets the minimum criteria and you have a disability which meets the definition of disability as defined in the Equality Act 2010. This means that you must have – or have had in the last twelve months – *a physical or mental impairment which has a substantial long-term adverse effect on your ability to carry out normal day-to-day activities*. This includes those whose disability has lasted, or is likely to last, for twelve months.

Section 10 Please provide details of two referees, one of whom must be your current or most recent employer. Referees cannot be relatives or people writing solely in the capacity of friends. If you are applying for a post which involves working with children or vulnerable adults and you are not currently working with children or vulnerable adults, but have done so in the past, please provide details of the most recent employer of this type of employment.

Section 11 The Rehabilitation of Offenders Act 1974 does not require applicants to give details of any convictions that are spent, unless the post is exempt from the act. All posts in school will be exempt from the Act. This means that you are required to declare whether you have any existing or relevant pending criminal convictions (or cautions or bind-overs) including those that are spent. However the amendments of 2013, mean that certain spent convictions and cautions are protected and are not subject to disclosure and therefore you do not have to declare these. This is known as filtering. Guidance and criteria on the filtering of cautions and convictions can be found on the website <https://www.gov.uk/government/collections/dbs-filtering-guidance>.

If you answer yes to any of the questions in this section please put details on a separate sheet and in an envelope marked confidential and send with your application.

Section 12 You are required to sign the form to confirm that the information you have provided is accurate and true. Providing false or misleading information could result in your application being rejected, a conditional offer being withdrawn or lead to disciplinary proceedings which may result in dismissal. If you send your application by email, it will be deemed that you have signed the declaration, however if you are successful in your application you will be asked to sign the form.

## **Equal Opportunities**

We are an equal opportunities employer and welcome applications from all members of the community. Our aim is to ensure that no applicant or employee receives less favourable treatment on the grounds of race, gender, marital status, age, disability, religious beliefs, sexual orientation or employment status.

When your application and equal opportunities forms are received they will be processed separately. The equal opportunities form will not be available to panel members and will not be used to make recruitment decisions or about your suitability for employment. Under section 7, please indicate if you would like any support or adjustments to be made to enable you to take part in the selection process for reasons such as religion, disability, medical or maternity