

# Guide to completing your Application Form

## (Information for Applicants for Teaching Posts in Schools)

This guide has been designed to help you complete this application form and the equal opportunities monitoring form.

You are asked to complete all parts of the application form. CV's are not accepted and should not be submitted either separately or as part of this application as they do not meet recommended safer recruitment practices.

### **This guidance relates to the various sections of the Application Form**

#### **Personal and contact details**

Please complete all details within this section. If you have changed your name, for whatever reason, please provide your previous name(s). This information will not be used in the shortlisting process.

#### **Department of Education No:**

You may be more familiar with this as your DES, DfE, DfEE or DfES number. This should be entered in the following format xx/xxxxx.

#### **Current employment**

This should only be completed if you are currently working. You can also use this section to tell us about any voluntary work or work experience placements that you are doing at the moment. Please ensure you complete all information relating to salary/allowances.

#### **Previous employment**

It is very important that you list your previous employment in chronological order. All employment, including self-employment, consultancy, voluntary, part-time and temporary jobs must be included. We require full names and addresses of all past employers, dates of employment and reasons for leaving.

#### **Gaps in employment**

Your application needs to give a complete picture of your working career, including any periods where you were not in employment. You will need to give dates of and explain any gaps in your employment. This applies irrespective of length of time. The information provided will be treated in the strictest confidence.

#### **Education**

Please use this section to show us you have the necessary qualifications to do the job. These may include equivalent qualifications gained abroad. Please ensure you read the full job description or person specification when completing this.

#### **Other training and development**

Please tell us about any training you have attended particularly where it is relevant to the post

#### **Right to work in the UK**

Under the Immigration, Asylum and Nationality Act 2006 we are required to check your eligibility to work in the UK before you start work. We ask all candidates to bring proof of their right to work to interview. However, this does not form part of the decision making process. All documents must be originals as photocopies will not be accepted. If you are successful, we will keep a copy of the documentation you provide on your confidential personnel file.

#### **Additional Information**

This part of the form asks for a variety of information including details of any previous redundancy payment or

pension from a Local Authority or Teachers' Pensions, whether you have been dismissed or resigned from any previous employment as a result of capability, safeguarding, child protection or other issue. The information relating to dismissal will be used to consider your suitability for a post. This is in line with our safeguarding policy and commitment.

### Restrictions

You must declare if you are related to another employee, governor or a councillor; any failure to do so may mean you are disqualified for the appointment or, if appointed, liable to dismissal without notice.

### Declaration of Interest / Code of Conduct

It is important that employees inform the school if they have any other current employment or they or their partner have an interest that is a private enterprise that may represent a conflict of interest. If you have nothing to declare, please indicate this by writing "None" in the space provided on the form.

### References

It is important to note that if you are shortlisted, referees will be contacted prior to interview. This is an important part of safer recruitment. Only in exceptional circumstances will the Council consider candidates being shortlisted without references. **\*Please also see note.** When providing names and details of referees, please ensure that at least one of them is a present or most recent employer. If you are not currently in employment and/or your last employer cannot give you a reference because the organisation no longer exists, you should attempt to get a reference from a professional person. If you have just left school/college/university the reference should be from a Headteacher, Head of Year or Head of Faculty.

**References from relatives, partners or close friends are not acceptable.**

**Note:** Applicants should be aware that where the work involves access to children or other vulnerable groups, it will be necessary to obtain references relevant to the area of work. This means previous employers not quoted as referees may be contacted.

### Reasons for applying for the job

This is your opportunity to tell us about yourself including your experience skills and knowledge and how you meet the competencies required for the post. Refer to the person specification and work through each requirement, providing examples of real-life situations that demonstrate your ability to carry out tasks described. You should also include non-work related examples provided they are relevant to the job.

### **Criminal Convictions and Safeguarding Declaration**

All posts in schools are exempt from the Rehabilitation of Offenders Act. This means you must declare all unfiltered convictions, cautions, or bind overs, even if spent. An Enhanced Criminal Records check will be carried out if you are successful in applying for this post. Although the existence of a criminal background does not automatically mean you cannot be appointed, a detailed risk assessment will always be carried out in order to ensure suitability for the post. Safeguarding and promoting the welfare of children and young people is paramount and all employees are expected to share this commitment.

It is important that you complete and sign the Safeguarding Declaration as any failure to do so may result in your application being rejected.

### **Supporting Statement**

Your application form is the only means we have to judge your capability and potential and the information in it will be assessed against the criteria listed on the person specification to draw up a shortlist for the next stage of selection. No assumptions will be made about your experience.

It is important to describe how your experience, skills and knowledge, meet the criteria for the post as described in the job description/person specification. Make sure you address all the criteria specified and competencies where applicable.

### **General Declaration**

All applicants must complete this section of the form which asks you to sign and date the application form to say that you declare that the information you have given is true and accurate and that you have not omitted any facts which may have a bearing on your application. Any falsification of qualification or other information may lead to the withdrawal of the offer of employment, or dismissal where the employment has already commenced.

### **Equal Opportunities Monitoring Form**

The information you provide on this form is treated in the strictest confidence and will not be used for shortlisting purposes. The details you supply will be kept separately to the information on the rest of the application form. If you are appointed this information will be held on your electronic personnel record.

### **Data Protection**

This statement explains what we intend to do with the information you are asked to supply in accordance with the principles of the Data Protection Act 1998.

### **Individual Needs of Disabled Applicants**

Disabled applicants may have individual needs in relation to the selection and interview process and every effort will be made to accommodate these. Disabled applicants are encouraged to identify any assistance or adaptation which would assist at interview and in undertaking the job applied for (e.g. sign language interpreter, level access, etc). To be guaranteed an interview under the Disability Confident Scheme, your application must meet the essential criteria of the job.