



## Application Form for Employment

### Guidance Notes

#### 1. How to complete your application

The application form plays an essential part in choosing the right person for a job. It is the information contained in your application and supporting statement that will decide whether or not you are invited for an interview or to the next stage in the selection process.

#### 2. What are selection criteria

Selection criteria are the skills, abilities, knowledge and perhaps qualifications necessary to do the job. These are shown in the person specification. They are based on the key responsibilities of the role, which are shown in the job description. The purpose of the selection criteria is to help us to recruit the best person for the job objectively and fairly. The selection criteria are an essential part of our recruitment process and will be used to decide who is invited for an interview, or, the next stage of the selection process. The person specification should help you to match your skills, abilities and Knowledge against the selection criteria.

#### 3. Working in the UK

You will be required to provide proof of your eligibility to work in the UK and carry out the role you are applying for to enable us to comply with our legal obligations. Checks may be carried out online/digitally or manually (in the latter case we will need to see original documents). We will confirm to you what information or documents we require to see. You will only be able to work for us once we are sure that you are eligible to work in the UK and to carry out the relevant work. If you are unsure about your status then you should contact the Home Office.

#### 4. Current or most recent employment

We need you to provide us with your complete employment history, and any gaps in your employment history of more than one month should be explained – for example, carers and childcare responsibilities. We may ask for references to cover a full three-year history, which may include time spent at school/further education. In addition to the standard reference questions the employer/organisation will be asked about disciplinary offences relating to children, including "spent ones" and where the applicant has been the subject of

any child protection concerns and details of these. For this three-year history please provide full postal addresses, including postcodes.

References will be taken up for short-listed candidates.

## **5. Qualifications & Training**

Please give details of your education, qualifications and training, starting with secondary school. If we have requested that you have a professional qualification for this job, you will need to provide us with the relevant original certificates/registration documents.

## **6. Supporting statement and achievements**

This section is your opportunity to tell us how you meet the criteria in the person specification. Take each relevant item and tell us about your skills, experience, knowledge and achievements.

Give examples of what you have done which prove your ability. If the person specification says, 'able to organise activities', you must do more than say, 'I am an organised person'. Give an example by describing something that you have done, which tells us about the skills you used and the steps that you took.

You can use examples from your home life, time spent in education, voluntary work or from your hobbies/interests if you do not have any formal experience.

## **7. Declaration of Relationships**

We do not exclude people who are related to, or have a close personal relationship with our employees or school governors. We will make sure that they do not take part in the selection for this post.

Please make sure you read and sign/positively tick the declaration.

## **8. Monitoring**

Attached to this application form is an Equal Opportunities Monitoring Form that should be completed and provided to the School alongside your completed application form. This School has an Equal Opportunity and Diversity Policy, which we ensure that we monitor to ensure that our employees reflect the community we serve. The information provided will be treated in the strictest confidence and will only be used for monitoring purposes.

## Checklist

**Before you submit your application, please check that you have:**

Read the Safeguarding Policy on the Policies page of the School website, and Recruitment of Applicants with A Criminal Record Policy on the Vacancies page.	
Read through the Job Description & Person Specification so that you know exactly what the job entails and the skills, knowledge, abilities and perhaps qualification required to do the job.	
Read through your application form and make sure that you have filled out all the parts that we have asked you to.	
Given clear, step-by-step examples of your skills, abilities, knowledge, and experience.	
Attached additional information if you have run out of space.	
Kept a copy of your completed application form and Job Description and Person Specification.	
Completed and returned in a separate envelope (as indicated on the form) the Equal Opportunities Monitoring form.	
Made sure that your application form will be received by the closing date.	

### **What happens next?**

Your completed application form will be used to decide whether or not you are invited for an interview, or the next stage of the recruitment stage of the recruitment process. You will hear from us shortly after the closing date if your application is shortlisted

**Please post/email your completed application form and Equal Opportunities Monitoring Form in separate envelopes to:**

Mrs K Robinson  
PA to Headteacher  
Sir Roger Manwood's School  
Manwoods Road  
Sandwich  
CT13 9JX

Email: [k.robinson@srms.kent.sch.uk](mailto:k.robinson@srms.kent.sch.uk)

**If you are sending your form in the post, please ensure that you attach the right amount of postage.**

## **Safeguarding**

The School is committed to safeguarding and promoting the welfare of children and young people according to child protection and safeguarding guidelines and we expect all staff to share this commitment.

The post you are applying for is classed as having a high degree of contact with children and involves "regulated activity". As such it is exempt from the Rehabilitation of Offenders Act 1974. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

All post holders are subject to the necessary pre-employment check, including a satisfactory Enhanced DBS check, including a Child's Barred List check (where applicable to the role in question). Additionally, shortlisted candidates will be subject to online searches for publicly available information.

A copy of the School's Safeguarding Policy can be found on the Policies page of the School website.

## **Data Protection**

The School processes personal, special category data and criminal records data in accordance with our Data Protection Policy and in accordance with data protection laws.

I understand that providing misleading or false information/qualifications may affect any recruitment decision made relating to me or if appointed, may lead to disciplinary action and dismissal.

**I authorise Sir Roger Manwood's to check the information supplied and hold all such information in both paper and electronic formats.**

In accordance with our Safer Recruitment Policy, unless this statement is signed an application will be taken no further.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Please complete all sections on this form. If any sections do not apply to you, please enter 'not applicable'. Please note CVs will only be considered when accompanied by a completed application form.

<b>Part 1</b>
<b>This section will be separated from Part 2. The information provided may be verified prior to interview but the information in this section will not be used as part of the shortlisting process.</b>

<b>Application for the post of</b>	
<b>How did you hear about the post</b>	

### 1. Your details

Title	
Forename	
Surname	
Previous names	
Address	
Postcode	
Telephone number	
Email address	
Date of birth	
NI Number	

### 2. Eligibility to work in the UK

	<b>Yes</b>	<b>No</b>
Are you eligible to work in the UK?		
Do you require sponsorship to take up this position?		

### 3. Teachers only

Teaching Ref No			
Date of qualification			
Have you completed an induction period as a Newly Qualified Teacher/Early Careers Teacher?	<b>Yes</b>		
	<b>No</b>		

#### 4. Referees

Please give details of two referees, one of whom must be your current and/or last employer and the other from a previous employer. Please see guidance notes for more information.

<b>Referee one: This referee must either be your current or previous employer</b>	
Name	
Job title	
Email	
Address	
Post Code	
Relationship to you	
Telephone number	
Email address	

<b>Referee two:</b>	
Name	
Job title	
Email	
Address	
Post Code	
Relationship to you	
Telephone number	
Email address	

#### 5. Disability

The Equality Act 2010 protects people with disabilities from unlawful discrimination. To meet the Act's definition, a person must have a physical or mental impairment, which has substantial long-term effects on their ability to carry out normal day-to-day activities and which has lasted, or is likely to last more than 12 months. Should you be shortlisted for interview we will make adjustments or special arrangements, if required, to facilitate your attendance at the interview.

Do you have a disability you wish us to know about at this stage?	<b>Yes</b>	
	<b>No</b>	
If yes, please let us know what access requirements you may have.		

#### 6. Declaration of Relationships

Are you related to, or have a close personal relationship with any current employee or School Governor?	<b>Yes</b>	
	<b>No</b>	

If yes, please state their name and the position they hold:

Name	
Position	

The canvassing of employees or Governors directly or indirectly will disqualify candidates from appointment.

The School must protect the public funds that it handles and so may use the information you have supplied on this form to prevent and detect fraud.

## 7. Shortlisting and Pre-employment Checks

### a. Online Searches

As part of our safeguarding obligations, we will carry out online searches on you as part of our due diligence. This may help identify any incidents or issues that have happened, and are publicly available online, which we might want to explore more at interview. In doing this, we will only be looking at information which might potentially impact your ability to carry out the role, and we recognise that there is a difference between your public and private life.

We will carry out this search as part of the application process. Please note that if you do not wish an online search to be conducted the School will not take your application any further.

If you have any comments regarding this process, please do note this below. We can then consider this as part of the process.

Comments:

### b. Declaration of Offences

If you are shortlisted for the position you are applying for, you will be required to complete a Declaration of Offences, giving details of any relevant criminal offences and other relevant information relating to our safeguarding duty. Further information will be provided on that form.

Any offer of employment will be made *conditional* upon a satisfactory Enhanced DBS check including a Child/Adult's Barred List check, where applicable to the role in question.

Are you currently a member of the DBS Update Service?	Yes	
	No	

The Disclosure & Barring Service (DBS) provides wider access to criminal record information through its service. This service enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that involving children and vulnerable adults.

More information on the DBS can be found [HERE](#).

A copy of the School's Recruitment of Applicants with a Criminal Record Policy can be viewed on the Vacancies page of the School website.

### **c. Childcare Disqualification Requirements**

In addition to undertaking checks to ensure that members of staff are suitable to work with children, schools are also specifically required to establish that members of staff are not disqualified from working with children who have not yet reached the age of 8 in order to comply with the Childcare Act 2006 and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018.

All shortlisted candidates for positions which will involve being responsible for the provision or management of such childcare (including teaching) shall be required to declare that they are not disqualified from undertaking such work.

A disqualified person is not permitted to provide or manage care for children under age 8 unless they apply for, and are granted, a waiver from Ofsted. In summary, a person may be disqualified from working in a school setting through:

- Inclusion on the Children's Barred List;
- Being cautioned for, or convicted of, certain violent and sexual criminal offences against children and adults;
- Grounds relating to the care of children (including where an order is made in respect of a child under the person's care);
- Having registration refused or cancelled in relation to childcare or children's homes or being disqualified from private fostering.

Disqualification also applies to equivalent offences committed overseas. The Regulations do not automatically apply to all posts in a school or to settings where there is no provision for children under 8. You will therefore be informed if the Regulations are relevant to the post you are applying for.

Should you need to, you can find out more about disqualification in the Department for Education's guidance [HERE](#).

### **d. Prohibition Checks**

Following successful interview, the School will carry out the necessary prohibition checks for all. This check will provide verification that the candidate has not been prohibited from.



**Part 2**

**This section will be separated from Part 1. The information provided in this part will be used to shortlist applicants.**

<b>Application for the post of</b>	
<b>Position Ref No</b>	

**1. Employment History**

Starting with your most recent job role, please list all previous employment (whether paid or unpaid) providing all of the requested details. Please include periods of unemployment.

Name of Current/Last Employer	
Address	
Start date of employment	
End date of employment	
Job title	
Salary / Grade	
Period of Notice	
Reason for leaving	
Brief description of responsibilities:	

**2. Previous Employment**

Name of Current/Last Employer	
Address	
Start date of employment	
End date of employment	
Job title	
Salary / Grade	
Period of Notice	
Reason for leaving	
Brief description of responsibilities:	
Name of Current/Last Employer	
Address	
Start date of employment	
End date of employment	
Job title	
Salary / Grade	
Period of Notice	
Reason for leaving	

Brief description of responsibilities:	
Name of Current/Last Employer	
Address	
Start date of employment	
End date of employment	
Job title	
Salary / Grade	
Period of Notice	
Reason for leaving	
Brief description of responsibilities:	
Name of Current/Last Employer	
Address	
Start date of employment	
End date of employment	
Job title	
Salary / Grade	
Period of Notice	
Reason for leaving	
Brief description of responsibilities:	

### Gaps in employment history

Please give details of any gaps in your employment history, including dates and the reason for the gap.

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### 3. Qualifications and Training

Name of School/ College	From	To	Qualification	Grade

#### 4. Training and Development

Please give details of any qualifications or training that you have received, which support your application. Include any on the job training as well as formal courses.

Name of College/University/Other	From	To	Qualification/Grade obtained	Awarding Body

#### 5. Professional Memberships/Qualifications

Please provide details of any professional qualifications and memberships of professional institutes that you hold.

Name of Professional Body	Qualification/Membership and Date

#### 6. Supporting Statement and Achievements

Please use the space below to tell us how you meet the criteria for this post and person specification including personal qualities and experience – you will find it useful to refer to the Guidance Notes to help you complete this part of the application form. We need to have this information in order to consider your application. Please attach a separate sheet if you require more space.

