



*Everyone is valued and shares responsibility for the challenging learning that takes place.*

## Guidance notes for applicants

Please read the important information in these guidance notes prior to completing and submitting your application

- You must complete the application form to apply for this vacancy.
- There is opportunity within the application to provide evidence of your experiences, skills and qualifications as related to the person specification. You may provide further details on additional sheets if required.
- Please ensure all gaps in employment and education history are fully explained on your application form. We may wish to verify this information during the recruitment process.
- Please complete the Equality & Diversity Monitoring Form. We are keen to ensure that our jobs are accessible to all members of the community and use this data to monitor our progress in doing this.
- Make sure you return your application form by the closing date.
- No applications will be accepted once the closing date has passed.
- After the closing date the applications will be shortlisted. Please keep free any interview date given; it is not normally possible to re-arrange this date.
- If we haven't contacted you within 14 days of the closing date you can assume that this your application has been unsuccessful.
- We welcome applications from all sections of the community and will be pleased to help meet any requirements arising as part of the recruitment process.
- You will be asked to sign a copy of your electronically submitted application form at interview.

## References

- To help us get a quick response, please ensure that you provide us with referees who are contactable and available.
- Please provide e-mail addresses for your referees and advise them that they will be asked to provide a reference for you if you are shortlisted for the post.
- When providing details please ensure that one relates, if applicable, to your present job, or most recent employer.
- Where possible, you must provide one referee who can comment on your previous work with children. It is the Trust's policy to direct reference requests via the Headteacher/Principals, so please include this information should a school referee be detailed.
- If you have recently left full-time education, please ensure you include a Head Teacher/College/University Principal (or their representative) as one of your references.
- Please state in what capacity the two referees are acting, e.g. current employer.
- Please note that references from relatives or friends are not acceptable.

## Online Checks

In addition, as part of the shortlisting process we will carry out an online search on the preferred candidate(s). This search will be carried out by an external company who will not be involved in the recruitment process. A consistent approach will be taken and the results will be recorded Guidance Notes for Applicants on an Online Search Report. The purpose of the online search is to help identify any incidents or issues relevant to the suitability to work with children, that have happened and are publicly available online, which we may want to explore with you prior to appointment.