



## Guidance notes for completing the Application Form

### **Important note:**

These guidance notes are designed to assist applicants to complete the editable version of the job application form available from individual schools. This application form should only be used for vacancies in schools which are advertised by the individual school.

Please read the notes carefully before completing your Job Application Form and the Equality & Diversity Monitoring Form.

### **Equality and Diversity**

Applications are welcome from all sectors of the community. No job applicant will be treated less favourably because of his or her sex, race, colour, ethnic origin, age, marital status, disability, religion or belief, sexual orientation, or by any other condition or requirement that cannot be shown to be justified.

In order to help us ensure that this policy is being carried out, please complete the information required on the Equality & Diversity Monitoring Form. **This form will be separated from the application form on receipt and used for monitoring purposes only. It will not form part of the interviewing and selection process.**

Any information provided on the Equality & Diversity Form is treated as 'sensitive' data. The monitoring of this data will enable the school to be aware of the make up of its employees so it can then support, help and provide advice to employees where needed.

### **Data Protection**

Once your application form has been received all details that you submit will be recorded for a maximum of 6 months and will then be confidentially disposed of. If you are successful in your application this information will be kept securely as part of your personal employment record.

### **Advice on completing the application form**

Before completing the application form applicants are advised to read through the application pack, in particular the job profile, person specification and other information provided by the school.

All sections of the application form must be completed. Curriculum Vitae are not accepted.

**Below is a step-by-step guide to help you complete your application form:**

### **Section One**

Applicants should ensure that the post for which they are applying and the post reference number is clearly stated at the top of the application form. The post reference number (if applicable) can be found on the job advertisement.

## **Asylum and Immigration Act 1996 (*All applicants are required to complete this section.*)**

The Asylum and Immigration Act 1996 makes it a criminal offence for an employer to employ those who do not have permission to live or work in the United Kingdom. Applicants invited to interview will be required to provide documentary evidence of their right to live and work in the United Kingdom.

**Below is a step-by-step guide to help you complete your application form:**

### **Section One**

Applicants should ensure that the post for which they are applying and the post reference number is clearly stated at the top of the application form. The post reference number (if applicable) can be found on the job advertisement.

### **Rehabilitation of Offenders Act 1974**

***All applicants are required to complete this section.***

Under the Rehabilitation of Offenders Act 1974 applicants who have a criminal record which is 'spent' may answer 'No' to this question. However, posts requiring a DBS (Disclosure and Barring Service) check are exempt from this legislation and applicants for such posts would be expected to provide details of **all** previous criminal convictions and cautions. A disclosure would for example, be required for posts where the postholder is required to work with or come into contact with children and/ or vulnerable adults e.g. any post working directly within a school environment.

### **References**

When providing details of referees applicants must provide two references. One reference should be from your current employer or if unemployed, your last employer. Where possible references should be from separate sources and not from the same organisation or employer. In the case of school leavers, the reference should be from your Headteacher.

All referees should have known you for at least one year or more and cannot be from a spouse, partner, friend or relation or from someone with whom you live.

The school will contact referees for verification. Please ensure that you have permission to provide their details on the application form.

Internal applicants who have been with the school for a year or longer need only provide one referee who they have known for at least one year or more. This should not be your line manager where they are part of the interview panel for the post for which you are applying.

### **Section Two**

#### **Secondary and Further Education**

Applicants should complete this section to the best of their ability. In particular applicants should ensure that all qualifications relevant to the post for which they are applying are included in the application form. Applicants should also include examinations sat, and where results are awaited.

## **Previous Employment**

All applicants must complete the previous employment sections ensuring any gaps in employment are accounted for. Indication of time off for a career break, for caring responsibilities, for study or travel or absences from work due to a disability will not prejudice your application for employment with the school.

## **Section Three**

### **Additional Information- DO NOT COMPLETE THIS SECTION**

Applicants should complete an electronic letter of application in word no longer than 2 sides of A4.

The letter will be used initially for short-listing for interview and may be referred to during the selection process. It is important that you use the letter of application to clearly explain how your particular skills, qualifications and experience compare with those listed in the person specification. The recruitment panel will need to gain enough evidence about how you meet the requirements of the person specification to be able to shortlist you for interview.

Applicants are also encouraged to use this letter to provide details of skills, qualifications and experience which have been gained outside of the workplace, for example voluntary work or spare time activities.

### **Declaration**

Applicants must ensure they sign the declaration to certify that the information provided on the application form is correct. If you submit the application form electronically you will be asked to sign the form at interview if you are short-listed. Please note that if you provide false information or deliberately omit any relevant details your application will be withdrawn from the recruitment process. All applications must be received by the published closing date. Only those applications received before the close of business (5pm) on the specified closing date will be considered.

### **Selection Procedure**

Only applications received by the closing date will be considered. The Equality & Diversity monitoring form will be separated from the application form.

### **Shortlisting**

Application forms will be passed to the interview panel for short listing. Short listing is a process where by the information, which you provide on your application form is marked against the defined criteria as detailed in the person specification. All applications should be short listed by a minimum of two people. Only candidates who meet the essential criteria will be selected for interview. The interview panel will consider the overall quality of the applications and invite those applicants that best meet the essential and desirable criteria to interview.

### **Disabled applicants**

Where a disabled applicant meets the essential criteria for the post they will automatically be invited for interview.

### **Interview Stage**

Once the candidates have been invited for interview the scores obtained at short listing will not contribute to the interview process.

Candidates invited for interview will be informed in writing and will be asked to confirm their intentions to attend.

Where the candidate has indicated that references may be taken up before interview, reference requests will be sought in advance of the interview.

Candidates will be informed of any arrangements associated with the interview or selection process.

Candidates will normally be informed verbally of the outcome of the interview within one week.

Candidates who attended an interview and were subsequently unsuccessful will be informed verbally and offered the opportunity for feedback from the chair of the interview panel at a later date.

### **Pre-employment checks**

Candidates are asked to bring original certificates of qualification relating to the post to interview, together with identification that confirms they have the right to live and work in the United Kingdom.

All offers of employment are conditional upon receipt of satisfactory references, medical clearance, evidence of any essential qualifications and where the post requires, a Disclosure and Barring Service Check.

### **Provisional offer of employment**

All offers of employment will be confirmed in writing once the pre-employment checks have been obtained.

### **Complaints procedure**

If at any stage of the recruitment process you feel aggrieved that the process did not follow procedure and/or you were treated less favourable throughout the process you should forward your comments in writing to: [finance@yarlsideacademy.org](mailto:finance@yarlsideacademy.org)