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## Using anonymised application forms

Name blind applications are increasingly seen as best practice, where the personal information of the candidate is within a detachable section of the application form. This is so that shortlisting can be carried out without knowledge of the candidate's name, age, race, gender, disability etc. Once shortlisting is complete the two parts of the application form are re-united and included in the pack for interview.

In respect of applications made to schools via Teach in Herts, we have adapted our online form so that the site automatically creates two separate documents from each completed online application form, one of which excludes all personal data. Both versions of the form are available for schools to download as required, and share a unique **Application ID** number, allowing easy cross-reference as needed.

**The Anonymised application form** is the reduced version, with all personal, identifying data removed, including:

- name and contact details
- Permission to work/ visa information
- Name of college, university or other institution, location
- Name of secondary school/college, location
- Referees

This version is available to schools as an option, and an increasing number of our schools now use the **Anonymised application form** for the shortlisting/ first stage in their recruitment process, with the **Full application** being considered only at later stages.

In order for this process to work, we have added notes to our forms advising you not to include identifying information such as name, age, name of academic institutions, etc. within your personal statement. You will also need to keep a note of your **Application ID** number for future reference.

Some schools prefer candidates to complete their own application form rather than submit their application via the Teach in Herts online application process, and in that case schools will follow their own processes. The application options available will show when you apply for each job.