

## THE APPLICATION FORM GUIDANCE NOTES

Completing the application form is the first step in the recruitment process which may lead to an interview and the possible offer of a job. It is, therefore, most important that you complete ALL sections of the application form which are relevant to you as clearly and fully as possible. Please do not include a Curriculum Vitae with your application but try to include all relevant information on the form itself using additional sheets if necessary. If you have a disability and would prefer to submit your application on tape – you may do so. Your recording should follow the format of the application form. The following notes will explain the application form and give some useful advice on how to complete it. Please use black ink or type since it will be necessary to photocopy your form.

### **SECTION 1: Vacancy details**

This section may have already been completed, but please check that all the details are complete and correct. If they are not included, please refer to the job advertisement to fill in this section.

### **SECTION 2: Personal details**

Please enter your personal details fully and clearly so that we may contact you about your application.

Right to work in the UK: If you are shortlisted for interview at a school, your original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment, the copy of your identification documents will be retained on file under regulations governed by the Immigration, Asylum and Nationality Act.

#### **Teachers Only**

Teacher reference number: This should be completed as it will be used to verify Qualified Teacher Status (QTS) and ensure you are not barred from teaching or subject to an interim prohibition order.

Qualifications: You will be required to produce original certificates with proof of QTS at interview.

#### **All Staff**

National Insurance number: If you do not currently have a National Insurance number, please leave this blank.

### **SECTION 3: General information**

If you are related to an employee of Forward Education Trust, or Director or Governor of the Trust, we ask you to tell us so that we can make sure all applications are treated fairly. Canvassing any Director, Governor or employee of the Trust (i.e. seeking to gain an unfair advantage through personal contacts) will disqualify your application.

### **SECTION 4: Disability and accessibility**

If you consider you have a disability or impairment, please provide us with some details about how we can support you or make arrangements for you.

### **SECTIONS 5 & 6: Education, qualifications and training**

Please enter details starting with the most recent. We are interested in ANY form of education you have followed, including any courses which did not lead to an examination or qualification. We will take full note of any education or qualifications gained overseas or as part of an employment training scheme. Successful candidates will be required to provide proof of qualifications.

### **SECTION 7 Memberships**

If you are a member of a professional body or association, please provide details.

### **SECTIONS 8 & 9: Previous career and other**

It is ESSENTIAL that you give full details in chronological order, starting with the most recent, of all employment and other experience since leaving secondary education. This should include any breaks or unpaid activities such as voluntary work, child rearing, travel abroad, etc. Please ensure there are no gaps in your completed service history before returning your form as this could result in your form being rejected.

We require information on all past or present employment. If you have recently left university, college, or a training programme and have not yet had a full-time or permanent job, please give details of any other employment that you may have had such as work experience, part-time, holiday work or voluntary work. Please include your current job title and where applicable school and Local Authority. If you have passed through threshold and you are successful in your application, you will be required to produce a copy of your letter of confirmation.

### **SECTION 10: Retirement**

You should refer to the Teachers' Pensions website to find out about returning to work after receiving pension benefits. Please go to [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk). This will guide you in relation to any action you need to take following a new period of teaching employment. You should also advise your former employer of your re-employment if you are in receipt of compensation following premature retirement. You will also re-enter the pension scheme unless you choose to opt out of scheme membership. Opt-out election is available from the Teachers' Pensions website.

### **SECTION 11: Dismissal**

Please provide details if you have been dismissed from employment at any stage in your career, detailed information should be provided in a sealed envelope.

### **SECTION 12: Written references**

Please give the name, email and addresses of two referees. If you have been or are employed, the first referee should be your current or most recent employer. If this employment has been within a school, this must be your Headteacher (or Chief Executive Officer of a Trust if this is relevant to your current role). If you do not name your current/most recent Headteacher as a referee, please expect to be questioned about the reason for this prior to interview.

If you are not currently working with children, but have done so previously, one of your referees should be from your most recent employer, where you were employed to work with children.

**Headteacher Positions:** Headteacher applicants from maintained schools should provide the name of a senior officer designated to respond on behalf of the maintaining authority of their current or most recent school. Headteacher applicants from academies or other independent schools should provide the name of an appropriate person responding on behalf of the Academy Trust or other employer. The second referee would normally be the Chair of Governors at that school.

**Newly Qualified Teachers:** NQTs should name a tutor as their first referee and an appropriate representative at the school where they undertook their final or most recent teaching practice as their second referee.

Please be aware that if you are currently or have previously worked with children, on either a paid or voluntary basis, the employer will be asked if there are any disciplinary offences relating to children, including any in which the penalty is 'time expired'. They will also be asked if they have any child protection concerns and the outcome of any enquiries or disciplinary procedures.

If you have been unemployed for some time, you should instead, name somebody who knows you well and wherever possible someone able to comment on you in relation to the job for which you have applied. References will not be accepted from relatives or from people writing solely in the capacity of friends.

In line with 'Keeping children safe in education' procedures, written references will be required for all shortlisted candidates in order that any relevant issues can be taken up at interview. Previous employers may also be approached to verify particular relevant experience or qualifications prior to interview.

### **SECTION 13: Other relevant information in support of your application**

Pick out those aspects of your experience or skills that are RELEVANT to this post. Explain how your experience, abilities, skills and knowledge match those required for the vacancy as set out in the person specification (where provided). Remember to consider experience in previous employment and relevant experience from voluntary/leisure/college activities. Other information should include relevant information particularly related the school e.g. the curriculum on offer, ethos of the school, etc. Give clear examples where you can in support of your application. Please provide no more than 3 sides of A4 in total.

### **SECTION 14: Consent, disclosure and confirmation**

When completed, read through your application form carefully, checking for errors and omissions. Ensure that you have signed and dated the relevant areas of your application form to confirm that your details are correct and complete.

Please read the notes in this section VERY CAREFULLY.

### **SECTION 15: Return address**

Please return your form and additional details to the address stated, or other provided.

### **SECTION 16: Job advertisement**

To help us improve our processes, it would help us if you could tell us where you saw the advertisement for the role you are applying for.

#### **Separate form: Recruitment monitoring**

You are asked to complete this section to enable us to monitor the effectiveness of our Equal Opportunities in Employment policy.

Please help us by ticking or completing the appropriate boxes in this section. Any information gathered will not identify individuals but will only be used to measure how we are progressing. This information will not be used by those in the selection process and is for statistical purposes only. We look forward to receiving your application.