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| GUIDANCE NOTES |
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| You are advised to read the following notes carefully as, unless other selection techniques are used, the decision to shortlist you for interview will be based solely on the information you provide in the application form. This advice is designed to help you complete the application form as thoroughly as possible.  When completed, read through your application form, checking for errors or gaps. Check the closing date and make sure your application is sent in plenty of time because late applications will only be considered in exceptional circumstances. The form should be returned to the email address on the advertisement/application form. |
| HOW WILL YOU KNOW WHAT WE ARE LOOKING FOR?  The job advertisement, job description and person specification describe the skills, experience and qualifications we are looking for and form the basis against which you will be assessed. The job description and person specification show the main duties, responsibilities and personal attributes of the post. You should read them carefully and try to identify the key words and phrases. |
| DO YOU HAVE WHAT WE ARE LOOKING FOR?  From the information in the advertisement, job description and person specification work out if you have the skills, knowledge and experience we are seeking. If not, show how you have used them in the past. Do not forget that skills can be transferable. The tasks you perform may not be the same as those in the job you are applying for, but the skills you use to carry out those tasks may be the same.  Remember that the skills and experiences you have gained outside paid work, for example, from domestic responsibilities, unpaid or voluntary work or organising social or community activities can demonstrate skills you have taken for granted which could be a clear sign of your ability to do a job. |
| ASYLUM AND IMMIGRATION ACT 1996, 2006 & 2016  The successful applicant will be required to provide one original document, which proves their entitlement to work in the UK, e.g. P45 or P60 before an offer of appointment is made. A full list of suitable documents for this purpose will be issued to every successful applicant. |
| DATA PROTECTION  Chorus Education Trust is collecting data in order to process your application under its Safer Recruitment and Selection Policy and will use it for any subsequent employment purposes.  On occasions, the Trust will have to contact third parties to verify information you have provided and other facts relating to you and your application, for example, references.  The Trust needs to protect the public funds it handles so we may use the information you provide on your application form to prevent and detect fraud. We may also share this information, for the same purpose, with other organisations that handle public funds.  Should you be unsuccessful with your application the Trust will destroy your application form after six months of its submission. |
| RECRUITMENT MONITORING  Chorus Education Trust is committed to promoting equality, inclusiveness and social justice for all its citizens and staff. We will work positively to achieve this by challenging all forms of discrimination, exclusion and injustice.  We will endeavour to ensure that our workforce and our services reflect community diversity and needs.  To assist Chorus Education Trust to monitor and evaluate its effectiveness in relation to equal opportunities, and for no other reason, applicants are requested to complete and return the Recruitment Monitoring Form. The details supplied are held in confidence and are not used in any way in the recruitment and selection process. |
| SMOKING POLICY  The Trust operates a ‘No Smoking Policy’ which effectively means that the whole premises is a non-smoking environment. |

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| THE APPLICATION FORM |
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| 1. Information  Information you provide in the application form will be treated as confidential. In an attempt to ensure greater objectivity in the selection process, it is divided into two parts, (A and B) with only part B being used to shortlist candidates for interview. Therefore, please do not enter your name on part B of the application form, or on any additional information submitted in support of your application. |
| 2. Completion of the form  There are two parts to the form: **Part A** (which is this part and asks for recruitment monitoring information, which will not be seen by the selection panel) and **Part B** (which is your application form). Read each section of the application form carefully. Any supporting information (i.e. additional sheets) should contain your full name.  The form should be filled in as completely and clearly as possible. If submitting a paper application please use black ink or typed (preferable). If submitting an electronic application please ensure the document is formatted clearly.  If you have a disability that prevents you from completing the application form, you may have someone complete it on your behalf. On request the application form is available in large print. Braille or taped applications are welcome and the application form is also available on the internet. |
| 3. Fitness to fulfill the post  All appointments are subject to the successful completion of a medical screening process. Only candidates provisionally offered a post will be required to complete a pre-employment health questionnaire. This will be sent direct to you by our Occupational Health provider via email. A health problem does not preclude a person from full consideration for the job. Information relating to the health of an individual is sensitive personal data and is subject to strict controls under the Data Protection Act, 2018. |
| 4. References  We need a reference from your present or most recent employer. If you have never been employed or have been out of paid work for a long time, you should give the name of a responsible person who knows you well but is not a relative. Referees will be sent a copy of the job description and person specification. References will be requested prior to the selection process. |
| 5. Education and training  The ‘Qualifications’ section gives you an opportunity to list any examinations or certificates you have gained or are currently taking. For some jobs, qualifications are essential, but not all jobs require formal qualifications – the advertisement, job description and person specification should tell you whether qualifications are required. Original certificates will be checked during the selection process. |
| 6. Employment history  Please provide full details of your current (or last) employment and highlight any achievements in this post. Where the information relates to your previous employment, please provide your reasons for leaving. Please provide a continuous record of all experience, paid, or unpaid, including, for example, voluntary work, positions of responsibility or any other experience you consider relevant. If not full-time indicate the hours worked per week.  Please explain any break in your work experience.  **Please do not attach a CV.** |
| 7. Information to support your application  This section is probably the most difficult part of the application form to complete, however, it is very important. This is where you match your skills, knowledge, experience and personal qualities to the job description, person specification and advert.  Ask yourself why you are interested in the position. For example, would it be promotion or alternatively a good career move sideways to broaden your experience? Do not simply repeat your career history. Pick out skills, knowledge and experience required by the job description and person specification and provide evidence that you possess them. |
| 8. Job-sharing  Chorus Education Trust supports job-sharing as a means of creating job opportunities, offering more flexible working arrangements and as a means of retaining experienced and trained staff. Some jobs within the Trust are available for job-sharing.  Applications from single job-share applicants will be accepted and treated in the same way as full-time applicants.  If this post is full-time and it has been advertised as being suitable for job-sharing, please tell us whether you are applying for a full-time post, willing to job-share, or whether you would consider either:  ***Please click/mark with x:***  Full-time  Job-share  Either |

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| RECRUITMENT MONITORING AND SUPPORT FORM | | | |
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| **POST APPLIED FOR:** | | | |
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| **THE DETAILS GIVEN ON THIS FORM ARE FOR MONITORING AND SUPPORT PURPOSES AND ARE CONFIDENTIAL.**  **THEY WILL NOT BE SEEN BY THE SELECTION PANEL OR CONSIDERED IN ANY WAY DURING THE APPOINTMENT PROCESS.** | | | |
| As an equal rights employer Chorus Education Trust seeks a workforce which reflects the community it serves and is committed to providing equality of access to employment and development opportunities for people from all parts of the community.  To ensure this policy is carried out effectively, we ask all applicants to provide the following information. Selection for appointment/promotion will be based only on merit and ability. | | | |
| **Surname/family name:** | | **Forenames/first names:** | |
| **Preferred title:** *(please click/mark with x)*Mr  Mrs  Ms  Miss  Other (please specify) | | | |
| **Gender:** *(please click/mark with x)*Female  Male | | **Date of Birth:** | |
| **Marital status:** *(please click/mark with x)*  Civil Partnership  Divorced  Married  Separated  Single  Widowed | | | |
| DISABILITY | | | |
| Description: positive | The Equality Act (2010) defines a disabled person as a person with ‘a physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities’. You no longer have to be registered disabled. | | |
| **Do you consider yourself to be disabled?**  *(please click/mark with x)*Yes  No | | | |
| **If ‘yes’:**  What adjustments do you consider may be necessary in the recruitment process to take account of your disability? Are there any arrangements we can make for you if you are invited for interview? Please specify, e.g. the provision of an accessible interview location or an interpreter, aids, adaptations or equipment. | | | |
| *Chorus Education Trust is committed to interviewing all disabled applicants who meet the essential criteria.* | | | |
| ADVERTISING | | | |
| **Where did you see this post advertised?**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Trust/school website |  | Sheffield council website |  | Radio |  | | Trust/school social media |  | South Yorkshire Teaching Hub website |  | Other |  | | TES website/magazine |  | Local press |  | (please specify): |  | | | | |

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| RECRUITMENT MONITORING |
| All of the information provided below is kept confidential in line with the Data Protection Act and will only be used to compile statistics that we can then use to make continuous improvements to our recruitment and selection processes.  We ask for your help in providing this information to give us a clearer profile of our workforce and how it compares with the numbers of people in the district who are currently working or actively looking for work. |
| **I would describe my ethnic origin as:**  *(choose one category to indicate your cultural background and please click/mark with x)*    **Asian or Asian British**  Indian  Pakistani  Bangladeshi  Any other Asian background (please specify)  **Black or Black African**  Caribbean  African  Any other Asian background (please specify)  **Chinese or other ethnic groups**  Chinese  Any other Asian background (please specify)  **Mixed**  White and Black Caribbean  White and Black African  White and Asian  Any other mixed background (please specify)  **White**  British  Irish  Any other white background (please specify) |

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| **It is important that you refer to the guidance notes before you complete the application form.**  **This part of the application form will not be used to shortlist candidates for interview.**  **Please use black ink or type.** | |
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| APPLICATION FOR EMPLOYMENT | |
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| POST APPLIED FOR: | |
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| PERSONAL DETAILS | |
| Surname/family name:  Previous surname(s): | Forenames/first names: |
| **How do you wish to be addressed in correspondence?** *(please click/mark with x)*  Mr  Mrs  Ms  Miss  Other (please specify) | **Telephone number where you can be contacted:**  Day:  Evening:  Mobile: |
| **Address for correspondence:**            **Postcode:** | **E-mail address:** |
| **Do you have any relationships (personal/business/financial) with a governor, trustee or senior member of staff that may conflict with the duties of the post for which you are applying?**  *(please click/mark with x)*Yes  No  If yes, please provide details: | |
| **Do you need permission to work in the UK?**  *(please click/mark with x)*Yes  No | |
| **This information is covered by the Data Protection Act (see Guidance Notes)** | |

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| REFERENCES | | | | | | | | | | | |
| Please give name, address, position and relationship of two referees. One of these should be your current or (if you are unemployed) most recent employer. If you have not previously been employed give the name of a responsible person who knows you well, but not a relative. **Referees will be contacted before interview**. | | | | | | | | | | | |
| **Name**:  **Address:**      **Postcode:**  **Telephone number**:  **Email:**  **Job title:**  **Relationship to applicant:** | **Name:**  **Address:**      **Postcode:**  **Telephone number:**  **Email:**  **Job title:**  **Relationship to applicant:** | | | | | | | | | | |
| My National Insurance number is: | |  |  |  |  |  |  |  |  |  |  |
| DATA PROTECTION ACT | | | | | | | | | | | |
| I give my consent for the personal data contained in this application form to be processed for the purposes set out in the Guidance Notes to this application form.  Signed:       Date: | | | | | | | | | | | |
| DISCLOSURE AND BARRING SERVICE (DBS) CHECK | | | | | | | | | | | |
| **Please note that only those candidates who pass a DBS check (and any other relevant checks) will be able to take up this post.**  Please tick to confirm that you understand this:  **Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?**  **Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?**  *The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that, when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.*  *Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.* | | | | | | | | | | | |
| SIGNATURE | | | | | | | | | | | |
| I declare that the information I have given in this application is correct to the best of my knowledge.  I understand that if I am appointed and it is later discovered that I withheld or falsified relevant information, this will result in a disciplinary investigation by the and it is likely to result in your dismissal.  Signed:       Date: | | | | | | | | | | | |
| Shortlisting will take place within four weeks of the closing date. If you do not hear from us, please assume you have been unsuccessful. | | | | | | | | | | | |