**Guidance on Completing your East SILC application**

*The information you provide in your application is the only information we use to decide whether you will be shortlisted for an interview or not. It is therefore, extremely important. We understand the amount of time and effort it takes to complete an application form and therefore wish to provide you with some guidance before doing so.*

**Before filling in the form read the Job Description and Person Specification**

* This will give you a clear idea of what knowledge, skills and experience we are looking for from applicants
* Ensure that in your application you demonstrate how you meet the criteria of the job role
* Make sure you say how you have developed/ used relevant knowledge, skills and experience. You may like to use examples from past jobs or personal experience
* Even if you do not have direct experience in an SEND school, consider transferable skills you may have. We want to hear about these!

**Additional information**

* Is there anything else you would like us to know about you? Do you have any particular hobbies or passions for anything?
* Is there anything in particular about your personality you want to convey?

**Employment history**

* Please ensure that you give a full training and employment history, including months of employment
* If there are any gaps in your employment history, please acknowledge this and tell us what you were doing during that period

**References**

* Please give details of *two* references. One must be from your current or previous employer.
* It is important to state their professional email address (If a professional reference) and the capacity in which you know the person

**Self Disclosure from**

**Please note that as part of our safer recruitment procedures, all candidates who are shortlisted for interview will be required to complete a self – disclosure form. The purpose of this is to ensure that all candidates are deemed as suitable to work with children. The document will ask for you to reveal any criminal offences or disciplinary actions against you and information provided will be treated in a confidential manner.**