



## Application form Guidance Notes

### Form Layout

Our application form is available as a Word Form and as a PDF document. If you use software that is compatible with MS Word then the formatting of the document may be affected. If this happens we would encourage you to use the pdf version, which is compatible with the “fill and sign” function that is now widely available.

### Right to Work in the UK

The Immigration, Asylum and Nationality Act 2006 came into effect on 29 February 2008. This strengthened the requirement to employers to check documents to establish a person’s eligibility to work in the UK and compliance with any restrictions.

Under the Act we are required to check your eligibility to work in the UK before you start work. If you do not currently have the right to work and need to apply for a certificate of sponsorship please raise this at interview.

Should you require any more information on your right to work in the UK please visit the UK Border Agency website [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk).

### Application form

The following guidance notes are split to reflect the different sections of the application form.

#### 1. Post Details

Please specify the details of the post that you are applying for.

#### 2. Personal Details

Please complete all the boxes relevant to you. If you have changed your name for any reasons we do need to know your previous name(s).

#### 3. Current Employment (or most recent)

If you currently have more than one position please indicate your main employment in this section. Other current employment can then be included within your employment history.

#### 4. References

In line with our recruitment policy it will be necessary for us to approach both of your referees upon completion of the short-listing stage for all applicants shortlisted for interview, regardless of whether you indicate you do not wish your referees to be contacted prior to interview.

When providing names and details of your referees you should ensure that at least one is your present or most recent employer. If you are not currently in employment and/or your last employer cannot give you a reference because the organisation no longer exists, then you should attempt to get a reference from a professional person. If you have just left school, college, university or some kind of recruitment / skills agency you should use your contact there as a referee.

References must not be provided by relatives, partners or close friends.

Applicants should note that the post involves access to children. References relevant to this area of work are required and previous employers not quoted as referees may also be contacted.

## 5. Employment History

Please tell us about all of your experience in a working environment, including any unpaid work you have undertaken in the past. Please list your experience in reverse chronological order, with the most recent first.

Please tell us about any gaps in your employment history and the reasons for these gaps. Don't be worried about telling us about these reasons – this is a confidential document and will only be seen by those people involved in the recruitment process.

## 6. Education

Please use this section to show us that you have the necessary qualifications to do the job. These may include equivalent qualifications gained abroad. Please ensure you read the Person Specification when completing this section.

## 7. Membership of Relevant Organisations

If the post you are applying for requires you to be a member of an organisation (e.g. GTC), or if you are a member of an organisation that is relevant to the post, please complete this section.

## 8. Relevant Courses / Awards

Please tell us about any short courses that you have attended, or any certificates or awards that you have received which you feel may be relevant to the role.

## 9. Summary of Experience, Skills, Knowledge and Competencies

This is your opportunity to tell us about yourself and how you meet the requirements of the job. In order to get an interview you need to demonstrate to us that you meet at least all of the essential criteria on the Person Specification. If too many applicants meet all of the essential criteria then the shortlist will be reduced by selection of those who meet some or all of the desirable criteria.

You may also want to think about any experience, skills, knowledge or competencies which you have developed outside of the work environment that can be transferred usefully to the post you are applying for.

Please do not exceed the allocated space provided.

## 10. Relationships

Please tell us about any relationships you have with any member, trustee governor or employee of the OWLS Academy Trust.

## 11. Disability / Health Conditions

Please use this section to tell us whether or not you consider yourself to be disabled.

Regardless of your answer to this question you may want to tell us about any specific requirements that you may have at the interview. This will help us to make the necessary arrangements for you at the interview stage.

We use the Equality Act 2010 definition of disability which is:

*A person has a disability if:*

- *They have a physical or mental impairment*
- *The impairment has a substantial and long-term adverse effect on their ability to perform normal day-do-day activities.*

Where possible the school will make "reasonable adjustments" to a job where appropriate.

## **12. Interview Arrangements**

Please indicate any dates when you would not be able to attend an interview; where possible we will try to accommodate your situation, but we cannot guarantee that we will be able to move the interview dates for you.

## **13. Data Protection**

The statement on the application form aims to explain to you what we intend to do with the information that you are supplying us with, in accordance with the principles of the General Data Protection Regulation (GDPR). You may also wish to view the Privacy Notice for School Workforce, available in pdf format on the website of the school you are applying to work at.

## **14. Declaration**

By signing the application form you confirm your agreement with all of the statements in the section and you further agree to the OWLS Academy Trust using the information provided to consult any third parties or external organisations for the purposes of confirming and/or clarifying such information.

## **15. Monitoring**

Completion of this section is not essential. However, the school is committed to equality of opportunity in employment and education provision and provision of the information requested you would help us to ensure fair and equal treatment of applicants and employees alike.

Your response to this section will remain confidential throughout the recruitment process but, should you be appointed, may become part of your personal record.