

Applying for a job at

Shenley Brook End

School

Thank you for your recent enquiry about working for Shenley Brook End School.

These notes are intended to help you complete our application form and to provide you with general employment information.

How you complete your application form is of vital importance, as it provides the only information on which we base our decision as to whether you will be invited to interview.

IF YOU HAVE DIFFICULTY IN COMPLETING OR READING THE FORM PLEASE CALL THE PERSONNEL DEPARTMENT (01908 520264 Ext: 201, 205, 203) WHO WILL BE HAPPY TO HELP.

- Please read all the information carefully before completing the form
- The form needs to be legible
- The form should be completed in **black ink** or **typed**
- CVs not accompanied by an application form are not acceptable and will not be considered
- Use additional sheets as necessary and make sure they are securely attached to your form
- Information should be written in a concise, organised and positive way
- Return your form to us before the closing date
- If you are applying for more than one position, submit a separate complete supporting statement / letter of application for each

Application for the Post Of

If you are completing a paper based application the job title should already have been written here. If you are applying via the on-line application please remember to fill in the post title.

Personal Details

All applicants must complete this section. If you do not wish to be contacted at your workplace, please indicate this on the form or leave the work telephone number blank.

Current Post Details

(Teacher Application Only)

Please give specific details of your current, or last position, including hours, salary, your reason for leaving and notice required.

References

If you are shortlisted references will be **automatically** taken up before the interview date. If you do not want this to take place until an offer of appointment is made, please indicate this. However, your employment at Shenley Brook End School is dependent upon satisfactory references. This may cause a delay in the confirmation of your appointment.

Two satisfactory references must be received before we confirm any offer of an appointment. The information we request will relate to salary, length of service, sickness absence record, skills and abilities, suitability for the job, disciplinary record and suitability to work with children.

One of your two references must be your current (or most recent) employer. If this is your first job, your Headteacher or College Tutor is acceptable. Please note members of your family or friends are not acceptable as referees. Copies of references or references "to whom it may concern" will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.

Educational Attainments

As well as informing us about all the examinations you have passed, you should also include any relevant courses you have attended.

If you are successful in being offered a position, you will be required to produce copies of all relevant qualifications stated on your application form.

Previous Teaching Experience (Teacher Application Only)

Please complete this section in date order, beginning with the most recent first.

Previous Non-Teaching Employment (Teacher Application Only)

Please complete this section in date order, beginning with the most recent first. You may also wish to include unpaid or voluntary work, particularly where you have developed relevant skills. Please explain any gaps in your employment history.

Inservice Training (Teacher Application Only)

Please complete this section in date order, beginning with the most recent first.

Current or Last Employment Details (Support Staff Application Only)

Please give specific details of your current, or last position, including hours, salary, your reason for leaving and notice required.

Previous Employment (Support Staff Application Only)

Please complete this section in date order, beginning with the most recent first. You may also wish to include unpaid or voluntary work, particularly where you have developed relevant skills. Please explain any gaps in your employment history.

Support for Application (Support Staff Application Only)

This section is very important. It gives you the opportunity to explain why you are the best person for the job and why you are applying. You should think very carefully before completing this section of the form. Use the job description / person specification as your guide and give specific examples, where possible. If you have insufficient space, use an additional sheet of paper and fix it firmly to the application form.

Additional Information

All applicants must complete this section.

Other Information

All applicants must complete this section.

Validation of Qualifications

All shortlisted candidates will be asked to bring original certificates of relevant qualifications to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies.

Right to work in the United Kingdom - Asylum & Immigration Act 1996

All applicants must complete this section. **All** applicants will be required to provide appropriate documentation demonstrating they are legally entitled to live and work in the United Kingdom. At the interview stage photographic proof of identity will also be required. It is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom.

Acceptable documents are:

- A document issued by a previous employer, the Inland Revenue, the Benefits Agency, the Contributions Agency or the Employment Service which states the National Insurance number of the person named.
- A passport describing the holder as a British Citizen or as having the right of abode in – or an entitlement to re-admission to – the United Kingdom.
- A passport containing a Certificate of Entitlement issued by or on behalf of the Government of the United Kingdom certifying that the holder has the right of abode in the United Kingdom.
- A certificate of registration or naturalisation as a British Citizen.
- A birth certificate issued in the United Kingdom or the Republic of Ireland.
- A passport or a national identity card issued by a State which is party to the European Economic Area Agreement and which describes the holder as a national of that State.

Criminal Record Bureau Check (Disclosure)

Employment at this school is subject to an enhanced check with the Criminal Records Bureau. Checks will also be made against the Protection of Children List (PoCA) and the DCSF List 99. All such checks must be satisfactory before we confirm any offer of an appointment.

Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment) Order 1986, there are a number of jobs where we must take account of convictions, even though they are 'spent'. All posts at this school are regarded as such. Spent and/or unspent convictions may not necessarily make you unsuitable for the appointment. Any information given about convictions will be completely confidential and will be considered only in relation to the job for which you are applying.

Further Information and Declaration

Please make sure you complete this section.

Declaration - it is essential that you read and sign the declaration paragraph.

As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children.

Child Protection

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.

Whistle Blowing

We recognize that children cannot be expected to raise concerns in an environment where staff fail to do so. Therefore our policy is to ensure that all staff are made aware of their duty to raise concerns about any inappropriate attitude or actions of colleagues.

Code of Conduct and Personal Behaviour

The school believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the well being of all its employees and pupils.

The headteacher and governing body regard everyone working at our school as a role model to our pupils. As such employees should conduct themselves with integrity, impartiality and honesty. Furthermore, everyone in the school has an absolute duty to promote and safeguard the welfare of children. Registered teachers are in addition bound by the codes and professional values of the GTCE (General Teaching Council, England). While registered teachers are bound by the code, the school considers the principles to apply to all staff employed at the school.

Equal Opportunities - Equalities Monitoring Form

We aim to ensure that individuals are selected regardless of any factor other than the ability to do the job. Shenley Brook End School operates an Equalities Policy and we need to continually monitor our recruitment and selection process to ensure that unfair discrimination is not taking place in recruitment. To help us to ensure that our Equalities policy is fully and fairly implemented (and for no other reason), you are asked to complete the monitoring form attached to the application form. The monitoring form will be detached by Personnel and will not be seen by any of the shortlisting panel.

Disability Discrimination Act 1995

Under this Act, we are legally require to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are, therefore, committed to meeting, wherever possible, any needs you specify on the application form. Please contact Personnel at the school if you need to discuss this in any detail.

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.

Returning the Form

Please ensure that your application form is returned to Personnel by the closing date indicated in our advertisement.