THE HERMITAGE ACADEMY
Application Form Guidance Notes

If you need any help to complete this form, please contact the HR Operations & Data Team (24 hour answerphone) Telephone: 03000 267247 and you will receive a call back to assist with your enquiries. You can also request information and application forms in other formats using the same telephone number.

Please read this information before completing the enclosed Application Form
These notes are intended to help you complete the enclosed application form section by section. The person specification provided with the details of the post, lists the criteria against which each candidate will be assessed. Invitation for interview is based on the information contained in the Application Form – complete it in a well-planned and positive way, use words such as 'I plan', 'I am responsible for'. The candidates short-listed will be the ones who most closely meet the criteria. Applicants who do not meet the essential criteria on the Person Specification will not be short-listed. Applicants with disabilities will be invited for interview if the essential qualification, experience and skills criteria are met.

General Points

- Please complete the form using type or black ink so that it can be photocopied.

- Please check that the form is for the correct post and take note of the closing date. If you are unable to complete the application form before the closing date, for example, due to requiring the form in a large print, then at the Lead Officer's discretion, written information detailing how you meet the essential criteria may be accepted until the standard application form can be completed.

- Please ensure that you include as much relevant information as possible on the application form. Any information provided on CV's will not be considered for short-listing purposes. If little or no information is provided on the application form it will be impossible to assess your suitability and therefore progression to the short-list for interview will be unlikely.

- If you do not have enough space on the form at any point you may continue on a separate sheet of paper, however, personal details, e.g. name, should not be included on any supplementary sheets.

- If you have not heard from the Academy within 30 days regarding your application, please presume you have been unsuccessful for the post.

Equal Opportunities Monitoring Form

- Please complete this section (1 to 7) to enable us to monitor our recruitment process in relation to our Equal Opportunities Policy. The information you provide will be treated with the utmost confidence and will be used only for statistical purposes to ensure that all candidates are treated fairly. This part of the application form will be detached before the selection process begins.

First Section

- This first section of the application form will be detached before the selection process begins. It asks for some basic details about you and the post that you are applying for, especially with regards to the post reference number, the post title, the service and the location and the closing date for the post. Full completion of this information by you helps to ensure that your application is not unduly delayed in transit to the relevant Recruitment Officer.

- Details of your Surname, Forename, Title, Date of Birth and Address and Telephone Numbers (Mobile and Work if convenient) are required together with an email address (if convenient).

- Indicate (by ticking) whether the post is open to job share and if so if you wish to apply in a job share capacity.

- Please state where you saw the job advertised.

- Indicate whether you consider yourself to be a person with a disability. This may include a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities**.** Long standing means that is has lasted, or is likely to last, for over a year. If you answer yes please detail any specific requirements to assist us with an interview so that the necessary arrangements can be made.

1 **When completing the Important Information Box** about Criminal Convictions:

Please note, the disclosure of convictions/cautions should only be made where the job you are applying for requires a DBS check as stated in the job advert and job description.

Following the amendments to the Exceptions Order 1975 (2013), certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and therefore cannot be taken into account. Please read further guidance on the criteria on the 'filtering' of these cautions and convictions on the Disclosure and Barring Service website – www.gov.uk/dbs before completing this section of the application form.

If the post requires a DBS check and after reading the guidance you need to disclose a caution/conviction please add the details to the application form, or alternatively send the details in a sealed envelope to **: Team Leader – HR Operations & Data, Durham County Council, County Hall, Durham, DH1 5UL** marked **'Strictly Confidential – For the attention of the Lead Officer – only to be opened by the addressee'.**

Please ensure you state the job title and job reference number for the post you are applying for.

- After reading the guidance notes including the information regarding Criminal Convictions you need to sign and date the Declaration to declare that the information you have given on the Application Form is true in all respects. If you choose to send the application form electronically you will be asked by the Lead Officer (or the relevant Recruitment Officer) to sign and date the Declaration when you attend for interview.

2 **Right to Work in the UK.** The Asylum and Immigration Act of 1996 requires employers to ensure that anyone who is taken on as an employee has the right to work in the UK. The successful candidate will be asked to provide documentary proof of their right to work in the UK**.**

Section A

Education

- Please provide full and accurate details about your education and training, paying particular attention to the grade achieved in each examination. All qualifications must be supported by relevant certificates, but please do not attach certificates. If successful these will be requested at a later date.

Section B

Employment Details

- Please provide details of your present post as requested. You should start by inserting the title of your present post immediately to the right of 'Present Post' and then continue with name and address of employer, employers business, dates, grade and present salary. Please ensure you give us your current salary.

- Additional Work:

  If you are successful in gaining an appointment and already have additional ongoing employment, it may be necessary to ask you to sign a waiver clause, signifying your consent to work an average of no more than 48 hours per week in your combined employment. This agreement is sought in compliance with the Working Time Regulations 1998. More guidance can be found on www.direct.gov.uk . Young Workers (those over the minimum school leaving age but under 18) are:

  - entitled to 12 consecutive hours rest between each working day;
  - two days' weekly rest;
  - a 30 minute in-work rest break when working longer than four and a half hours;

- limited to working 8 hours per day/40 hours per week;
- Prohibited from night work between 10 p.m. and 6 a.m. or between 11 p.m. and 7 a.m.

The next section asks you to demonstrate that you have the essential and where possible desirable experience, skills and knowledge as stated on the Person Specification of the post that you are applying for. Candidates who do not evidence that they meet the essential qualifications and experience listed on the person specification will not be short-listed. You can use continuation sheets if necessary.

Section C

Full Employment History

Please provide **full** details of all previous posts you have held, starting with the most recent first. You will also need to include any dates (if applicable) when you have not been in employment. Please use continuation sheets if necessary.

Section D

Referees

References will only be requested for the successful candidate but you must note that your appointment will be subject to satisfactory references. However, for positions in contact with children and vulnerable adults, the Council will request references from any or all previous employers and Managers prior to interview. All references will be verified by The Academy with the referee to ensure authenticity.

Please note that:

- Next of Kin/immediate relatives should not be named as a referee.

Section E

Additional Information

This section is for you to provide any additional skills information about yourself not already detailed in Section B which you feel is relevant to this post. This may include any particular skills and qualities which will help us to assess your suitability. The skills and qualities you include may be from work, on work experience or in a voluntary or other setting. Please use continuation sheets if necessary.

Please remember that only candidates who fulfil the requirements on the Person Specification will be considered for the vacancy. Have you checked that you match these requirements and told us how you match them (including providing real examples to demonstrate how you meet the criteria we have asked for)?

Finally, please check that you have completed your post reference number, post title, service/location and closing date and all personal details on the first section of the application form and that you have signed and dated the Confidential declaration. When submitting an electronic application form you will be asked to sign and date the Declaration if invited to the interview stage.

Complaints

The aim of the recruitment and selection procedure is to afford every candidate a fair and appropriate process which accommodates individual needs and ensures that every appointment is made on merit in an effective and consistent way. We welcome any feedback on the procedure.

If you feel you were not afforded this provision, then you should contact the Lead Officer, responsible for the appointment. This must be done within 5 working days of the end of the time you were told that if you hadn't heard from the Academy you had to assume you had been unsuccessful or **within 5 working days** of being told you had been unsuccessful, or alternatively within 5 working days of receiving feedback. You should state clearly why you believe you were not given this opportunity.

Thank you for your interest shown in the Hermitage Academy