Cleves Cross Learning Trust

Application Form Guidance Notes

If you need any help to complete this form, please contact the Trust Business Manager/Administration Team at the relevant school.

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 shortlisted will be the ones who most closely meet the criteria on the person specification.

General Points

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

- Please check that the form is for the correct post and take note of the closing date. Applications received after this date will not be accepted.

- Please ensure that you include as much relevant information as possible on the application form. CVs will not be considered. 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, however, personal details, e.g. name, should not be included on any supplementary sheets.

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 asks for some basic details about you and the post that you are applying for, especially with regards to the post title and the individual academy within the learning trust. Full completion of this information by you helps to ensure that your application is not unduly delayed in transit to the relevant Officer.

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

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.

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 **: Trust Business Manager, Cleves Cross Learning Trust** marked **'Strictly Confidential – For the attention of the Executive Head Teacher – 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.

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**.**

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.

Employment Details

Please provide details of your present and previous appointments (permanent or temporary) as requested.

Additional Employment:

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 shortlisted.

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.

Additional Information

If you have any additional information please complete this section to provide any additional skills information about yourself not already detailed in Section B which you feel is relevant to this teaching post. This may include any particular skills and qualities which will help the Appointment Panel 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 keep this to a maximum of 1500 words.

Referees

For all positions in contact with children and vulnerable adults the Cleves Cross Learning Trust will seek references from any or all previous employers and line managers prior to interview. All references will be verified with the referee to ensure authenticity.

Give name, job title, and relationship to referee and address of two people, who must know you well to whom a reference may be made. Referee 1 should be your present (or most recent) employer, or if you are a recent school leaver, should be the Head Teacher of your last school. Next of kin or immediate relatives should not be named as referees.

Where applications are made the Cleves Cross Learning Trust reserves the right to seek a reference from any or all previous employers prior to interview prior to interview.

Please note appointment will only be confirmed subject to satisfactory references.

Finally, please check that you have completed the information relating to the post post title, academy and all personal details on the first section of the application form and that you have signed and dated the 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 Head Teacher or alternatively, if the post is for Head Teacher contact the Chair of Directors. This must be done within 5 working days of the end of the time that you were told.

Should you require advice regarding making a complaint, please contact the Trust Business Manager, Cleves Cross Learning Trust – contact details are on the advertisement.

Thank you for your interest shown in the Cleves Cross Learning Trust.

CLEVES CROSS FERRYHILL

The Academies of the
Cleves Cross Learning Trust

Rosa Street Primary School