

## Candidates Guide for Completion of the Application Form and Equal Opportunities and Monitoring Statement

Please read the following before completing your application form

### Assistance or Support

If you require assistance or support in filling out the application form, please contact the HR department on 01642 051020 or [hr@vision1590.org.uk](mailto:hr@vision1590.org.uk)

### General

Your application will be assessed against the criteria listed on the person specification.

- We do not accept CVs as part of your application; you must complete the application form
- Make sure all sections are completed clearly and as fully as possible.
- Make sure your application relates to the person specification.
- If you run out of space you may use additional pages unless stipulated elsewhere
- Make sure your application form is returned by the closing date.
- Keep a copy of your application; it will be useful to refer to for preparation if you are called for interview.

If you have a disability that prevents you from completing the application form please contact the school in the first instance.

Current legislation means that you will be required to provide documentary evidence for example National Insurance Number; showing that you are entitled to work in the United Kingdom. If you are short listed you will be asked to provide this at your interview.

### Education/Education Courses

In providing this detail applicants must be prepared to produce evidence of qualifications that are essential to the post.

Any Education courses that are listed should be relevant to the position.

### Previous Posts /Teaching Posts Held

Please state in chronological order all of your previous jobs/teaching positions the dates, post and salary details and the name of your current or last employer/school.

In the other experience section please account for all time since you left school, college or university. List your jobs with the most recent first, stating month and year and mentioning any gaps in employment. Include voluntary work particularly if you have not been in paid work.

### Relationships and References

Please complete these sections fully and clearly. This is important contact information.

We need to know if you are related to anyone within the school. This is to ensure that you are neither disadvantaged nor favoured in your application. You must not canvass any member of this school, to gain employment. This will disqualify your application.

Referees must be able to produce information about your suitability for the post. References provided by relatives, friends or people with whom you live are not acceptable.

You will need to provide the names of two referees. One referee must be your current or most recent employer. The second referee should be a previous employer or someone who can give information about you that is relevant to the job. If you are a school or college leaver please give the name of your head teacher or tutor. Alternatively if you have had other part time work the person you worked for may be prepared to act as referee.

It is advisable to contact your referees at an early stage to let them know that you wish to give their name and ensure that they are willing to act as a referee.

If you are short listed, contact will be made with the referees you supply on the application form. If, however, you prefer that we should not contact a referee prior to interview, please say so on the application form.

Please note that an offer of appointment is conditional upon receipt of a least two satisfactory references