**Guidance notes for completing application forms**

These notes have been put together to help you complete your application form.  Please read them carefully, along with any other information supplied, before you start.

Candidates will be short listed solely on the information supplied in the application form, measured against the person specification.  Be clear that you can demonstrate that you meet the essential requirements of the person specification before proceeding.

Successful candidates must fully meet all the essential criteria e.g. qualifications, experience and any other requirements in relation to working with children and young people. If you are shortlisted the interview process will be designed to assess your ability to meet the essential requirements of the post (including suitability to work with children). For shortlisted candidates any discrepancy or anomalies in the information provided or issues arising from references will be followed up during the interview.

**Migrant workers**

In order to comply with the provisions of the Illegal Working Regulations, employers are required to see and retain copies of documentary evidence that confirms the entitlement of all new employees to work in the UK.

**If you are shortlisted you will be asked to take your documents to the interview where the Appointing Officer will photocopy these and check your right to work in the UK for the purposes of the Illegal Working Regulations.**

If you are the successful candidate copies of your documents will be kept on your personal file. If you are unsuccessful then copies of your documents will be destroyed.

**Filling in the form**

Please note CVs will only be accepted if accompanied by a fully completed standard school application form.

* We will not make any assumptions about your abilities and do not take into account any previous applications or any prior knowledge of you.
* The form needs to be legible and should be completed in black ink or typed.
* It may be helpful to make a rough draft of the form and to retain a copy.
* If the advert states the post is available for job share, make sure you indicate if you want to apply on that basis.
* If you would like to receive the form in an alternative format, please contact the school office.
1. **Personal details**

Enter fully and clearly your details in block capitals.  If you do not have an NI number, contact your local Department for Work and Pensions (DWP) office.

1. **Present or last employer**

State clearly your present or last employer’s name, address and post held.

1. **Previous employment**

In accordance with statutory requirement for all school-based appointments it is essential that you include and give accurate dates and provide reasons for all breaks in your employment history. Please therefore include dates of all periods of education / training /employment /voluntary experience and any periods of unemployment or other breaks. Please start with the most recent first. (Please continue on separate sheet if necessary)

1. **Education, qualifications and relevant training attended**

Provide full details of your education at secondary level and above, where applicable.  Include details of any special skills training, day release, evening classes or other relevant knowledge.  If a qualification has been asked for, make sure you give all the information required and levels of any examinations taken.  **You will be expected to provide documentary evidence if invited for an interview**.

1. **Additional information in support of your application**

This section is **very important**.  It gives you the opportunity to detail why you are the best person for the job and why you are applying.  Use the **job description** and **person specification** as a guide, and focus on how your skills, knowledge and experience meet the **job requirements**, giving specific examples. Also include any voluntary work you may have been involved in, experience at school or any relevant experience outside work.

1. **a) References**

Give the name and address of **two people** who can provide a reference in support of your application. One of these **must** be your manager in your present (or most recent) employment (or tutor/headteacher if in full time education**).**

If you are applying for a teaching post and are not currently employed as a teacher, we will contact the school, college or local authority at which you were most recently employed to confirm details of your employment and the reasons for leaving.

If you are applying for the post of headteachers one of your two references must be from your current LA and the other reference from your current/last employer.If you are currently unemployed, please give details of your manager in your most recent employment if possible and / or a suitable alternative.  Please note that members of your family friends and relatives are **not acceptable referees**. The Authority **and school you are applying to work in** reserves the right to approach any previous employer or manager as part of the pre-appointment checks.

Please note that references will be sought on all short-listed candidates before an

interview.

b) Online searches – in line with KCSIE 2022 the recruitment process for shortlisted candidates will include an online search of publicly available information to help identify and incidents or issues which the school may wish to explore with applicants at interview.

**7. Health/Medical Details**

At the conditional offer stage, the “preferred candidate” (successful applicant) will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination, prior to confirmation of appointment.

**8. Disclosure of Criminal Background**

If the post you are applying for requires a Disclosure and Barring Service (DBS) check, you must provide information about all convictions.  The post will be exempt from the Rehabilitation of Offenders Act 1974 and rules relating to ‘spent’ convictions do not apply.

The amendments to the Exceptions Order 1975 (2013) provide that certain ‘spent’ convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the DBS website [www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide](http://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide)

It is important to note however that some cautions and convictions will never be filtered off a DBS record and must be disclosed by a prospective employee. Please refer to the guidance in the filtering guide in the above website or find the specific link to this list of information at [www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check](http://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check)

Following the interview process, if you are the preferred candidate, you will be required to complete a DBS application form.

If you have queries about the DBS check, or would like a copy of the DBS Code of Practice, please contact the Business Support Centre, tel: 0115 977 2727 (Option 1, Option 3) or visit the DBS website: [www.gov.uk/disclosure-barring-service-check5](http://www.gov.uk/disclosure-barring-service-check5).

**9. General**

For NCC maintained and voluntary aided schools you must indicate whether you are related to a member of the County Council or an employee of the authority. It is not normally permissible to appoint direct relatives to posts involving a direct supervisory role.

**10. Equalities Act 2010**

Information disclosed in this section is to enable a fair decision to be made and not to discount applicants. It is used to ensure appropriate support is offered through the selection process and to guarantee disabled applicants who meet the essential shortlisting requirements an interview.

**12. Declaration**

You will need to sign and date your application form to declare that all information is correct. You also need to confirm that you

 - are not on the Children’s Barred List and not disqualified from working with children

 - are not subject to sanctions imposed by a regulatory body e.g. Teaching Regulation Agency

 - have the legal right to work in the UK. (You will be asked to provide documentary evidence of this prior to commencing work with the Authority.)

If you are going to send the completed form by e-mail, you will be asked to sign the form, if selected, at the interview.

**Equality and diversity monitoring**

Nottinghamshire County Council/ The School/ The Academy Trust has an Equality Policy and it is important that you provide the information requested on the Equality and Diversity Monitoring Form. It will help us to better monitor the fairness and effectiveness of our employment practices. This part of the form will not be used to shortlist applicants for interview and will not be viewed by the recruitment panel. You are also assured that the personal information you provide will be treated in the strictest confidence and will only be used to monitor the fairness and effectiveness of our service delivery and employment practices.

**Returning completed forms**

You should ensure your completed application is received before the closing date specified on the job advert. Late applications will not be considered.

You can return your completed application via **e-mail to:** office24@nettleworth.notts.sch.uk

Post or by hand to: The Head Teacher, Nettleworth School, Ley Lane, Mansfield Woodhouse, Notts, NG19 8LD

Further information

If you are offered a post in a school after an interview you may be subject to further pre-employment checks if they are applicable to the post. These checks include Disqualification under the Childcare Act check and the Prohibition from teaching check.

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**Right to Work in the UK – Acceptable Documents**

|  |  |
| --- | --- |
| **Document** | **Acceptable** |
| British, UK & Colonies, EEA or Swiss Passport | ✓ |
| Residence permit, registration certificate or document indicating permanent leave to remain in the UK | ✓ |
| Permanent residence card issued to a family member of a national from a EEA country or Switzerland, who is resident in the UK | ✓ |
| Biometric Immigration Document (Identity card) | ✓ |
| Passport or other travel document endorsed to say the holder is exempt from immigration control | ✓ |
| Passport or other travel document showing entitlement to remain the UK indefinitely or time limited and is entitled to work in the UK | ✓ |

**If you cannot present any of the above documents then you must provide one document from list A with a document from list B**

**List A**

* P45
* P60
* Payslip
* National Insurance number card
* Government document showing National Insurance number

**List B**

* A full UK birth certificate showing the name(s) of at least one parent
* A full UK adoption certificate showing the name(s) of at least one parent
* A certificate of registration or naturalisation stating the holder is a British Citizen
* Immigration Status Document issued by the UKBA endorsed with permission to stay in the UK and is allowed to undertake employment

**Please note if there has been a change of name since the above documents were issued you will need to provide proof of this such as a marriage certificate, divorce document, deed poll, adoption certificate or other statutory declaration.**

If you should have any queries please contact righttowork@nottscc.gov.uk

**Right to Work in the UK – Unacceptable Documents**

|  |  |
| --- | --- |
| **Document** | **Not acceptable** |
| A Home Office Standard Acknowledgement Letter or Immigration Service Letter (IS96W) which states that an asylum seeker can work in the UK.  | 🗶 |
| A National Insurance number on its own in any format  | 🗶 |
| A driving licence issued by the Driver and Vehicle Licensing Agency  | 🗶 |
| A bill issued by a financial institution or a utility company  | 🗶 |
| A passport describing the holder as a British Dependent Territories Citizen which states that the holder has a connection with Gibraltar  | 🗶 |
| A short (abbreviated) birth certificate issued in the UK which does not have details of at least one of the holder’s parents (A5 document) | 🗶 |
| A licence provided by the Security Industry Authority  | 🗶 |
| A document check by the Criminal Records Bureau/ DBS  | 🗶 |
| A utility bill / council tax bill | 🗶 |
| A card or certificate issued by the Inland Revenue under the Construction Industry Scheme | 🗶 |

**What if I have lost my documents proving my Right to Work in the UK?**

The NCC Registration Service can advise and help you with a replacement birth certificate:

**If you were born in Nottingham**

If you were born in the City of Nottingham you need to contact the Nottingham Register Office (in the Council House) on **tel:**0115 8415554 or **email:**office.register@nottinghamcity.gov.uk

**If you were born elsewhere in Nottinghamshire**

If you were born elsewhere in Nottinghamshire, the Registration Service will be able to provide you with your birth certificate from one of their main offices. You can contact them by **email:**certificates@nottscc.gov.uk or by telephoning the Customer Service Centre on **tel:** 0300 500 80 80.

**If you were born elsewhere in England and Wales**

If you were born anywhere else in England and Wales, the Registration Service can also provide you with contact details of the relevant office holding your original birth record.

An expired UK (only) passport can still be used as proof of right to work in the UK.

**DBS Identity Checks**

Nottinghamshire County Council/The School verifies your identity by following the two route process as stipulated by the [Disclosure and Barring Service](https://www.gov.uk/government/organisations/disclosure-and-barring-service).

**Route 1 -** The applicant must be able to show:

* one document from Group 1, below
* 2 further documents from either Group 1, or Group 2a or 2b, below

At least one of the documents must show the applicant’s current address.

**Route 2 -** If the applicant doesn’t have any of the documents in Group 1, then they must be able to show:

* one document from Group 2a
* 2 further documents from either Group 2a or 2b

At least one of the documents must show the applicant’s current address. The organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.

**Route 3 -** Route 3 can only be used if it’s impossible to process the application through Routes 1 or 2.

For Route 3, the applicant must be able to show:

* a birth certificate issued after the time of birth (UK and Channel Islands)
* one document from Group 2a
* 3 further documents from Group 2a or 2b

At least one of the documents must show the applicant’s current address. If the applicant can’t provide these documents, they may need to be fingerprinted.

**Details of documents in each group**

**Group 1: Primary identity documents**

|  | Notes |
| --- | --- |
| Passport | Any current and valid passport |
| Biometric residence permit | UK |
| Current driving licence photocard - (full or provisional) | UK, Isle of Man, Channel Islands and EU |
| Birth certificate - issued within 12 months of birth | UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, e.g. embassies, High Commissions and HM Forces |
| Adoption certificate | UK and Channel Islands |

**Group 2a: Trusted government documents**

|  | Notes |
| --- | --- |
| Current driving licence photocard - (full or provisional) | All countries outside the UK (excluding Isle of Man and Channel Islands) |
| Current driving licence (full or provisional) - paper version (if issued before 1998) | UK, Isle of Man, Channel Islands |
| Birth certificate - issued after time of birth | UK, Isle of Man and Channel Islands |
| Marriage/civil partnership certificate | UK and Channel Islands |
| Immigration document, visa, or work permit | Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-UK country in which the role is based |
| HM Forces ID card | UK |
| Firearms licence | UK, Channel Islands and Isle of Man |

All driving license’s must be [valid](https://www.gov.uk/driving-nongb-licence).

**Group 2b: Financial and social history documents**

|  | Notes | Issue date and validity |
| --- | --- | --- |
| Mortgage statement | UK  | Issued in last 12 months |
| Bank or building society statement | UK and Channel Islands  | Issued in last 3 months |
| Bank or building society statement  | Countries outside the UK  | Issued in last 3 months – branch must be in the country where the applicant lives and works |
| Bank or building society account opening confirmation letter | UK | Issued in last 3 months |
| Credit card statement | UK  | Issued in last 3 months |
| Financial statement, e.g. pension or endowment | UK | Issued in last 12 months |
| P45 or P60 statement | UK and Channel Islands | Issued in last 12 months |
| Council Tax statement | UK and Channel Islands | Issued in last 12 months |
| Letter of sponsorship from future employment provider | Non-UK only - valid only for applicants residing outside of the UK at time of application | Must still be valid |
| Utility bill | UK - not mobile telephone bill | Issued in last 3 months |
| Benefit statement, e.g. Child Benefit, Pension | UK | Issued in last 3 months |
| Central or local government, government agency, or local council document giving entitlement, e.g. from the Department for Work and Pensions, the Employment Service, HMRC  | UK and Channel Islands | Issued in last 3 months |
| EEA National ID card | - | Must still be valid |
| Irish Passport Card | Cannot be used with an Irish passport | Must still be valid |
| Cards carrying the PASS accreditation logo | UK, Isle of Man and Channel Islands | Must still be valid |
| Letter from headteacher or college principal | UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided | Must still be valid |