



Guidance notes

Thank you for considering working for us. We want to choose the best person for the job, no matter what their gender identity, relationship status, race, disability, sexual orientation, religion, belief or age. We believe the best way of assessing your future performance is to look at your performance and behaviour in the past, which is why our recruitment process focuses mainly on what the job involves and how you have shown you can do these things. We will only ask for qualifications, experience or skills if these are relevant to the job on offer and if you would need them to be successful in the role. We ask you to provide dates of employment and qualifications only so we can confirm your work history. We do not use this information for any other purpose. We value experience you have gained at work and experience you have gained in other situations, and we encourage you to support your application with examples of how you think you have the skills, experience, qualifications and so on to do the job.

Part A of this form asks for personal information. We use this information to contact you and provide any extra support you may need if we ask you to come for an interview.

We use part B of this form to decide whether to interview you. This part of the form asks you to provide information about your past jobs, experience, qualifications and skills. When you fill in this part of the form, you should link your answers to the person specification, which gives details of what skills, experience and qualifications you need to be able to do the job. If you do not provide enough evidence of how you meet the requirements of the post, we may not be able to interview you.

You may cover information for the section on skills, knowledge and experience in your letter of application – it does not need to be repeated.

Part C of this form is for monitoring equality and diversity only. We separate it from the rest of your form when we receive it, so that it is not seen by anyone involved in deciding whether to offer you a job. However, if you tell us that you have a disability, we will give this information to the shortlisting managers to make sure they comply with our Guaranteed Interview Scheme.

Please fill in this application form in black ink or use a black font. This is because we may need to photocopy it. We do not accept CVs.

If we choose you for the job we will also need to contact the Disclosure and Barring Service to find out if you have a criminal record and as the job is in regulated activity we will check if you are barred from working with children. A criminal record will not automatically stop you from getting the job but we will consider the nature of the offence when assessing how suitable you are for the job. If you are barred from working with a vulnerable group it is an offence for you to apply for a job working with that group. If you fail to fill in a disclosure form when we ask, we will not be able to employ you. You can find more information about this in our 'Policy Statement on the Recruitment of Ex-offenders'. You can get a copy of this policy statement by contacting the school office.

Unfortunately, we are not able to contact everyone who applies for a job with us. If you do not hear from us within six weeks of the closing date, you should assume that your application has not been successful.

If you need this information in another format such as in Braille or in large print, please contact the school office.

We look forward to receiving your application.

