

Guidelines for completing your application

General guidance for completing your application form

Applicants demonstrating that they possess the knowledge, experience, skills and personal qualities required for the post have the best opportunity of being short-listed and selected for interview.

The job description for the post shows the purpose and key responsibilities of the role while the person specification lists the criteria that the successful candidate will need to meet. Applicants who appear to meet all the essential criteria will be considered for short listing and interview.

Please do not submit a CV. They will not be accepted as a substitute for a completed application form.

Please ensure that your application form is returned by the correct closing date and time, applications received after this will not be accepted. Application forms can be posted (please ensure that the correct postage is used or your application will be held at the sorting office), emailed or faxed.

It is not possible to notify all applicants of the outcome of their applications. If you have not been notified that you have been selected for interview within two weeks of the closing date, please assume that your application has not been progressed to the next stage of the process.

Specific guidance for completing your application form

Personal Details

Make sure you complete this section fully. It is important to provide us with your full address and contact details. Please ensure that your address and email address are clear as this information will be used to contact you.

Present Employment

The name and address of your employer, your position and salary or scale, the date you started and the date and reasons for leaving (if applicable).

Education and Training

You must ensure you provide all the information about your education and qualifications you have obtained, including those qualifications you are currently studying for. You will be requested to provide original copies of the qualification certificates required for the role if you are invited for interview. Production of these will be a condition of your employment.

Teacher Registration

Make sure you complete this section fully for teaching posts only.

Membership of Professional and Technical Organisations	Provide details of your membership of any professional bodies/organisations. For instance - Institute of Leadership and Management; Chartered Institute of Personnel and Development; General Teaching Council. Ensure that you include details of membership of any bodies that are required for the post. Documentary evidence of membership of institutions required for the post will be requested if you are invited for interview.
Relevant Professional Development	Make sure you include all relevant professional development for this post, ensuring you include the title, the length and date of the course and any qualifications that were awarded.
Previous Employment	In this section, it is important that you include all relevant work experience including part time work or temporary jobs. Remember to fill in the full name and address of the employer, your position, the dates you started and left and your reason for leaving. Please account for any gaps in your employment.
Other Relevant Work	Complete this section with any work experience or voluntary work that you have undertaken that is relevant to the role applied for.
References	This section must be completed with the details of your identified referees (they should not be related to you). If you are leaving full time education and do not have employment references to offer, please give the name and contact details for a referee from your school, college or university. Please note that any appointments made are subject to the receipt of two satisfactory references.
Information in Support of Application	<p>You should provide evidence that you meet each of the essential criteria contained in the person specification by giving examples of what you have done and saying how you believe you meet each requirement. Simply asserting that you have the required knowledge, skills etc is not sufficient.</p> <p>The example you give should outline what you have done in the past to demonstrate that skill rather than what you would do if a particular situation arose. The example may be from your current post or from an activity you have done in the past. For example, if one of the skills in the person specification is “effective communicator” it will not be adequate to just state “I am an effective communicator”. You must provide an example of how you have demonstrated effective communication skills in the past.</p> <p>Use the selection criteria as headings in the order they appear on the person specification, to make sure that you address each criterion in turn.</p> <p>You may want to refer to work outside full time</p>

employment such as studying, training, social activities, organising/coaching sports, community or voluntary work.

Criminal Convictions

You must provide information of **ALL** convictions as the post is automatically exempt from the Rehabilitation of Offenders Act 1974 and rules relating to 'spent' convictions do not apply.

If successful you will be required to apply for a disclosure of criminal records at an enhanced level. Further information about the Disclosure Scheme can be found at www.gov.uk/crb-criminal-records-bureau-check

Declaration One

Must be signed and dated.

Eligibility to work in the UK

You must indicate whether you would require a work permit for this position.

If you are shortlisted you will be asked to provide documentary evidence that you are eligible to work in this country as required by the Asylum and Immigration Act 1996.

Declaration Two

Indicates whether you are related to the Principal or a member of the Governing body and you should complete the details if relevant.

Any dates not available

If you are unavailable for interview at any point in the 2 months after the closing date please indicate.

Equal Opportunities

Please complete this section 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 is detached before the selection process begins.

If you have any additional queries with regards to completing your application form please contact Mr Ross Dyson on 01709 812 864 ext 160 or via email on rdyson@maltbyacademy.org
