Tudhoe Learning Trust

Guidance Notes For Completing Application Forms

Please read this information before completing this Application for Employment

These notes are intended to help you complete the enclosed application form. The person specification provided with the details of the post lists the essential and desirable criteria against which each application will be assessed at each stage of the Recruitment and Selection Process. Please note when the stage identified on the person specification includes "AF" you must show evidence on your application form that you meet this criteria.

General Points
Please complete the form using black type 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 applying for more than one post, a separate Application for Employment will need to be completed for each posts for which you are applying.

Tudhoe Learning Trust seeks to ensure that we appoint the right candidate to each job and that applications for employment are treated in a fair and consistent manner. Candidates are responsible for ensuring that they complete fully all sections of the application form in sufficient detail to ensure that the form can be properly assessed against the criteria shown in the person specification. Any information provided on CV's will not normally 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 shortlist 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. Please ensure that you write your name and the title of the post for which you are applying on any additional sheets.

Please supply additional sheets/personal statement to give further details of experience and private interests relevant to your application.

Front Page
The first section asks for some basic details about you. Please provide all the details as requested.

Employment History
Please provide details of your present post, as requested, including the period of notice to be given. If you are unemployed at the time of applying please indicate this.

Please also provide full details of any previous posts you have held, starting with the most recent first. Please ensure you complete the **"reason for leaving"** column and **ensure you account for any gaps in employment**. (Please note that if you are not currently employed, have not been employed recently or have limited experience of employment, you do have the opportunity to give details of any other experience, voluntary work or private interests that you feel help you to meet the criteria on the person specification in the personal statement section of this form).

Education
Please provide full and accurate details about your education and training, paying particular attention to the grade achieved in each examination. Relevant certificates must support all qualifications and any appointment will be subject to the presentation of the original documents, but please do not attach them, as they will be requested at a later date. **Please also provide information regarding CPD/Training where this is relevant to the role.**

Additional Skills and Special Interests
Please use this space to give further details of skills and interests relevant to your application. Please use additional sheets if required.

Letter of Application
Please use this space to explain why you are interested in the role. Focus on your experience, training, skills and qualities and explain why you feel they match the requirement of the role in the job description and person specification.

Referees
You must supply us with the names, designations and addresses of two people to whom we may ask for references. One **must** be your present or most recent employer and if you are a **recent** school leaver, one should be the Head Teacher of your last school. If you do not wish us to approach your referees prior to interview please indicate this and we will comply with this request, but please note that an appointment will only be confirmed once satisfactory references have been received.

Disclosure Information
Tudhoe Learning Trust operates a policy on employing people with criminal records. The Trust does not see a criminal record as a bar to employment and will consider the nature of the conviction and its relevance to the job applied for prior to making any selection decisions. Under the provisions of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, you are required to disclose information concerning convictions including those which for other purposes are regarded as spent under the Act. A disclosure via the Disclosure and Barring Service (formerly Criminal Records Bureau) will be requested for the successful applicant for this job. Tudhoe Learning Trust complies with the Code of Practice issued by the Disclosure and Barring Service, of which a copy is available from www.gov.uk.

Applicants must ensure they complete the separate Criminal Record Declaration form and submit this alongside their completed Application Form.

Driving Ability
Please answer the questions relating to driving ability in accordance with the requirements of the post.

Disability
Tudhoe Learning Trust is positive about disability and welcomes applications from disabled people. Please complete the section on disability, which we include to establish whether we need to make adjustments to enable you to take part in the selection process; take positive action in supporting employment for disabled people; establish whether you will be able to carry out a function that is intrinsic to the work concerned and / or establish that you have a disability where this is an occupational requirement (Section 60 of the Equality Act 2010 refers). Tudhoe Learning Trust undertakes to interview any applicant who declares a disability on the Application for Employment and who meets the minimum essential criteria for the job.

Finally please check that you have completed all sections of the Application for Employment, that you have signed it and attached / emailed your covering letter or personal statement.

Data Protection Disclaimer
We will use the information you give on this form and any supporting information you provide for the purposes of the form/service. Additionally, we will also use the information for the purposes of Tudhoe Learning Trust, and any other lawful purpose, and/or to provide you with information regarding other services and benefits to which you may be entitled.

Equality Policy
Tudhoe Learning Trust is committed to being an equal opportunities employer and is committed to equality for all in terms of our culture, service delivery and employment. The aim of the Trust's Equality Policy, with regard to recruitment and selection, is to ensure that no job applicant receives less favourable treatment on the grounds of sex, marital status, race, colour, ethnic origin, age, disability, sexual orientation, religion or belief, political beliefs, unrelated criminal conviction(s), or indeed any of the areas listed in our policy.

N.B. The Equality Monitoring Form is not part of the selection process. It will be used purely to monitor the diversity of applicants, in line with the Trust's Equality Policy.

No Smoking at Work Policy, Alcohol at Work Policy and Substance Misuse Policy
The Trust operates the above policies for the health and safety of its employees. All applicants successful at interview will be required to comply with these policies.

Conditional Offer of Employment
All job offers are conditional, subject to satisfactory pre employment checks including references, DBS check (if applicable), proof of ID, qualifications and medical clearance by our Occupational Health Service.