

Guidance for Applicants

If you need this guidance in another format, please contact the office that sent it to you.

The application form

We use what you tell us on the application form to help us decide who to interview. Please take your time, and fill it in fully. We enclose a person specification with this application form. This is a list of the skills, knowledge and experience or qualifications which the job needs. When we read your application form we look for evidence to show that you have these. It is important that you give us enough detail, and examples of what you have done, to show that you do have them. Take time over this, and include all the relevant information.

Please write in black pen, or type. Use extra sheets if you need to.

Personal details

As well as your full names, please write the title you would like us to use. Examples are Ms; Miss; Mrs; Mr.

Education, qualifications and training

The person specification may ask for specific qualifications or training. List the relevant qualifications or courses you have done.

Eligibility to work in the UK

We have a responsibility to check that you are able to work. Please remember to provide your National Insurance number if you have one.

Work Experience

Your work history may include periods of unpaid and voluntary work as well as paid, employment. For example you may include time as a carer for one of your family, or being a voluntary helper in a school.

Use another sheet if you need extra space.

Breaks in employment history

If there are gaps in dates in or between any of the sections section, please explain why on a separate sheet.

Statement of suitability

This section is your opportunity to show us that you meet the person specification. Take each item on the person specification and give details of your knowledge and experience.

Give specific examples of what you have done which prove your ability. If the person specification says 'Able to organise self and others to complete projects within deadlines' you must do more than say: 'I am an organised person and can work to deadlines'. Give an example by describing something that you have done which shows your organisational skills. Here is an example: 'I organised a fund-raising event for the local playgroup within six months and with a group of 5 helpers'.

The people reading your application cannot assume that because you have experience you also have the ability to carry out a task. You may have experience of managing staff for example but we need to know how you did this. You need to tell us how you managed performance and how you motivated your staff, for example.

We don't always expect you to have formal experience. We are happy for you to use examples from voluntary work, or from your hobbies and interests. If you can show that you have the ability to do the tasks, that will be equally acceptable. For example, to organise a meeting you need to be able to: liaise with others, book accommodation, organise refreshments and compile agendas.

Again, please use another sheet if you need to.

Criminal convictions, rehabilitation of offenders and police checks

As this job involves access to children it is exempt from the Rehabilitation of Offenders Act 1974 you will be required to complete a Disclosure and Barring Check (DBS), which means you must give us details of any criminal convictions you have had, spent or unspent.

In all cases we treat the information you give us as confidential, and look at it in relation to the job you have applied for before making a decision. The application form we send you asks for information based on the rules affecting the job for which you are applying.

Keeping Children Safe in Education – Disqualification Requirements

If you are applying for a post which requires you to work or manage in any setting where there are children from birth to 5 years or children in a childcare setting including breakfast or after schools club for children up to 8 years you are required to complete this section on the form. This includes instances where you may live with someone who may be disqualified.

Referees

We do not use references as part of selection itself however they can be requested prior to interview. We approach your referees to confirm what you have told us. For example, if you tell us that you have worked in your present job for three years as a teaching assistant, we would expect your referees to tell us the same.

Choose referees who know you well enough to comment on your skills for the job you are applying for. For each referee please say how you know the person. For example, is the person your manager, or were they your manager in a previous job? Please don't give close friends or family members as referees.

Relationships

We do not exclude people who are related to staff, or school governors, but if you are related to someone we will make sure that they do not take part in the selection for this post. If we find out after appointing you that you are related to someone who interviewed you we may dismiss you. 'Related' includes cohabiting with someone.

Disabled people

If you are disabled please tell us on your application form what access arrangements, adaptations or adjustments would help you to carry out the job. This will help us assess you equally with other applicants. As part of our equal opportunities policy we shortlist any disabled applicant who meets the criteria. For this reason we do tell the selection panel if any applicants are disabled.

Equal opportunities monitoring form

We check our recruitment and selection to make sure that we are not unfairly discriminating against certain groups. To help us do this we ask you details about your gender, ethnic origin and whether you have a disability. The selection panel does not see this form. You cannot be identified after we have collected our statistics.

Date of birth

We do not ask for your date of birth on the form. However, we will require this if you are offered a post because we need to know this. Please be aware that the Trust's normal retirement age is 65.

Data Protection

Please note that the information you give on your application form will be held and processed by Cirrus Primary Academy Trust, under the Data Protection Act 1998.

Other Information

We will not judge you on your writing ability or your handwriting. If these skills are necessary for the job we will assess them separately.

We do not accept CVs as part of the application process. All information must be using an application form.

Interviews

The Trust uses several selection methods to assess whether people meet the job criteria. We may ask you to take an ability test, do a presentation or other work-related exercise.

We will tell you before the interviews what methods we are using for this post. At the interview we will ask you questions related to the person specification.

Job Offers

If we offer you the job, it will be subject to a satisfactory enhanced DBS check, references and health clearance. If your referees do not confirm what you have told us we may want to discuss this with you. We will also ask to see evidence of your qualifications if they are essential for the job.

We will ask you to complete a health questionnaire which we will send to our occupational health department. It is their job to make sure that you are fit to do the job we have offered you. We may ask you to have a medical examination.

Right to work

We will not appoint you until we have seen evidence – usually your national insurance number or a current work permit – that you are eligible to work in this country.

Complaints

The Trust wants to ensure equality of opportunity in its recruitment and selection. If you think that you have been discriminated against during the selection process because of your race, gender, marital status or sexual orientation, or because you have a disability, you may complain and we will look into your complaint.

To complain about the recruitment and selection process should write to the Clerk to the Trust Board c/o Avenue Primary Academy within three working days of receipt of your rejection/selection outlining the nature of your complaint.