



St Benedict's Catholic College

APPLICATION FORM – GUIDANCE NOTES

INTRODUCTION

The main Job Application Form asks for detailed information about you and your work history. The purpose of the form is to make sure that, as far as possible, applicants who might be at risk to children are not considered for appointment. The detail that is asked for complies with national guidance on safe recruitment procedures for appointments to schools. It is preferred that the form is downloaded, completed electronically and attached to an email to the address given in the advert. You will need Adobe Acrobat Reader DC (free download from internet)

You must complete all parts of the application form (the form is formatted so that all boxes have to be completed). CVs are not acceptable; neither is an application form that simply refers to an enclosed CV.

POST APPLIED FOR

This might have already been completed for you. If not, please complete yourself.

PERSONAL DETAILS

The information given here will be used to contact you and to identify you accurately when contacting referees. The information will not be used in the selection process, apart from the right to work in UK information given.

CURRENT AND MOST RECENT EMPLOYMENT

This section is for you to let us know your current or most recent employment. Please give us the details of your current employer and post, or your college or university if you are a student. Complete this section also if you are employed in a voluntary capacity. If you are currently not in employment, then say so here. This section also requires you to let us know your current grade and salary which will be used to determine your starting salary as appropriate and will be checked against any references received. Reason for leaving is mandatory.

PREVIOUS EMPLOYMENT

It is very important that you list your previous employment in chronological order. All employment, including self-employment, consultancy, part-time and temporary jobs and unpaid employment, must be included, along with reasons for leaving.

BREAKS IN EMPLOYMENT HISTORY

Your application needs to give a complete picture of your working career, including periods when you were not in employment. In this section, you need to explain any gaps. This is in order to comply with safe recruitment for working with children.

EDUCATION AND QUALIFICATIONS

There are 6 sections here (Higher, Secondary, Examinations and other Qualifications, Teacher Number and other Relevant Qualifications). Make sure that you give all of the information needed. That should include qualifications and training that, whilst not essential, are useful and relevant to the job. For teacher applications, there is a section to record your teacher number.

REFERENCES

References will be taken up before interview for those candidates that are shortlisted, so you need to be sure that your referees are willing and able to provide a reference. One reference must be your current Head Teacher if you are currently employed as a teacher or current employer.

The 'Status' of each referee would be, for example, 'current employer' or 'university tutor'. Each referee must be able to comment on your professional abilities. **Note that references from friends or relatives are not acceptable.**

We may approach previous employers who have not been identified by you as a referee and may seek further information from referees who have supplied a reference. Previous employers will be asked whether there are any concerns about your suitability to work with children.

ARE YOU A RELATIVE OR PARTNER OF ANY EMPLOYEE OR GOVERNOR OF THE COLLEGE?

We need to know this in order to ensure a fair selection process. If you are related to anyone at the College, then we will avoid asking your relative or partner to be part of the selection process.

INFORMATION IN SUPPORT OF YOUR APPLICATION

This section is for you to explain why you believe that, using the job description and person specification, you are the best person for the role advertised. Please use additional sheets as appropriate, as the form is formatted to not go further than the current page.

PLEASE CONFIRM THE FOLLOWING STATEMENTS ARE TRUE BY SIGNING AND TICKING BELOW:

Your application will not be considered unless you sign and tick the boxes as required.

GENERAL INFORMATION TO CANDIDATES

HEALTH ASSESSMENT CHECK

If you are appointed you will be required to complete a Pre-Employment Health Questionnaire. Your appointment will be subject to a satisfactory clearance.

COMPLAINTS PROCEDURE

If you feel you have been unfairly treated, you have the right to complain. If you wish to complain, you should write to the Chair of Governors at the College and state why you think you have been treated unfairly. Any complaint should be made no later than 14 days after you are informed of the result of your application.