



Guidance to Applicants

The Application Form

Please complete in **black** pen or type. Additional sheets may be used.

The application form will play a key part in whether you are successful at the shortlisting stage, therefore it is important that this is completed as fully and accurately as possible.

When selecting candidates for interview, decisions will be based on the information provided within the application form. The Person Specification is included with the application pack and is a list of the skills, knowledge, qualifications, experience, aptitudes and abilities that are required to perform the role. The detail in the application form should evidence examples which demonstrate how you meet these criteria. You must include sufficient evidence and examples to show that you meet the requirements.

Personal Details

For monitoring purposes, the Equal Opportunities form should also be completed and returned. This form is removed before shortlisting and will be destroyed after monitoring.

Education, Technical, Professional Qualifications & Training

The Person Specification may ask for specific qualifications or training. List the relevant qualifications or courses undertaken. Where you have additional qualifications or training, mention these if they relate to your knowledge or skills. Proof of qualifications will be required at interview.

Career History

This is the record of your work history. It may include periods of unpaid or voluntary work as well as paid employment, for example, you may include time spent as a carer for one of your family or a voluntary helper in a school.

If the title of the position does not make it clear what work you did, briefly describe the main duties.

You may continue on an additional sheet if you require.

Statement of Suitability

This section is your opportunity to demonstrate that you meet the Person Specification. Take each criterion of the Person Specification and detail your knowledge and experiences. Give specific examples which demonstrate your ability. For example, if the Person Specification states 'Able to organise self and others to complete projects within deadlines', you must state more than "I am a very organised person and can work to deadlines". Provide an example by describing something that you have done, for example, 'I organised a fundraising event for the local playgroup within six months and with a group of five helpers'.

You will not be judged on your writing ability or your handwriting, however, we do expect all candidates to have a good standard of literacy. Continue on an additional sheet if necessary, but no more than 2 sides of A4.

A CV will not be accepted in lieu of an application form or Statement of Suitability.

You may use examples and evidence from outside paid employment. You may use examples from voluntary work or your hobbies or interests.

Referees (& pre-employment checks)

If you are offered the post, the offer will be made subject to receipt of satisfactory references, pre-employment medical clearance, an enhanced DBS disclosure and, for teaching staff, a check on your teaching qualification status, and any other, relevant, pre-employment check. If your referees do not confirm what you have detailed this may be discussed with you further.

- references will be sought on all short-listed candidates and scrutinised before interview, unless otherwise stated
- open references will not be relied upon and will be subject to confirmation from the referee
- all references must include a statement about your suitability to work with children
- references will always be required from your current employer and the most recent setting where you have worked with children

Shortlisted candidates will be required to complete a Criminal Conviction self-disclosure form which you will be required to return either before or at interview.

You will be required to complete a Medical Questionnaire which will be sent from our Occupational Health provider. This is to ensure that you are fit to do the post that is offered to you. In some instances, you may be required to have a telephone consultation.

You will also be asked to supply evidence of any qualifications that are required for the post.

All employees are required to have Enhanced DBS clearance. Unless you are registered with the updated service, a new check will be required.

If you have previously worked overseas, a criminal record check for the relevant country is required. It is the applicant's responsibility to provide this. If you have taught within the EEA you will be required to provide a letter of professional standing issued by the professional regulating authority in the country in which you worked.

Relationships

The Trust does not have a policy of excluding people who are related to Trust staff or Governors. However, if you are related to any person within the Trust, please inform the HR Department and they will ensure that they are not involved in the selection process for this post. If it is found after you have been appointed that you are related to someone who interviewed you, you may be subject to dismissal. 'Related' also includes co-habiting with someone.

Interviews

The Trust has a policy of using a range of selection methods to assess whether candidates meet the criteria. All teaching staff will be asked to take a lesson and you may also be asked to take an ability test, do a presentation or other work related exercise. You will be advised of any method being used for the post when called for interview. At the interview, you will be asked questions related to your Statement of Suitability as well as issues relating to safeguarding and promoting the welfare of children. Any issues of concern arising from a reference or criminal convictions will also be explored during the interview process.

Complaints

The Trust is keen to ensure equality of opportunity in its recruitment and selection process. If you think that you have been discriminated against during the selection process on the grounds of your race, age, gender, marital status, caring responsibilities, gender re-assignment, sexual orientation, social class, religion, belief or disability you may make a complaint that will be investigated. If you feel you have been unfairly treated you must contact the Chief Executive Officer, in writing, within 3 working days of being rejected after an interview. You should explain the reason for your complaint to the Chief Executive Officer, or his/her representative. The Chief Executive Officer, or his/her representative, may want to talk to you before confirming the outcome of the investigation.