

Guidance Notes for Recruitment



Thank you for your interest in joining Stratford Manor Primary School.

The information you provide in your application form will be used to assess your suitability for the role and determine whether you are invited to interview. Please ensure that all sections are completed fully and accurately, as CVs will not be accepted as part of the application process.

If you need any support or clarification when completing the form, please contact the school office. We recommend that you read the job description and person specification carefully alongside these guidance notes before submitting your application.

Personal Information

Please complete your personal details clearly and in full so that we can contact you regarding your application and any next steps in the recruitment process.

References

Please provide details of **two referees**, one of whom should be your current employer (or your most recent employer if you are not currently working).

If you have not previously been employed, referees may include teachers, tutors, or other professionals who know you well and can comment on your suitability for the role.

Please note that family members or personal friends cannot be accepted as referees.

Qualifications and Professional Development

Please include details of all qualifications, training, and relevant professional development. The person specification will indicate which qualifications are essential for the role. You may also wish to include additional qualifications, courses, or training that demonstrate relevant knowledge, skills, or experience.

This may include:

- Accredited qualifications
- Professional training courses
- Vocational learning
- Relevant overseas qualifications
- Informal or non-certified training relevant to the post

Applicants invited to interview may be asked to provide evidence of qualifications.

Supporting Information

This section gives you the opportunity to explain why you are applying for the role and how your experience, skills, and knowledge match the requirements.

Please use specific examples to demonstrate how you meet the criteria outlined in the person specification.

Examples may come from:

- Previous employment
- Voluntary work
- Work placements
- Education or training
- Community involvement
- Personal responsibilities where transferable skills have been developed

If you have limited employment experience, consider examples that show skills such as organisation, teamwork, communication, initiative, or problem-solving.

We encourage applicants to highlight both professional and personal achievements that demonstrate their suitability for the role.

Employment History

Please provide details of your full employment history, including part-time work, voluntary roles, temporary positions, work experience, and any other relevant activity.

It is important that **all gaps in employment or education history are clearly explained** within your application.

Equality, Diversity and Data Protection

Any personal information provided as part of your application will be handled confidentially and in accordance with data protection legislation.

Application information may be used for recruitment administration and anonymised monitoring purposes in relation to equality and diversity.

Accessibility and Inclusion

Stratford Manor Primary School is committed to creating an inclusive recruitment process and welcomes applications from candidates of all backgrounds.

If you require any reasonable adjustments or support to complete the application form or attend the selection process, please let us know so that we can make appropriate arrangements.