
Candidate Information Sheet

Guidance notes for applicants:

Thank you for showing an interest in the vacancy we advertised. Before you fill in your application form please read the following notes. We hope you find them helpful. Your application form will play an essential part in the selection process and determines whether or not you will be shortlisted for an interview. Please do not send us a CV, we only accept applications by 'application form'.

Person Specification:

This document explains what we are looking for. It tells you what knowledge, experience and skills you need to do the job. We call these the 'criteria' which we use to make appointments.

The person specification shows you which criteria we will use to shortlist for the interview process; 'Essential Criteria' are those which you must have to successfully carry out the responsibilities of the job. 'Desirable Criteria' are extra requirements which we may use if we receive too many forms which meet our 'essential criteria'

Application Form:

If you want to apply for more than one job, please fill in a separate application form for each job. Check through your application form before sending to make sure that it is clear, check spelling and that it covers all the criteria. Please give all the information you think we may need, as we cannot guess or assume anything about you. If appropriate complete the sections on 'employment' and 'relevant knowledge, experience and skills' on a separate sheet and then attach the printed sheets to the form.

Relevant knowledge, Experience and Skills

Please tell us anything you think is relevant to the job you are applying for. You will need to give us enough information so that we can judge whether you are suitable for the job. For example, if the job requires experience of report writing, tell us about the type of reports you have written, the main contents and who the reports were for.

You may also have relevant experience from activities outside of your normal work. This may indicate other qualities and abilities just as much as any work experience. For example, you may have skills and experience from running a club or voluntary group.

References

You should give the names of two people who can act as referees. One of these people must be your present or most recent employer. We will contact your previous employers or other appropriate organisations for references and will do this for all applicants who are shortlisted prior to interview. If you are a recent school or college leaver one of your references must be from a teacher or lecturer. Please note that we do not accept references from friends, relatives, or open references addressed 'to whom it may concern'.

Equal Opportunities

We ask that you fill in the Equality and Diversity Monitoring section of the application form. We will treat this as confidential information which will not be shown to the shortlisting panel. We will use this information to make sure we are acting fairly when we employ people.

If you have a disability

The Disability Discrimination Act defines 'disability' as follows: '... a mental or physical condition which has a substantial and long-term adverse affect on the employee's ability to carry out normal day-to-day activities. Long-term means that the condition must last, or be likely to last, for more than 12 months'. If you need help in filling in the application form or need information in a different format (for example in Braille) please let us know. You may be shortlisted and an Interview offered as long as you meet the essential requirements of the job. If you need assistance or help please contact the named person on the correspondence sent to you so that we can make suitable arrangements.

Conditions of Job Offer

If you are successful at interview you will be given a written offer of appointment. This offer is subject to: The receipt of two satisfactory references, medical fitness to undertake the duties of the post, where appropriate evidence of any required professional qualifications (i.e. teaching/nursery nurse qualification), We will check that teachers are registered with the General Teaching Council and have a valid Teacher Reference Number. Evidence that you have the right to work and can be legally employed in this country (i.e. share code, passport and/or visas or work permits).

The Trust is committed to the protection and safety of its pupils at all times. We take safeguarding and promoting the welfare of children and young people very seriously. An Enhanced Criminal Records disclosure check will be carried out on all employees.

Confidentiality

All information is held confidentially and is released on a need to know basis e.g. information about disclosure applications and criminal background checks forms will be discussed between the Headteacher and the Director of People..

Data Protection Statement

The information that you provide on the application form and that obtained from other relevant sources to process your application for employment, will remain confidential. By signing the application form it will be assumed by the School that you agree to the processing of sensitive personal data, (as described above), in accordance with the School's registration with the Data Protection Commissioner. Please see our Data Protection Policy on the Trust's website. By signing the application form it will be assumed by the School that you agree to the processing of sensitive personal data, (as described above), in accordance with the School's registration with the Data Protection Commissioner.