Tips for Applicants – How to complete your application form successfully.

Here’s a quick guide to help you complete our application form.

**General Guidance**

All applications must be made using the Trust’s Application Form to comply with safer recruitment. This ensures that you provide us with all the information that we need. It also ensures that we collect consistent information about our applicants. Please make sure you complete all sections as accurately as possible. We will dismiss your application if it is not fully completed.

You should make sure that the information you provide is clear, concise, well-presented, written well, and detailed. We recommend you proofread your application form before you submit it so that you can check for spelling and grammatical mistakes.

Before submitting your application, please make sure you have read the relevant job description and person specification carefully. This document outlines the main purpose of the role, the key tasks, and responsibilities involved as well as the qualifications, experience, knowledge, and expertise required to fulfil the role effectively.

Your application will be assessed according to how well you meet the essential and desirable criteria detailed within the person specification and if your application demonstrates a match to the criteria, you will be shortlisted for an interview.

Please be advised that if there are any gaps in your employment history, we will ask you about this – this is to ensure that we follow the statutory guidance on Keeping Children Safe in Education.

**Present or Most Recent Position**

Please provide information about your current employment, giving the name and address of the employer, your job title, the date appointed, salary, notice period (if applicable), date of leaving (if applicable), and your reason for leaving/wishing to leave. You are also asked to provide a brief description of your duties and responsibilities within this section.

**Previous Employment**

You are asked to give details of all your previous employment within this section. You will need the employer, job title, dates of employment, and reason for leaving, starting with the most recent.

**Additional Information**

Driving licence – please answer yes or no.

Preferred hours of work – delete as appropriate indicating full/part-time.

Teacher Reference Number – enter if applicable.

**Education & Qualifications**

Please provide details of your qualifications within this section starting with the most recent. Remember that if the qualification is a requirement of the role within the person specification, you will be required to bring in the original certificate so that we can keep a copy.

**Training & Development**

Within this section, please also provide us with as much information as possible, including any current and relevant training that you have undertaken.

**Hobbies & Interests**

List your hobbies and interests so that we can get to know you a little better before the interview.

**Explain briefly what attracts you to this position**

Be honest and explain why you are applying for the position.

**Skills, Knowledge & Experience**

Please use this section to describe how your skills, knowledge, and experience meet the post requirements.

The shortlisting panel uses the criteria detailed within the person specification, please also use this to help you write your personal statement. Including as much detail as possible from the personal specification, will help you to have a successful application form.

This section is designed to discover evidence that you have all of the essentials and perhaps some of the desirable abilities as well, which you are required to demonstrate throughout your application.

If the person specification asks for being a “good team player” then please do not simply write “I am a good team player” as we will not score this through shortlisting. For this example, to get the best score possible, you will need to tell us why you are ‘a good team player’ and give us some examples to evidence this. You can use experience from your work experience, voluntary or community activity.

**References**

We follow the statutory guidance for “Keeping Children Safe in Education”. We request you initially give us two references, using the form please complete as much of the contact detail as possible to help us seek references quickly.

The first reference must be your current employer (or your most recent employer if you are not currently working).

We understand that you may not wish your referee to be contacted prior to an offer of employment, please indicate this by ticking the appropriate box. If the box remains clear, we will seek references prior to the interview. References may be discussed during the interview process.

**Declaration**

Sign this to confirm that all the information you have provided is complete and accurate. To confirm you are not disqualified from working with children or subject to sanctions imposed by a regulatory or professional body. That you understand, providing false information is an offence, and should this subsequently be found to be the case, you will be liable to summary dismissal from the Trust and possible referral to the police and/or ISA.

**Rehabilitation of Offenders Act 2014 (Exemptions) Order 1975**

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These 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 Ministry of Justice website or see [here](https://unlock.org.uk/guide/disclosing-to-employers/).

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

Declarations will be discussed during the interview process.

All employees are required to have an Enhanced Disclosure and Barring Service (DBS) Certificate (deemed satisfactory by the company).

If you are not on the Update Service (with the original Enhanced DBS Certificate for Children’s Workforce), we would need a new certificate issued prior to your employment commencing.