

GUIDANCE NOTES

PLEASE READ THE FOLLOWING GUIDANCE NOTES TO HELP YOU COMPLETE YOUR 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.

1. EXAMINE THE INFORMATION PACK

It should contain a job description, a person specification, an application form, Equality in Employment Policy, 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

Remember to sign and date your application form before returning it by the specified closing date to the address at the top of the first page of the application form.

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. 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 be over-ruled as the post involves working with children and young people.

6. RECRUITMENT MONITORING SHEET

The Academy is under a 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 Academy would welcome your cooperation as it helps us monitor the fairness of our recruitment and employment practices.

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 within the Academy. 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 post you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and the job information pack sent to you with this application form will contain more information. For these posts applicants will be required to disclose any 'spent' convictions and any offer of appointment is conditional upon the Academy obtaining an acceptable Criminal Records disclosure in respect of that document.

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.