

## APPLICATION FORM GUIDANCE NOTES

If you need any help to complete this form, please contact the person identified as the named contact on the advertisement for the post.

### **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 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.

### **Part A**

This first section asks for some basic details about you and the post that you are applying for. Full completion of this information by you helps to ensure that your application is not unduly delayed in transit to the recruiting officer.

Details of your Surname, Forename(s), 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.

## **Employment Details**

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

Please also 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.

## **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.

## **Personal Statement**

This 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. You can use continuation sheets if necessary.

## **Referees**

For all positions in contact with children 1Excellence Academy 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.

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.

## **Part B**

This part of the application form is removed before the selection process commences.

## **Equal Opportunities Monitoring Form**

Please complete this section (1 to 7) to enable us to monitor our recruitment process in relation to our commitment to Equal Opportunities. 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.

## **Additional Information**

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](http://www.gov.uk/dbs) before completing this section of the application form.

If the post requires a DBS check please complete this section and after reading the guidance you need to disclose a caution/conviction please ensure you complete the declaration form provided with the application form.

**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.

## **Signature**

You are required to sign the declaration. If the application form is completed electronically, you will be required to sign the form if you are invited for interview.

## **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 of School or alternatively, if the post is for Head of School contact the Chair of the Board 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 nominated contact provided on the application form.

**Thank you for the interest you have shown in One Excellence Academy Trust.**