

Forge Valley School

Member of the Tipton School Academy Trust

GUIDANCE NOTES

You are advised to read the following notes carefully as, unless other selection techniques are used, the decision to shortlist you for interview will be based solely on the information you provide in the Application Form. This advice is designed to help you complete the Application Form as thoroughly as possible.

When completed, read through your Application Form, checking for errors or gaps. Check the closing date and make sure your application is sent in plenty of time because late applications will only be considered in exceptional circumstances. The form should be returned to the address on the advertisement/Application Form.

HOW WILL YOU KNOW WHAT WE ARE LOOKING FOR?

The job advertisement describes the skills, experience and qualifications we are looking for, and this forms the basis against which you will be assessed. The job description and person specification will be enclosed with your Application Form, to show the main duties, responsibilities and personal attributes of the post. You should read them carefully and try to identify the key words and phrases.

DO YOU HAVE WHAT WE ARE LOOKING FOR?

From the information in the advertisement, job description and person specification work out if you have the skills, knowledge and experience we are seeking. If not, show how you have used them in the past. Do not forget that skills can be transferable. The tasks you perform may not be the same as those in the job you are applying for, but the skills you use to carry out those tasks may be the same.

Remember that the skills and experiences you have gained outside paid work, for example, from domestic responsibilities, unpaid or voluntary work or organising social or community activities can demonstrate skills you have taken for granted which could be a clear sign of your ability to do a job.

ASYLUM AND IMMIGRATION ACT 1996

The successful applicant will be required to provide one original document, which proves their entitlement to work in the UK, e.g. P45 or P60 before an offer of appointment is made. A full list of suitable documents for this purpose will be issued to every successful applicant.

DATA PROTECTION

Forge Valley School (the Academy) is collecting data in order to process your application under its Safer Recruitment and Selection Policy and will use it for any subsequent employment purposes.

On occasions, the Academy will have to contact third parties to verify information you have provided and other facts relating to you and your application, for example references.

The Academy needs to protect the public funds it handles so we may use the information you provide on your Application Form to prevent and detect fraud. We may also share this information, for the same purpose, with other organisations that handle public funds.

Should you be unsuccessful with your application the Academy will destroy your Application Form after six months of its submission.

RECRUITMENT MONITORING

Tipton School Academy Trust is committed to promoting equality, inclusiveness and social justice for all its citizens and staff. We will work positively to achieve this by challenging all forms of discrimination, exclusion and injustice.

We will endeavour to ensure that our workforce and our services reflect community diversity and needs.

To assist Tipton School Academy Trust to monitor and evaluate its effectiveness in relation to equal opportunities, and for no other reason, applicants are requested to complete and return the Recruitment Monitoring Form. The details supplied are held in confidence and are not used in any way in the recruitment and selection process.

SMOKING POLICY

The Academy operates a "No Smoking Policy" which effectively means that the whole premises is a non-smoking environment.

THE APPLICATION FORM

1. Information

Information you provide in the Application Form will be treated as confidential. In an attempt to ensure greater objectivity in the selection process, it is divided into two parts, (A and B) with only Part B being used to shortlist candidates for interview. Therefore, please do not enter your name on Part B of the Application Form, or on any additional information submitted in support of your application.

2. Completion of the Form

The form should be filled in as completely and clearly as possible, in black ink or typed (where applicable). If you have a disability that prevents you from completing the Application Form, you may have someone complete it on your behalf. On request the Application Form is available in large print. Braille or taped applications are welcome and the Application Form is also available on the internet. If you need to attach additional sheets to support your application or to provide additional information, please quote the serial number shown at the top right hand corner of the Application Form. Read each section of the Application Form carefully.

3. Fitness to fulfill the post

All appointments are subject to the successful completion of a medical screening process. Only candidates provisionally offered a post will be required to complete a pre-employment health questionnaire. This is sent to Occupational Health in a confidential envelope. A health problem does not preclude a person from full consideration for the job. Information relating to the health of an individual is sensitive personal data and is subject to strict controls under the Data Protection Act, 1998.

4. References

We need a reference from your present or most recent employer. If you have never been employed or have been out of paid work for a long time, you should give the name of a responsible person who knows you well but is not a relative. Referees will be sent a copy of the job description and person specification. References will be requested prior to the selection process.

5. Education and Training

The 'Qualifications' section gives you an opportunity to list any examinations or certificates you have gained or are currently taking. For some jobs, qualifications are essential, but not all jobs require formal qualifications – the advertisement, job description and person specification should tell you whether qualifications are required. Original certificates will be checked during the selection process.

6. Employment History

Please provide full details of your current (or last) employment and highlight any achievements in this post. Where the information relates to your previous employment, please provide your reasons for leaving. Please provide a continuous record of all experience, paid, or unpaid, including, for example, voluntary work, positions of responsibility or any other experience you consider relevant. If not full-time indicate the hours worked per week.

Please explain any break in your work experience.

Please do not attach a CV.

7. Information to Support your Application

This section is probably the most difficult part of the Application Form to complete, however, it is very important. This is where you match your skills, knowledge, experience and personal qualities to the job description, person specification and advert.

Ask yourself why you are interested in the position, for example would it be promotion or alternatively a good career move sideways to broaden your experience? Do not simply repeat your career history. Pick out skills, knowledge and experience required by the job description and person specification and provide evidence that you possess them.

Any supporting information (i.e. additional sheets) should contain your name.

8. Job Sharing

Tapton School Academy Trust supports job sharing as a means of creating job opportunities, offering more flexible working arrangements and as a means of retaining experienced and trained staff. Some jobs within the Academy are available for job sharing.

Applications from single job share applicants will be accepted and treated in the same way as full-time applicants.

If this post is full-time and it has been advertised as being suitable for job-sharing, please tell us whether you are applying for a full-time post, willing to job-share, or whether you would consider either:

Please ✓

Full Time

Job Share

Either