

Guidance notes for completing the application form Professional or support roles

These notes have been put together to help you complete your application form. Please read them carefully, along with any other information supplied by the school, before you start.

Filling in the form

- We will not make any assumptions about your abilities and we do not take into account any previous applications or any prior knowledge of you
- The form needs to be legible and should be completed online, or **in black ink or typed**
- It may be helpful for you to make and complete a rough draft of the form before final completion and to retain a copy for your records
- **You must complete all sections of the form.** If a section is not applicable, please state this – do not leave any blank or unfilled sections
- A CV, or an application form that simply refers to an enclosed CV, cannot be accepted in place of a completed application form

For technical support with the Microsoft Word application form see page 3.

Personal details

Enter fully and clearly your name, address, telephone number(s) and email address so that you can be easily contacted. It is also important to include your date of birth and National Insurance (NI) Number, for pay and pension purposes, should you be successful in being appointed.

Qualifications and training

Provide full details of your education at secondary level and above. Make sure you give all the information required, including levels and grades of any examinations taken. If a required qualification has been specified, make sure you give all the information required and levels of any examinations taken. You will be expected to provide documentary evidence if you are invited for an interview.

Details of degrees/diplomas and any other qualification, including any in progress

Provide full details of your degrees/diplomas and any other qualifications, including those that you are currently studying for. Make sure you give all the information required and levels and grades of any examinations taken. If a qualification has been specified, make sure you give all the information required and levels of any examinations taken. You will be expected to provide documentary evidence if invited for an interview

Relevant short courses attended in the past five years

Include details of any special skills training, day release or evening classes, or other relevant skills, e.g. ability to speak other languages.

Details of current or most recent employment

State clearly your current or most recent employer's name and address. Include details of the post held and (if applicable) reason for leaving.

Current salary range and actual salary

Please complete as accurately as you can including details of any allowances awarded.

Previous employment, voluntary work or other activities

Enter names and addresses of all previous employers, starting with the most recent. You can also include work experience placements, holiday jobs or voluntary work in which you have developed skills relevant to the job you are applying for.

It is very important that you complete this section in chronological order, and detail accurately any gaps between employment and other activities.

Personal statement in support of your application

This section is **very important**. It gives you the opportunity to detail why you feel you are the best person for the job and why you are applying. Use the job description and person specification as a guide, and focus on how your skills, knowledge and experience meet the job requirements, giving specific examples. Include also details of voluntary work you have been involved in, experience at school and any relevant experience outside work.

Referees

Give the names, addresses and email addresses of **two people** who can provide references in support of your application. One of these must be your current (or most recent) employer.

If you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children.

Please note that family members, friends and relatives are not acceptable referees.

Referees will be asked about past disciplinary actions or allegations excluding those that were deemed to be unfounded, unsubstantiated or malicious when assessing your application. If you are subsequently made a conditional offer of employment, further information may be sought about health and absences.

Permission to work in the United Kingdom (UK)

Please complete this section and ensure that you are able to confirm that you have a legal right to work in the UK. You will also be asked to provide documentary evidence of this prior to commencing work with the Authority.

For further information, see www.jobs.cam.ac.uk/right/have/

Declaration

We need to know if you have a close relationship with and/or are related to any employee, governor or anyone else connected to the school, in order to ensure a fair selection process.

The school is required to give you the opportunity to voluntarily declare convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). You will be provided with a self-declaration form by the school shortly. All posts in schools are exempt from the Rehabilitation of Offenders Act 1974. If you are appointed, you will be required to complete a disclosure application that will be sent to the Disclosure & Barring Service (DBS). The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so.

You must sign and date your application form to declare that all information is correct.

If you send the completed form by email or submit the application online, you will be asked to sign the form at the interview, if selected.

Returning completed applications

Check spelling and grammar carefully and ask a friend to proofread your completed application before you submit it.

Complete your application online or return the form to the contact stated on the advertisement, keeping a copy for your records. Your completed application must be received before the closing date specified on the job advert.

Other information relevant to your application

Health/medical details

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination before their appointment is confirmed.

Application Form Technical Support

Following both candidate and school feedback we have recently created alternative application forms as a Microsoft Word document.

Below are a list of tips to support you in completing the form:

- The forms are restricted to prevent candidates/ schools being able to edit the fields or font used
- To add another row to a table hover over the bottom row and then click the + button in the bottom-left corner of the table



Name of college, university or other institution, location	Inclusive dates Month & Year		Type of Degree/Course title	Grade/Class (or state if still in progress)	Main subject
	From	To			
Type...	Month & Year eg. 01/2002	Month & Year eg. 01/2002	Type...	Type...	Type...
Type...	Month & Year eg. 01/2002	Month & Year eg. 01/2002	Type...	Type...	Type...
Type...	Month & Year eg. 01/2002	Month & Year eg. 01/2002	Type...	Type...	Type...

- Once you have added a new row you are not able to remove it

For further support call 01438 845785 or email teachinherts@hertsforlearning.co.uk