

**ST RICHARD'S CHURCH OF ENGLAND PRIMARY SCHOOL**  
**GUIDANCE NOTES FOR COMPLETING APPLICATION FORM**

**COMPLETE YOUR APPLICATION FORM**

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.

**WHAT ARE OUR SELECTION CRITERIA?**

Our selection criteria are the skills, abilities, knowledge and perhaps qualifications necessary to do the job. These are shown in the Employee 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 right person for the job objectively and fairly. The selection criteria are an essential part of the recruitment process and will be used to decide who is invited for an interview, or, the next stage of the selection process. The Employee Specification will help you to match your skills, abilities and knowledge against the selection criteria.

**1. PERSONAL DETAILS**

It is important that you complete this in full, including your postcode and your National Insurance number. If you do not know your National Insurance number you should visit [www.hrmc.gov.uk](http://www.hrmc.gov.uk)

**2. WORK IN THE UK**

Under the Asylum & Immigration Act (1996), you will be required to provide proof of your eligibility to work in the UK. We always need to see original documents i.e. Passport. You will only be able to work for us once we are sure that you are eligible to work in the UK. If you are unsure about your status then you should contact The Home Office, or visit, [www.workingintheuk.gov.uk/](http://www.workingintheuk.gov.uk/)

**3. CURRENT OR MOST RECENT EMPLOYMENT**

We need you to provide us with your complete employment history. We may ask for references going back over and period of time, but most likely to cover a full five-year history, which may include time spent at school/further education. For your five-year history please provide full postal addresses, including postcodes.

If you were employed by an agency during that time we need to know the agency details and the companies/organisations that you were placed at.

Generally, we won't apply for references until you have been offered a job but we will always seek written references and may verify the authenticity of references.

If you have been self-employed during the last five years, this means that we will need to see your tax returns for that period if you are successful.

If you have been claiming benefits in the past five years we may be contacting the Benefits Office to verify this if you are successful.

Any gaps in your employment history of more than one month should be explained – for example, carers or childcare responsibilities

#### **4. EDUCATION, QUALIFICATIONS & TRAINING**

Please give details of your education, qualifications and training, starting with secondary school.

Where we have said that you must have a professional qualification for this job, if successful, you will need to provide us with the original certificates/ registration documents. In the meantime, your membership number will suffice.

If you have undertaken training which you believe supports your application please include the details.

#### **5. SUPPORTING STATEMENT & ACHIEVEMENTS**

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

Give specific examples of what you have done which demonstrates your ability. If the Employee 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 that 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.

#### **6. REHABILITATION OF OFFENDERS ACT 1974**

Please read this carefully before completion.

The Rehabilitation of Offenders Act 1974 means that for many positions, you are entitled to withhold information about any convictions that you had, that are classed as 'spent'. However, for some of our roles, like those working with children or vulnerable adults, applicants are subject to a Disclosure and Barring Service (DBS) checks (previously CRB checks). In those circumstances, even spent convictions must be declared to us.

The DBS was formed on 1st December 2012 when the Criminal Records Bureau and the Independent Safeguarding Authority merged. This means that there is now only one organisation that deals with all criminal records checks and barring decisions. 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 roles that involve children or vulnerable adults. You can get more information about the DBS at [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)

We do not exclude people who are related to, or, have a close personal relationship with our Councillors, employee's or School Governors. We do however, need to make sure that they do not take part in the selection for this post.

Please make sure that you read & sign/ positively tick the declaration. Your application form must be completed accurately and honestly. Any false declarations may result in your subsequent employment with Hounslow Council being terminated.

## **7. MONITORING**

This Authority has an Equal Opportunity in Employment Policy, which we monitor to ensure as far as we can that our employees reflect the community that we serve. The information provided will be treated in strictest confidence, is never available to the recruiting manager and will only be used for monitoring purposes.

## **APPLICATION FORM CHECKLIST**

Before you submit your application, please check that you have

- Read through the Job Description & Person Specification so that you know exactly what the job is and the skills, knowledge, abilities and perhaps qualification required to do the job?
- Read through the application form and made sure that you have filled out all of the parts that we have asked you to?
- Given clear, step by step examples of your skills, abilities, knowledge and experience?
- Told us about your strengths and not your weaknesses and checked your spelling and grammar?
- Kept a copy of your completed application form and the Job Description and Person Specification.
- Check that you have signed the declaration and monitoring form.
- Made sure that your application form will be received by the Closing date? *NB if you are sending your form in the post, please ensure that you attach the right amount of postage and that it is received by the School before the closing date and time specified.*

## **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 process.