

Application Form Guidelines



Please read these notes carefully before you complete the application form.

Introduction

We use an application form, rather than asking for CVs to make sure that we treat all applicants fairly and equally. The application form ensures that all applicants present their information in the same standardised format and only tell us what we need to know.

Please do not attach a CV - even if you do, we will not consider it.

- Please complete the form using black ink or a computer
- If any section does not apply to you, please write N/A

	Vacancy Job Title
<ul style="list-style-type: none">• Please insert the vacancy job title of the job you are applying for, your initials and surname.	
Part 1: Information for Shortlisting and Interviewing	
SECTION A	Letter of Application
<ul style="list-style-type: none">• Please enclose a letter of application including a brief summary of your experience, qualifications and skills, more detailed information is required in section G. Please keep the letter to one side of A4.	
SECTION B	Current or most recent Employment/Voluntary Work
<ul style="list-style-type: none">• Briefly describe the duties and responsibilities you held during this employment. Include any duties that you consider to be of particular relevance to the post you are applying for. Include a copy of your job description, if possible.• Provide details of any other jobs (paid or unpaid) that you intend to continue doing (Working Time Regulations require us to monitor the hours that you work each week, including those you work in other organisations).• Indicate whether you are currently employed.	
SECTION C	Employment History
<ul style="list-style-type: none">• Please give details of your full employment history in date order, starting with the most recent. You must list all employment, career breaks, and periods of unemployment, education and voluntary work without any gaps. In accordance with the 'Safer Recruitment' Guidelines we ask for employment dates for posts that are working with children and vulnerable adults.	
SECTION D	Secondary Education and Qualifications (e.g. A Level, GCSE)
<ul style="list-style-type: none">• Please list details in chronological order, including subjects and grades. If short listed, you will be required to bring proof of these qualifications to interview.	
SECTION E	Further or Higher Education and Qualifications
<ul style="list-style-type: none">• Please provide details of any recognised qualifications or courses attended which are relevant to this post, in chronological order. If short listed, you will be required to bring proof of these qualifications to interview.	
SECTION F	Training relevant to this post.
<ul style="list-style-type: none">• Please provide details of any additional training you have attended that is relevant to the post you are applying for.	
SECTION G	Other Relevant Experience, Interests and Skills
<ul style="list-style-type: none">• With this application form you will have received a person specification describing the skills and attributes we require for the job for which you are applying.• Please take this opportunity to explain how you meet each of the requirements of the job.• It will help the short listing process if you address each area of the person specification separately, preferably using sub-headings.• Please provide examples to illustrate your knowledge, skills, and experience.	
SECTION H	References
<ul style="list-style-type: none">• Please provide details of two people to whom reference may be made.• The first referee should normally be your present or most recent Head Teacher or equivalent person.• If you are not currently working with children, please provide a referee from your most recent	

employment involving children.

- Referees will be asked about all disciplinary offences which may include those where the penalty is “time expired” if related to children.
- Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry.
- References will not be accepted from relatives or people writing solely in the capacity of friends

SECTION I	Reference Declaration
------------------	------------------------------

In compliance with the General Data Protection Regulation (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references.

Reference requests sent to your referees will ask the referee to confirm as a minimum:

- The referee’s relationship with the candidate
- Details of the applicant’s current post and salary
- Performance history
- All formal time-limited capability warnings which have not passed the expiration date
- All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date
- All disciplinary action where the penalty is “time expired” and relate to safeguarding concerns
- Details of any child protection concerns, and if so, the outcome of any enquiry
- Whether the referee has any reservations as to the candidate’s suitability to work with children. If so, the School will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children

You are required to sign the declaration to confirm you have read and understood the GDPR information above.

Part 2: Personal Information and Declarations

SECTION J	Personal Information
------------------	-----------------------------

This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes.

- Please complete this section fully.

SECTION K	Declarations
------------------	---------------------

- Please carefully read all of the information in this section regarding the declarations you are required to make of any convictions, cautions, reprimands, warnings or bind-overs.
- Please carefully read all of the information in this section regarding Data Protection.
- Please carefully read the notes before signing the declaration.
- If you are printing the application form, please sign this section, print your name and date it.
- If you are sending the application form electronically, you will be asked to sign this section at interview if you are short listed.

Part 3: Equality and Diversity Monitoring

This section will be separated from Part 1 and Part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act 2018, as outlined in section K above.

Equal Opportunities Policy Statement

We are committed to Equal Opportunities. We wholeheartedly accept our legal obligations under:

- The Race Relations Act 1976; the Race Relations (Amendment) Act 2000; and the Race Relations 1976 (Amendment) Regulations 2003
- The Sex Discrimination Acts 1975, 1986 and 1999 (as amended)
- The Employment Equality (Religious Belief) Regulations 2003
- The Employment Equality (Sexual Orientation) Regulations 2003
- The Disability Discrimination Act 1995
- Employment Equality Act (Age) Regulations 2006

These Acts make it generally unlawful to discriminate unfairly on the grounds of:

- | | |
|---|--|
| <ul style="list-style-type: none">• Colour• Race• Nationality• Ethnic or National Origins• Gender or Marital status | <ul style="list-style-type: none">• Disability• Religion or Belief• Sexual Orientation• Age |
|---|--|

We also undertake not to discriminate unfairly on the grounds of:

- Trade union membership and activity.
- Political belief.
- Unrelated criminal convictions.
- We are committed to implementing Equality of Opportunity in carrying out all our various functions.
- We are committed to developing effective policy, strategy and standards, and to introducing monitoring and information systems to review and evaluate progress towards achieving Equality of Opportunity.
- We recognise the effects of historical disadvantage and past discrimination. Where it is appropriate and within the law to do so, we will take positive action to achieve equality of opportunity.
- Policies, practices and procedures to eliminate unlawful and unfair discrimination can achieve much. But we also recognise that developing real progress towards Equality of Opportunity requires a programme of action that all staff are committed to taking responsibility for and implementing within the remit of the jobs.
- Everyone must be genuinely committed to Equal Opportunities.

A Strategy to Recruit, Retain and Develop People with Disabilities

We are committed to improving employment opportunities for disabled people. As part of this commitment, we will:

- Interview all applicants with a disability who meet the essential criteria for a job vacancy and consider them on their abilities.
- Ensure that disabled employees are smoothly and effectively inducted into the organisation.
- Identify and provide any 'reasonable adjustments' to working arrangements or the working environment that disabled employees need to do their job effectively.
- Ask disabled employees at least once a year what we can do to make sure they develop and use their abilities at work.
- Make every effort to retain employees who become disabled while employed by Fulbrook Academy.
- Act to ensure all employees develop the awareness of disability they need to make these commitments work. This includes providing Disability Awareness training.
- Review each year these commitments and what has been achieved.
- Plan ways to improve on these commitments and let employees know about progress.

Disability

We follow the definition of disability provided by the Disability Discrimination Act 1995. This Act defines a disabled person as a person who has, or has had, a physical or mental condition which substantially impairs their ability to carry out normal day-to-day activities, and which has lasted, or is likely to last, for a period of 12 months or more.

In addition to identifying whether or not you have a disability, we would ask you to indicate the nature of your disability as follows:

Physical Disability:

Including conditions affecting mobility, manual dexterity, physical co-ordination, continence and ability to lift, carry or otherwise move everyday objects.

Visual Impairment:

Including blind and visually impaired people, except where the visual impairment is corrected, or could be corrected, by using spectacles or contact lenses.

Hearing Impairment: Includes those people who are deaf (from birth or early childhood), deafened and hard of hearing.

Speech Impairment: Includes all conditions which affect a person's ability to express themselves clearly through speech.

Learning Disability: Includes all conditions which impair memory or ability to concentrate, learn or understand, or which affect the perception of the risk of physical danger.

Mental Health Problems: Includes all clinically well-recognised conditions which substantially impair the performance of any normal day-to-day activities.

Eligibility for Employment in the UK

We are required by law to undertake document checks to ensure that all prospective employees are legally entitled to live and work in the United Kingdom.

Any candidate selected for interview must produce documentary evidence that they qualify for employment under UK legislation.

Those selected for interview must bring with them **originals** of documents detailed in the Home Office guide [‘An Employer’s guide to Right to Work checks’](#):

Fulbrook Middle School Policy Statement on the Recruitment of Ex-offenders

In accordance with the Disclosure and Barring Service Code of Practice this policy is made available to all job applicants at the outset of the recruitment process. The DBS Code of Practice is available at <https://www.gov.uk/government/publications/dbs-code-of-practice>

- As an organisation which uses the Disclosure and Barring service, the Governing Body of the school complies fully with the DBS Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- We meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. A DBS check will therefore be carried out before appointment to any job at the school is confirmed. This will include details of convictions cautions and reprimands, as well as ‘spent’ and ‘unspent’ convictions. A criminal record will not necessarily be a bar to obtaining a position.
- We are committed to the fair treatment of applicants on all protected grounds and in relation to all history of offending.
- We promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their competencies, qualifications and knowledge.
- Application forms and recruitment information will contain a statement that job applicants will be required to disclose their criminal record if they are invited to interview and a DBS check will be carried out if they are offered the job. The information will only be seen by those who need to see it as part of the recruitment process.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the job sought could lead to withdrawal of an offer of employment.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the job before withdrawing a conditional offer of employment.
- We ensure that people at the school who are involved in the recruitment process have access to professional advice to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

Having a criminal record will not necessarily bar you from working at the school. This will depend on the nature of the position and the circumstances and background of your offences.

Conditions of Service

The following information provides a brief guide to conditions of service and the various benefits available. Please ask us if you need further details.

Hours of work	Starting and finishing times will depend on where you work. Flexible working hours may be available depending on the needs of the service.	
Annual Leave	Annual leave entitlement is based on the length of your continuous service in local government as at 1st April:	
	Under 5 years' service	24 days
	5 years' and under 10 years' service	29 days
	10 years' service and over	31 days
	(For ex-manual employees, this entitlement includes two fixed extra-statutory days to be taken at the spring and summer bank holidays.)	
Pension Scheme	You will join the Local Government Pension Scheme and remain in the Scheme up to two days before your 75th birthday (unless you ask to opt-out. Contributions are dependent on salary band, commencing at 5.5% and increasing to 12.5% dependent on salary. If you are new to Local Government, but have paid into a pension scheme elsewhere, it may be possible to transfer the benefits to the Local Government Scheme.	
Sick Pay	Entitlement to sick pay depends on the length of continuous Local Government service. It ranges from 1 month at commencement, to 6 months' full pay and 6 months' half pay after 5 years.	
Smoking Policy	We have a policy that forbids smoking on our premises.	
Training	Our policy is to provide our employees with appropriate training and development opportunities and to grant financial assistance in approved cases for part-time courses.	
Travelling & Subsistence	There are agreed rates for refunding expenses you incur in the course of your work with us.	
Other Benefits	Tax free Bicycles, Health Insurance Plan	