

Guidance notes to help you complete the application form



These notes are here to help you submit the best possible application you can. We strongly recommend that you read them before you start work on your application, as the decision to invite you to an interview will depend on the information you provide on your form.

Personal Details

It is important that this section is accurate and is fully up to date.

Present/ most recent post

Starting with your current or last job, list the main duties of the jobs you have held. This information may be used to assess whether you meet the person specification for the job.

Employment History

Work backwards making sure the dates are in the correct order. Provide the job title with responsibilities and the period you worked for them. If you are a newly qualified teacher, (NQT) and you have not worked before you should give details of your practice schools here. It is very important that you provide an explanation for any gaps in employment. Any voluntary work undertaken may also be included.

Education, training and short courses

List all qualifications and the training courses you have attended. This information may be necessary to assess whether you meet the requirements for the job. Please ensure nothing important is omitted. Where a qualification is an essential requirement, you may be asked to bring original certificates if you are invited for an interview.

Rehabilitation of Offenders Act 1974

Ealing Council has a duty to protect children, vulnerable adults, people with disabilities and learning difficulties. This section must be answered truthfully and in full. Information provided may be checked.

References

References from your current or most recent employers will be required before any offer of employment is confirmed. You may wish to give the names of teachers, lecturers and other professionals (this must not be a relative). References will be requested before interview in line with the current version of Keeping Children Safe in Education statutory guidance. Any issues raised in the references may be discussed at interview. For all NQT applicants we will usually take references from your main practice school and college tutor. Please do not submit open testimonials with this application form.

Disability & Reasonable Adjustments

Ealing Council is committed to employing people with disabilities. If you have a disability, please give details of any adjustments you require for the selection process or for the job.

We are actively seeking to employ people with disabilities. To assist with this we are committed to making reasonable adjustments at the interview stage including nearby parking, someone to meet you at the entrance of the building, a sign language interpreter at interview and preferred type of seating.

Ealing Council is committed to employing disabled people and has been awarded the Two Ticks Disability Symbol by Jobcentre Plus. Under this scheme one of our commitments is to interview any applicant with a disability provided their application demonstrates that they meet the minimum essential requirements for the advertised vacancy.

Supporting Statement

This is the most important part of your application as this is where you make your case for being given the job. Provide examples for each point on the person specification to demonstrate when you have used the skills and experience required.

Data Protection

Under the terms of the Data Protection Act 1998 the information you give us will only be used for the stated purpose.

Monitoring Information

Please ensure that you complete the monitoring information as it is essential for the Council to determine whether its equality and diversity policy is working. (This information is removed before shortlisting)

Advertising monitoring

We are interested in how you found out about this role and would appreciate it if you could state where you saw this vacancy.

Declaration

Any false statement on this form would be deemed an offence and could result in the application not being taken further, or offer of employment withdrawn, or disciplinary action leading to dismissal will be taken (if employment has commenced).

Some points to bear mind

- Your application should be written in a concise, well-organised and positive way.
- Use active words such as 'I planned', 'I organised'.
- Do a rough draft first aiming to make impact throughout but especially with your first and last sentence. This avoids mistakes and allows you to organise your application properly.
- Do not submit the same application for all jobs. Remember no two schools will be looking for exactly the same thing so look at the requirements listed.
- Re-read what you have written, then look again at the person specification. Have you addressed all areas? Do you sound positive and confident? Have you shown that you are/will make a professional, capable teacher who enjoys working in a lively and diverse borough? Convey your suitability for the job but also aim to reveal a sense of your personality.
- When you are satisfied with your application, check again that all parts are complete and take or keep a copy before sending it off so you can remember what you have written, if you are called to interview.
- Remember the closing date for applications and allow enough time if you are posting the form.