



Whether you are already in employment, unemployed, returning to work after a break or looking for your first job after leaving full-time education, these notes are to help you complete your application as effectively as possible. Please read them before completing your application.

It is not possible to interview everyone who applies for a job. Your application form is the only means we have to judge your capability and potential and the information in it will be used to draw up a shortlist for the next stage of selection.

With the application form are a job description and a person specification. Read these documents through so that you are familiar with what the job involves. Have you got all the relevant skills and experiences for the job?

The job description lists the main duties and responsibilities for the post.

The person specification sets out the experience, skills, abilities and qualifications required to do the job. These requirements are split into two categories:

- I. essential criteria – these are the characteristics that are seen as essential to the job. A candidate that does not have these will not be able to carry out the job and will not be shortlisted for interview.
- II. desirable criteria – these may be used to choose between two or more good candidates.

Your application will be assessed against the criteria listed on the person specification.

## General Points

- Please read each section carefully. You may find it helpful to do a rough draft first. This helps to avoid making mistakes and allows you to organise your application.
- CVs alone are not acceptable. You must complete the application form.
- Write in a concise, well organised and positive way. Make sure all sections are completed clearly and as fully as possible. Keep to the facts – you may have to justify any information you have given.
- Make sure your application relates to the person specification for the specific job that you are applying for.
- If you run out of space you may use additional pages.
- When you have finished your application re-read it and check for any errors or omissions.
- Make sure your application form is returned by the closing date.
- Keep a copy of your application. It will be useful to refer to for preparation if you are called for interview.
- If you have a disability please let us know of any provision we can put in place to aid your application.

## Personal Details

Please complete this section fully and clearly. This is the information we need to contact you and to assist with proof of identity.

## Current or Most Recent Employment

Please state your employer's name, address and telephone number in full. Do not go into too much detail but list the main activities of the job.

## Previous Employment

Please account for all time since you left school, college or university. List your jobs with the most recent first, stating month and year and mentioning any gaps in employment. Check that dates are correct and in the right order. Include voluntary work particularly if there have been times when you have not been in paid work.



## Education and Qualifications

List the qualifications you possess including grades. There is no need to list failed exams. The person specification will say if the job requires any particular qualifications. If you are appointed we will need to see evidence of essential qualifications.

## Teacher Training, Other Professional Qualifications, Memberships and Registrations

List the qualifications you possess including grades. There is no need to list failed exam. The person specification will say if the job requires any particular qualifications. If you are appointed we will need to see evidence of essential qualifications.

We will verify with the relevant body on the date QTS was achieved and when Induction was passed.

## In Service Courses and Additional Achievements

List any formal, informal or on the job training you have received. Selection will be based on the education and training listed in the person specification. Also list any other awards or certificates you have achieved e.g. music certificates; swimming awards; first aid certificates.

## Additional Information

**Disabilities:** This information will not be used as part of the shortlisting process.

If you have declared a disability on your application and you meet the essential criteria for the job, as listed in the person specification, you will be guaranteed an interview. This does not guarantee you the job. At interview you will be assessed along with all the other candidates. You do not have to declare a disability, but we can only guarantee an interview (subject to you meeting the essential criteria for the job) if you tell us.

Please say if you need any special assistance at interview, for example if you have difficulty in moving up or down stairs or have hearing or speech difficulties.

## Right to Work in the UK

Before an appointment is made the County Council / Governing Body must ensure that you are legally entitled to work in the UK. You must state on the form whether or not you have the legal right to work in the UK and if so, whether there is an expiry date.

## Certain Restrictions

We need to know if you are related to a Governor, Councillor or an employee of The Bliss Charity School or County Council. This is to ensure that you are neither disadvantaged nor favoured in your application. You must not canvass either a Governor / Councillor or Council employee to gain employment. This will disqualify your application.

At the same time, it is to your advantage to find out as much relevant information as you can about the school / County Council, the Directorate or the job applied for. If the advertisement invites you to contact a named person for an informal chat, please feel free to do so. This will not form part of the selection process.



## Declaration of Interest / Code of Conduct

School / County Council employees must not allow personal and/or private interests to influence their conduct as employees.

Please give details of any other current employment you have. Also, please give details of any interests that you, your partner or close relative has in a private enterprise. This is to ensure that there is no conflict of interest that could affect our employment with the School / County Council.

**Important:** even if you have nothing to declare, please indicate this by writing 'None' in the space provided.

## Criminal Convictions

As the job you are applying for involves working with children, it will be exempt from the Rehabilitation of Offenders Act 1974 and subject to a Disclosure and Barring Service Disclosure at an enhanced level in accordance with the requirements of the Police Act 1997 and Safeguarding Vulnerable Groups Act 2006.

The Council Disclosure and Barring Service Disclosure policy is that the Council will undertake Enhanced Disclosure and Barring Service checks to:

- Provide protection for children against those who might wish to harm them;
- Protect the interests of the Council from those who may not be considered suitable to work in sensitive occupational areas.

The Council is committed to preventing discrimination or any other unfair treatment against any employees, potential employees or voluntary workers on the grounds of offending behaviour that does not create risk to children; or adversely affect the interests of the Council in sensitive occupational areas.

The Council complies with the Disclosure and Barring Service Code of Practice, which is available on request.

If you are shortlisted for interview, you will be required to declare any convictions (including convictions with Absolute Discharge) or cautions you may have, even if they would otherwise be regarded as 'spent' under this Act and any cautions or bind-overs. The information will be treated in confidence and will only be considered in relation to the application.

The disclosure of a criminal record or other information will not debar you from a job, unless you are on an ISA Barred List of the Council / Governing Body considers that the conviction renders you unsuitable for appointment. In making this decision the Council / Governing Body will consider the nature of the offence, how long ago and what age you were when it was committed as well as other factors which may be relevant, including appropriate consideration in relations to the Council / School's Equality and Diversity Employment Policy.

Failure to declare a conviction (including convictions with Absolute Discharge), caution or bind-over may disqualify you from appointment or result in summary dismissal and possible referral to the Police if the discrepancy comes to light. If you would like to discuss whether a conviction you have would be likely to debar you from working with children you may telephone West Northamptonshire Council on 0300 126 7666.

A copy of the Council's Recruitment of Ex-Offenders Policy is also available on request.

Please ensure that you sign this section when you have completed it.



## Supporting Statement

**This is your opportunity to tell us why you are suitable for the job.** Read the job description and person specification carefully to see what skills and experience you have that relate to those required by the job. Think about examples you can give to provide evidence of this.

Consider what you have done in the past: at home; at school; at college; in paid work; unpaid work; or in a hobby. These may be useful to show how you meet the items on the person specification. For example, running a home can show skills such as organising or budgeting, being active in a club or other groups can show teamwork, communication or organising skills.

Ensure that this section is written in a well-organised manner and is relevant to the job for which you are applying. Write in a positive manner such as 'I was responsible for...' or 'I organised...'. It is useful to deal with each point of the person specification in turn. This will help you to structure your statement clearly.

## References

No offer of appointment will be made until references, that are satisfactory to the County Council / Governing Body, are received. References must be able to produce information about your suitability for the post.

You will need to provide the names of two referees. If you have been in employment, one referee should be your most recent employer and the second a previous employer, or other employer, where you worked with children and provided by someone who can give the information relevant to the job. If the employment was within a school, the reference must be written by the Head Teacher. We reserve the right to ask you for further referees or contact previous employers if necessary.

References provided by relatives, friends or people with whom you live are not acceptable. Use someone who knows your capabilities and is aware of your potential. Testimonies, affidavits and references addressed "to whom it may concern" are not acceptable.

If you have been self-employed or employed by an organisation that has ceased trading give the name of an official such as an Accountant or Bank Manager who can vouch for you for that period.

References will only be taken up if you are shortlisted for the post you are applying for. Safer Recruitment in Education guidance advises that references for shortlisted candidates should be requested prior to interview.

Please state on the form if we should not contact a referee prior to interview. Please note that satisfactory references will be required if you are the preferred candidate after interview and before starting employment.

It is advisable for you to contact your referees at an early stage to let them know that you wish to give their name and ensure that they are willing to act as a referee.

## Declaration

Please read your completed form carefully and check for any errors or omissions. False declaration or omission in support of your application may disqualify you from appointment. If you are appointed, and false declarations or omissions are subsequently discovered, this may lead to disciplinary or legal action against you or dismissal.



**Please do not forget to sign your application form. If you are applying by e-mail, you will be asked to sign your application form if you are invited to interview.**

## **Equal Opportunities**

All stages of the recruitment process are monitored. We ask you to assist us in this monitoring by completing the recruitment monitoring form. The people involved in the selection process will not see it.

## **What Happens Next?**

Your completed application form will be used to decide whether or not you progress to the next stage of the selection process. No assumptions will be made about your experience. It is vital that you have told us how you meet the selection criteria.

If you do not receive an invitation for interview by the date specified in the advertisement, you can assume that your application has not been successful. If you require feedback on the reasons why you have not been shortlisted, please contact the recruiting manager / Head Teacher (or informal contact named in the original advert).

If you are not successful in your application, please do not be discouraged from applying for other jobs in the School / County Council. Your skills and experience may be more suitable to another vacancy.