



# Applicant Guidance Notes

Senior Admin and Finance Officer

Elmwood Infant School, Croydon CR0 2PL

Thank you for your job enquiry.

The information you provide on this application form and additional sheets will determine whether you are short-listed for interview. Please note that CVs will not be accepted.

If you do not understand anything on the form, please ring the School or contact telephone number in the information pack. A job description and person specification is enclosed with this pack. They should be used in conjunction with these guidance notes when you complete the application form.

## Personal Details

Please enter your details fully and clearly so we may contact you about your application.

## Referees

Give the names and addresses of two referees, one of whom must be your current employer (or most recent if unemployed).

If you have not been employed before, give details of teachers/lecturers or others who know you well enough to comment on your ability to do the job. Relatives and friends must not be used.

## Self Disclosure Form

In addition to the Application Form, shortlisted candidates will be sent a Self Disclosure Form and asked to complete and return it prior to interview.

## Qualifications and Other Relevant Training

Give details of your relevant qualifications and training courses. (You will be asked to produce proof of relevant qualifications if you are interviewed).

Look at the person specification to see which qualifications/training are essential. You may also have gained qualifications and attended training that, although not essential, are relevant to the job.

We are also interested in any relevant courses that did not lead to an examination or qualification and will take into account equivalent education/qualification gained overseas or as part of a vocational training scheme.

## Personal Statement

Using separate sheets, tell us why you think you can do the job.

You should provide evidence of your relevant experience, skills and knowledge by giving specific examples and demonstrating how you meet the criteria on the person specification.

You should think very carefully before completing this section and refer to both the job description and person specification.

If you have little or no work experience, try to think of things you have done where you can transfer skills used at school or college, such as planning a project, or course work. You may also have considerable domestic responsibilities such as household budgeting, or you may organise social or community activities – these are skills that can be relevant to the post.

Be positive about your personal skills and achievements – they can be just as relevant as professional experience.

## Experience

We are interested in all employment you have undertaken. If you have not had a full time or permanent job, please give details of any other employment you may have had (work experience, part time, voluntary or holiday work).

**IT IS IMPORTANT THAT ANY GAPS IN YOUR WORK HISTORY ARE FULLY EXPLAINED ON THE FORM.**

## Data Protection

The information you have supplied on this application form may be processed by computer, or may form the basis of manual records. Further information can be found in our (school to add name of relevant Privacy Notice eg Recruitment Privacy Notice/Workforce Privacy Notice).

## Equal Opportunities Monitoring

Please complete the separate Equal Opportunities Monitoring Form. This form is not seen by the recruitment panel and is used to produce anonymous statistics in connection with Equal Opportunities and recruitment monitoring.

## Disability

The School/ Council welcomes applications from people with disabilities.

Please let us know if you need additional assistance from us in order to complete the application form or prior to attending the selection process (special parking, sign language interpreter, large print, wheelchair access, etc.).