

GUIDANCE NOTES
SCHOOL SUPPORT STAFF APPLICATION FORM

THE APPLICATION FORM

Completing the application form is the first step in the recruitment process which may lead to an interview and the possible offer of a job. It is, therefore, most important that you complete **ALL** sections of the application form which are relevant to you as clearly and fully as possible. Please note we will only accept BVGS or TES application forms. We will not accept a Curriculum Vitae with your application, therefore try to include all relevant information on the form itself using additional sheets if necessary. If you have a disability and would prefer to submit your application on tape – you may do so. Your recording should follow the format of the application form. The following notes will explain the application form and give some useful advice on how to complete it. Please use black ink or type as it will be necessary to photocopy your form.

Post Applied For

Please enter the Job Title and the date of completion of the form.

Personal details and contact details

Please use block capitals to enter your personal details fully and clearly so that we may contact you about your application.

National Insurance number: If you do not currently have a National Insurance number, please leave this blank.

Right to work in the UK: Original identification documents verifying your right to work in the UK will be requested from you, checked and a photocopy will be taken. If your application is successful and you commence employment, the copy of your identification documents will be retained on file in accordance with the Immigration, Asylum and Nationality Act/Immigration Act.

If you are related to a School Governor or an employee of Bishop Vesey's Grammar School please provide details of this so that we can make sure all applications are treated fairly. Canvassing any governor or employee of the School (i.e. seeking to gain an unfair advantage through personal contacts) will disqualify your application.

Membership

This section refers to membership of institutes or organisations relevant to the job you are applying for, such as professional, occupational or trade membership.

Professional development/Training

Starting with most recent first, please include any training gained through work or other activities, which you feel is relevant to the job you are applying for.

Education/qualifications

Please enter details starting with the most recent first. We are interested in **ANY** form of education you have followed, including any courses which did not lead to an examination or qualification. We will take full note of any education or qualifications gained overseas or as part of an employment training scheme. Successful candidates will be required to provide proof of qualifications.

Current and previous employment & experience

It is ESSENTIAL that you give full details, starting with your current employment, followed by all previous employments and any other experience since leaving secondary education.

We require information on all present and past employment. If you have recently left university, college, or a training programme and have not yet had a full-time or permanent job, please give details of any other employment that you may have had such as work experience, part-time, holiday work or voluntary work. Please include your current job title and the name of your employer/type of business.

Gaps in employment history/education history

This should include any breaks or unpaid activities such as voluntary work, breaks to raise a family, travel abroad, etc. Please ensure that all gaps in your education and employment history are accounted for before returning your form, as this could result in your form being rejected.

Supporting statement

It is important to complete this section as this will help determine whether you will be shortlisted for interview. Please provide no more than 2 sides of A4 in total. You can mention any experience gained through work, school, college, at home, in voluntary work, in work experience or through hobbies that will support your application. Think about how you can draw upon your skills, experience and personal qualities, then match these against the criteria set out on the person specification. You should avoid bland statements such as 'I have all the skills and abilities mentioned in the person specification', instead fully explain how you meet the requirements and include examples.

References

Please give the names, addresses (including postcode) and e-mail addresses of two referees. If you have been or are employed, the first referee should be your current or most recent employer. If this employment has been within a school, this will normally be your Headteacher or appropriate Line Manager.

If you are not currently working with children, but have done so previously, one of your referees should be from your most recent employer, where you were employed to work with children.

Please be aware that if you are currently or have previously worked with children, on either a paid or voluntary basis, the employer will be asked if there are any disciplinary offences relating to children, including any in which the penalty is 'time expired'. They will also be asked if they have any safeguarding or child protection concerns and the outcome of any enquiries or disciplinary procedures.

If you have been unemployed for some time, you should instead, name somebody who knows you well and wherever possible someone able to comment on you in relation to the job for which you have applied. References will not be accepted from relatives or from people writing solely in the capacity of friends.

In line with 'Safeguarding Children and Safer Recruitment in Education', written references will be required for all shortlisted candidates in order that any relevant issues can be taken up at interview. Previous employers may also be approached to verify particular relevant experience or qualifications prior to interview.

Arrangements for interview

If you have a disability, please complete this section so that suitable arrangements can be made if you are called for an interview and/or a work based exercise.

Data Protection Legislation / Confirmation of Details

It is wise to read through your application form carefully after you have completed it, to check for any errors and omissions. Ensure that you have signed and dated the relevant areas of your application form to confirm that your details are correct and complete. Providing false information is an offence and could result in the application being rejected, or summary dismissal if appointed.

Disclosure

In accordance with the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 all convictions, cautions, warnings, reprimands and bind-overs, including those regarded as 'spent' must be declared, unless they are protected cautions and convictions. Please refer to the guidance notes in the Disclosure section of the application form, where you will also find the link to the government guidance and criteria.

You should tick one of the statements to declare that you have NO criminal conviction, cautions, warnings, reprimands or bind-overs; that you are not barred or disqualified from working with children, or subject to a prohibition order, or alternatively tick the box stated that you do have any of the above.

It is essential that you declare details of any offences that are not protected with your application, by providing full written details to the HR Manager in a sealed envelope marked 'Private and confidential'.

Please be assured that any declaration will be treated in the strictest confidence and full consideration will be given to:

- Whether the information is relevant to this position;
- The seriousness of the offence/s;
- Length of time since the offence/s;
- Whether this was part of a pattern of offending or one off incident;
- The age of the applicant at the time, the circumstances of the offence and the explanation of the applicant.

Recruitment monitoring

You are asked to complete this section to enable us to monitor the effectiveness of our Equality & Diversity Policy.

Please help us by ticking or completing the appropriate boxes in this section. Any information gathered will not identify individuals, but will only be used to measure how we are progressing. This information will not be used by those in the selection process and is for statistical purposes only.

Finally, do refer to the closing date on the advert and ensure your application is sent to the return address on the form in plenty of time. Your application will need to be received by the specified closing date and time.

It is advisable to keep a copy of your application form to refer to if you are shortlisted for interview.

All applications are treated confidentially.

We look forward to receiving your application.