

## GUIDANCE FOR COMPLETING AN APPLICATION FORM

### General Information

Your application form should be submitted to the school, preferably by email to the school's 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 and ensure you provide the most appropriate email address that can be used for correspondence.

Section 5: Please ensure that you provide details of your current or most recent employment including contact details.

Section 7: Please provide a complete list of all full time and part time employment and education history from when you left secondary education. 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 the criteria.

Section 9: 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. Please note, for roles which

involve working with children or vulnerable adults, references will be contacted prior to interview for shortlisted candidates.

Section 10: 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. You will be required to sign a copy of your application form if you are invited for interview or if you are offered the post subject to further checks.

## **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 form 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.