



GUIDANCE NOTES ON COMPLETING THE APPLICATION FORM

You are advised to read the following notes carefully as, unless other preselection techniques are used, the decision to shortlist you for interview will be based solely on the information you provide in the Application Form. This advice is designed to help you complete the Application Form as thoroughly as possible. Information you provide in the Application form will be treated as confidential.

EXAMINE THE INFORMATION PACK

All information packs contain, Application Form, Job Description and Personnel Specification, a school information pack, an outline of the selection process, a copy of the reference pro forma that the school will use to request references if you are selected for interview, and a self-disclosure form.

CRIMINAL CONVICTIONS

Under the terms of the Rehabilitation of Offenders Act 1974, all school posts are classed as those for which applicants must declare all criminal convictions/cautions regardless of whether or not they are spent.

PRESENTATION

- ✎ Use a black pen or type your Application Form.
- ✎ Check the spelling and that you have answered every question.
- ✎ Remember to sign the Application Form to declare that the information you have provided is accurate. There are three separate places on this application form that you must sign with an original signature photocopied or typed names are not acceptable.
- ✎ Always keep a copy of the Application Form for reference.
- ✎ Ensure that you send the form to the correct address.
- ✎ Ensure that your Application Form arrives before the closing date, it is not the school's policy to accept late applications

COMPLETING THE APPLICATION FORM

General:

- ✎ Ensure that you read the application form fully before you write anything.
- ✎ Write out your application form in rough first to help you organise your thoughts.
- ✎ Ensure the information you provide is accurate. Applicants who conceal or misrepresent relevant information at any stage during the recruitment process are liable to disqualification.

Employment Experience:

- ✎ Complete this section as fully as possible giving exact dates. Where you cannot remember specific dates, provide as good an indication of the time involved as possible.
- ✎ Ensure that any gaps in employment history are recorded on a separate sheet of paper and is included with the application form.

Qualifications

Where specific qualifications are required for the position, this will be included in the Job Description and Personnel Specification. You should complete this section giving details of relevant examination results and grades. If your application is successful, you will be required to provide verification of these qualifications. Make sure you include any NVQ's which you are working towards or have obtained if you are applying for a non-teaching post.

References

References will be applied for before interview if you are selected including from your current employer.

CV's WILL NOT be accepted

INFORMATION IN SUPPORT OF APPLICATION IN YOUR PERSONAL STATEMENT

- ⌘ Please read the Job Description and Personnel Specification carefully, so you understand what the position involves.
- ⌘ Ask yourself why you are interested in the position? For example, would it be a promotion or, alternatively, a good career move sideways to broaden your experience?
- ⌘ Do not simply repeat your career history. Pick out skills, knowledge and experience required by the Job Description and Person Specification and provide evidence you possess them.
- ⌘ Be as concise as possible, any additional information included should relate specifically to the post applied for.
- ⌘ You may attach additional information in support of your application (please ensure you clearly write your name and the job you are applying for on each additional sheet you submit) but **IN NO CIRCUMSTANCES SHOULD THIS EXCEED TWO SIDES OF A4 PAPER.**
- ⌘ Please note that applicants will only be short listed if they demonstrate that they meet the essential requirements of the Person Specification that can be assessed from the application form. You must therefore, give evidence which shows how you meet the specification. If the specification states “able to use initiative and work unsupervised” it will not be sufficient to say “I can work unsupervised and show initiative” **you must quote examples of your work/life which demonstrate these attributes.**
- ⌘ Mention any relevant experience you have acquired outside work, such as community, voluntary or leisure interests.
- ⌘ Above all, gear your application to this specific job.
- ⌘ Internal applicants must not assume any prior knowledge by the shortlist and interview panel and must give full details.