Guidance notes for completing application forms

These notes have been put together to help you complete your application form. Please read them carefully, along with any other information supplied, before you start.

Candidates will be short listed solely on the information supplied in the application form, measured against the person specification. Be clear that you can demonstrate that you meet the essential requirements of the person specification before proceeding.

Successful candidates must fully meet all the essential criteria e.g. qualifications, experience and any other requirements in relation to working with children and young people. If you are shortlisted the interview process will be designed to assess your ability to meet the essential requirements of the post (including suitability to work with children). For shortlisted candidates any discrepancy or anomalies in the information provided or issues arising from references will be followed up during the interview.

Migrant workers

In order to comply with the provisions of the Illegal Working Regulations, employers are required to see and retain copies of documentary evidence that confirms the entitlement of all new employees to work in the UK.

If you are shortlisted, you will be asked to take your documents to the interview where the Appointing Officer will photocopy these and check your right to work in the UK for the purposes of the Illegal Working Regulations.

If you are the successful candidate copies of your documents will be kept on your personal file. If you are unsuccessful then copies of your documents will be destroyed.

Filling in the form

Please note CVs will only be accepted if accompanied by a fully completed standard school application form.

- We will not make any assumptions about your abilities and do not take into account any previous applications or any prior knowledge of you.
- The form needs to be legible and should be completed in black ink or typed.
- It may be helpful to make a rough draft of the form and to retain a copy.
- If the advert states the post is available for job share, make sure you indicate if you want to apply on that basis.
- If you would like to receive the form in an alternative format, please contact the school office.

1. Personal details

Enter fully and clearly your details in block capitals. If you do not have an NI number, contact your local Department for Work and Pensions (DWP) office.

2. Present or last employer

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State clearly your present or last employer's name, address and post held.

3. Previous employment

In accordance with statutory requirement for all school-based appointments it is essential that you include and give accurate dates and provide reasons for all breaks in your employment history. Please therefore include dates of all periods of education / training /employment /voluntary experience and any periods of unemployment or other breaks. Please start with the most recent first. (Please continue on separate sheet if necessary)

4. Education, qualifications and relevant training attended

Provide full details of your education at secondary level and above, where applicable. Include details of any special skills training, day release, evening classes or other relevant knowledge. If a qualification has been asked for, make sure you give all the information required and levels of any examinations taken. **You will be expected to provide documentary evidence if invited for an interview**.

5. Additional information in support of your application

This section is **very important**. It gives you the opportunity to detail why you are the best person for the job and why you are applying. Use the **job description** and **person specification** as a guide, and focus on how your skills, knowledge and experience meet the **job requirements**, giving specific examples. Also include any voluntary work you may have been involved in, experience at school or any relevant experience outside work.

6. a) References

Give the name and address of **two people** who can provide a reference in support of your application. One of these **must** be your manager in your present (or most recent) employment (or tutor/headteacher if in full time education**).**

If you are applying for a teaching post and are not currently employed as a teacher, we will contact the school, college or local authority at which you were most recently employed to confirm details of your employment and the reasons for leaving.

If you are applying for the post of headteachers one of your two references must be from your current LA and the other reference from your current/last employer.If you are currently unemployed, please give details of your manager in your most recent employment if possible and / or a suitable alternative. Please note that members of your family friends and relatives are **not acceptable referees**. The Authority **and school you are applying to work in** reserves the right to approach any previous employer or manager as part of the pre-appointment checks.

Please note that references will be sought on all short-listed candidates before an interview.

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b) Online searches – in line with KCSIE 2022 the recruitment process for shortlisted candidates will include an online search of publicly available information to help identify and incidents or issues which the school may wish to explore with applicants at interview.

7. Health/Medical Details

At the conditional offer stage, the "preferred candidate" (successful applicant) will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination, prior to confirmation of appointment.

8. Disclosure of Criminal Background

If the post you are applying for requires an enhanced Disclosure and Barring Service (DBS) check. The post will be exempt from the Rehabilitation of Offenders Act 1974 and rules relating to 'spent' convictions do not apply.

The amendments to the Exceptions Order 1975 (2013) provide that certain 'spent' convictions and cautions are 'protected' and 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 DBS website www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide

It is important to note however that some cautions and convictions will never be filtered off a DBS record and must be disclosed by a prospective employee. Please refer to the guidance in the filtering guide in the above website or find the specific link to this list of information at www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check

Following the interview process, if you are the preferred candidate, you will be required to complete a DBS application form.

If you have queries about the DBS check, or would like a copy of the DBS Code of Practice, please contact the Business Support Centre, tel: 0115 977 2727 (Option 1, Option 3) or visit the DBS website: www.gov.uk/disclosure-barring-service-check[5].

9. General

For NCC maintained and voluntary aided schools you must indicate whether you are related to a member of the County Council or an employee of the authority. It is not normally permissible to appoint direct relatives to posts involving a direct supervisory role.

10. Equalities Act 2010

Information disclosed in this section is to enable a fair decision to be made and not to discount applicants. It is used to ensure appropriate support is offered through the selection process and to guarantee disabled applicants who meet the essential shortlisting requirements an interview.

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12. Declaration

You will need to sign and date your application form to declare that all information is correct. You also need to confirm that you

- are not on the Children's Barred List and not disqualified from working with children
- are not subject to sanctions imposed by a regulatory body e.g. Teaching Regulation Agency
- have the legal right to work in the UK. (You will be asked to provide documentary evidence of this prior to commencing work with the Authority.)

If you are going to send the completed form by e-mail, you will be asked to sign the form, if selected, at the interview.

Equality and diversity monitoring

Nottinghamshire County Council/ The School/ The Academy Trust has an Equality Policy and it is important that you provide the information requested on the Equality and Diversity Monitoring Form. It will help us to better monitor the fairness and effectiveness of our employment practices. This part of the form will not be used to shortlist applicants for interview and will not be viewed by the recruitment panel. You are also assured that the personal information you provide will be treated in the strictest confidence and will only be used to monitor the fairness and effectiveness of our service delivery and employment practices.

Returning completed forms

You should ensure your completed application is received before the closing date specified on the job advert. Late applications will not be considered.
You can return your completed application via **e-mail to:** office@misson.notts.sch.uk
Post or by hand to:

Misson Primary School
Dame Lane
Misson
Doncaster Nottinghamshire
DN10 6EB

Further information

If you are offered a post in a school after an interview you may be subject to further pre-employment checks if they are applicable to the post. These checks include Disqualification under the Childcare Act check and the Prohibition from teaching check.

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