JAMES CALVERT SPENCE COLLEGE

## GUIDANCE NOTES FOR APPLICATION FORM

**Please read the following guidance notes to help you complete the application form.**

**PLEASE NOTE:** sending a CV is not an acceptable substitute for completing the application form. Large print and audio formats are available upon request. Please contact the school for more information.

**1. EXAMINE THE INFORMATION PACK**

It should contain a job description, a person specification, an application form, Equality in Employment Policy, a Criminal Records Declaration Form and these guidance notes. Hopefully, this pack will help you decide whether or not to apply, and how to make your application as effective as possible.

**2. LOOK AT THE PERSON SPECIFICATION**

This states the skills, qualifications, knowledge and experience that are required to do the job. When shortlisting takes place, your application form will be compared against the person specification.

**3. ANALYSE YOUR EXPERIENCE**

What evidence can you offer to demonstrate that you possess the skills, qualifications, knowledge and experience necessary to do the job for which you are applying? Describe this experience on the application form. It may be appropriate to include relevant skills and experience outside of work e.g. domestic responsibilities, trade union, or social activities.

**4. FILL IN YOUR APPLICATION FORM**

If you are applying on line, you may save your application at any stage and come back to it later. If you are downloading an application form, you may first wish to do a rough draft then check for mistakes. If you have insufficient space, continue on a separate sheet. Ensure that you have provided sufficient evidence that you can do the job for which you are applying. Remember to sign and date your application form before returning it by the specified closing date.

**5. REFERENCES**

Give the names and addresses of two people who are prepared to give a reference on your behalf. One of these **MUST** be your current or, if you are out of work, your last employer. If you are not currently working with children and young people, you must include a referee from the last employment you had working with children (if any). References from friends or purely social acquaintances are unacceptable. You must ensure that referees are available to give references, so bear in mind school, college, bank or annual holidays. Please note that requests not to contact a referee prior to interview may affect whether you will be shortlisted for the vacancy as statutory guidance states that references should be taken up before interview.

**6. EQUALITIES MONITORING SHEET**

The Governing Body of the School is under a legal duty to monitor the recruitment process in terms of equal opportunities. The successful candidate will be asked to

complete a form when they are offered the post. While completion of the form is not mandatory the school would welcome your cooperation.

**7. JOB SHARE**

Job sharing is a form of working whereby two or more people share the hours of one full-time post and receive a wage or other benefits pro-rata to the hours worked. The purpose of job sharing is to open up employment opportunities at every level. If you wish to be considered for a post on a job-share basis you should indicate this on the application form.

**8. CRIMINAL RECORDS**

The job information pack sent to you with this application form will contain more information. You are asked to complete a Criminal Records Declaration Form and return this with your application. This information will not be used in the shortlisting process but will be discussed with you at interview if you are shortlisted. The successful candidate will be required to produce an enhanced criminal records certificate from the Disclosure and Barring Service (DBS) which the Appointing Officer considers to be satisfactory.

**9. RESPONSE TO YOUR APPLICATION**

If you are not contacted within six weeks of the closing date for applications, you may assume that you have not been selected for interview on this occasion. If however, you wish to have formal acknowledgement that your application form has been received would you please enclose a stamped addressed envelope when returning your application form.

If you have any queries about this guidance, please contact the school for more information.