



## Guidance Notes

**Generations Multi Academy Trust (Generations) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our comprehensive recruitment and selection process aims to discourage and screen out unsuitable applications. Successful candidates are subject to rigorous pre-employment checks.**

### Guidance on completing an application

Applicants are advised to read these notes carefully before completing the application. Shortlisting for the position will be based on information provided on the application form only. The job description and person specification advertised should provide full details of the position and will assist in completing the form.

### Application Pack

The application pack gives an overview of the school and the Trust. Details of the vacancy can also be found here [Vacancies - Generations Educational Trust](#).

### Job Description

The job description includes all the main duties and responsibilities of the position you are interested in, as well as the personal and professional qualities/skills required for the post.

### Person Specification

The person specification sets out the criteria that will be used by the shortlisting panel when selecting candidates for interview. There will be criteria on the person specification that are essential and desirable. Candidates should use the person specification when completing an application form, ensuring that they demonstrate how they meet the criteria. The personal statement provides the opportunity to offer further details if appropriate.

### Additional Information

We welcome visits and would be delighted to show potential candidates around the school so that they can meet the team and fully appreciate the excellent facilities.

**Generations is committed to safeguarding and promoting the welfare of children and young people and expect that all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check before taking up the post, along with the pre-employment safeguarding checks.**

### General

- CVs are not accepted. You must complete an application form, which can be found on our vacancies page.
- Your application may be typed or handwritten but if you choose to handwrite your application, make sure that it is legible and that you use black ink.
- On the front page, indicate clearly which post you are applying for.
- Ensure that applications are sent through to the correct email address before the closing date. Late applications will not be accepted.
- Make sure that you complete all sections of the application form accurately and fully ensuring that there are no unexplained gaps in your education or employment history.
- Ensure that your application relates directly to the person specification for the post.
- Providing false information on the application form may lead to withdrawal of any conditional offer of employment, or disciplinary procedures if you have already been appointed to the post.

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## Right to Work in the UK

Offers of employment are subject to confirmation of proof of eligibility to work in the United Kingdom. Original documents will be requested at interview. A full list of suitable documents can be found here: [Right to work checklist](#)

## Employment History

Due to our commitment to Keeping Children Safe in Education, please give a full employment history, in chronological order, starting with your most recent occupation and ending with your first occupation, since leaving secondary education. Include periods of post-secondary education / training. Please record details of any gaps in employment, providing an explanation (e.g. looking for employment, travelling, or time taken out of paid employment due to childcare responsibilities etc). Provide ensure you record start and end dates for all occupations.

## Present employment

Make it quite clear what your present post is, which establishment you work in, and who your employer is. We need to know your grade, length of service, and what your current job responsibilities are.

## Qualifications

Please list any qualifications you have gained or are undertaking (e.g. GCSEs, A-levels, degree, NVQs, professional qualifications) along with any additional training you have undertaken, which is relevant to the post which you are applying for. If you are shortlisted for interview, you will be required to produce original certificates (or other documentary proof of qualifications) where these are specified as an essential requirement of the post.

## The Personal/Supporting Statement

Your supporting statement is a very important part of your application and candidates are asked to make statements which demonstrate how their qualifications, skills and experience match the criteria outlined in the Job Description/Person Specification. These may have been gained from your work experience, any voluntary or community work or any other organisation you may have been involved with. If you are a teacher, please provide details of any specialist training experience/skills you possess that may be relevant to the post.

## Referees

Please give details of at least two referees who can provide professional references. Both referees should be from your current and most recent employer (as detailed in the current/previous employer section of the application form). If the reference is from a school, it should be addressed to the Headteacher, so please provide their details. If the request is from an organisation, it should be your previous line manager or someone in a position of authority.

If you are (or have recently been) a student, one should be a senior staff member from your place of study. If no professional references are available, please provide referees who know you in a professional capacity, not a friend or family member. (e.g. solicitor, accountant, trustee, teacher, child's teacher, community group leader (volunteer), sports coach, a government official, a legal adviser, religious leader etc).

## Declaration

All applicants are asked to sign to certify that the information provided is true in your application form is correct and agree to the terms and conditions relating to Disclosure of criminal convictions, Safer recruitment and Data protection act 2018 as detailed below.

## Child Protection

Jobs involving work with children, older people, those with disabilities, learning difficulties and other vulnerable groups are exempt from the provisions of the Rehabilitation of Offenders Act 1974. As such, by applying for a job in the school you are required to state whether or not you have any unspent convictions, cautions, reprimands or warnings or if there are any criminal charges or summonses pending, against you.

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A conviction, caution, reprimand or warning will not necessarily be a bar to employment. Those appointed to work in the school will also be required to undertake a check for convictions by the Disclosure and Barring Service.

### **Safeguarding Declaration**

Please ensure that you sign the safeguarding declaration to declare that you are not barred from working with young people and you do not have any sanctions or conditions on your employment.

### **GDPR and the Data Protection Act 2018**

All of the information supplied with this application form will be processed in accordance with the above regulation. The information provided will be used for the sole purpose of appoint to the specified position.

### **Submitting your application**

When completed, please read through your application carefully, checking errors or omissions. It should be returned to [recruitment@generationsmat.herts.sch.uk](mailto:recruitment@generationsmat.herts.sch.uk)

Make sure you meet the quoted closing date, ensuring that your application is sent to the school/HR Team in plenty of time. Applications received after the published closing date will not be considered. The advertisement for the post and/or application form will give details of how your application should be submitted.

Any offer of employment made, whether verbally or in writing, will always be subject to receipt of satisfactory references, proof of qualifications, proof of identity, proof of eligibility to work in the UK, DBS and other disclosure checks, a medical questionnaire and any other requirements arising in law or direction to schools.