|  |  |
| --- | --- |
|  |  |
| GUIDANCE NOTES | |
|  | |
| You are advised to read the following notes carefully as, unless other selection techniques are used, the decision to shortlist you for interview will be based solely on the information you provide in the Application Form. This advice is designed to help you complete the Application Form as thoroughly as possible.  When completed, read through your Application Form, checking for errors or gaps. Check the closing date and make sure your application is sent in plenty of time because late applications will only be considered in exceptional circumstances. The form should be returned to the address on the advertisement/Application Form. | |
| HOW WILL YOU KNOW WHAT WE ARE LOOKING FOR?  The job advertisement describes the skills, experience and qualifications we are looking for, and this forms the basis against which you will be assessed. The job description and person specification will be enclosed with your Application Form, to show the main duties, responsibilities and personal attributes of the post. You should read them carefully and try to identify the key words and phrases. | |
| DO YOU HAVE WHAT WE ARE LOOKING FOR?  From the information in the advertisement, job description and person specification work out if you have the skills, knowledge and experience we are seeking. If not, show how you have used them in the past. Do not forget that skills can be transferable. The tasks you perform may not be the same as those in the job you are applying for, but the skills you use to carry out those tasks may be the same.  Remember that the skills and experiences you have gained outside paid work, for example, from domestic responsibilities, unpaid or voluntary work or organising social or community activities can demonstrate skills you have taken for granted which could be a clear sign of your ability to do a job. | |
| ASYLUM AND IMMIGRATION ACT 1996  The successful applicant will be required to provide one original document, which proves their entitlement to work in the UK, e.g. P45 or P60 before an offer of appointment is made. A full list of suitable documents for this purpose will be issued to every succesful applicant. | |
| DATA PROTECTION  Chorus Education Trust is collecting data in order to process your application under its Safer Recruitment and Selection Policy and will use it for any subsequent employment purposes.  On occasions, the MAT will have to contact third parties to verify information you have provided and other facts relating to you and your application, for example references.  The MAT needs to protect the public funds it handles so we may use the information you provide on your Application Form to prevent and detect fraud. We may also share this information, for the same purpose, with other organizations that handle public funds.  Should you be unsuccessful with your application the MAT will destroy your Application Form after twelve months of its submission. | |
| RECRUITMENT MONITORING  Chorus Education Trust is committed to promoting equality, inclusiveness and social justice for all its citizens and staff. We will work positively to achieve this by challenging all forms of discrimination, exclusion and injustice.  We will endeavour to ensure that our workforce and our services reflect community diversity and needs.  To assist Chorus Education Trust to monitor and evaluate its effectiveness in relation to equal opportunities, and for no other reason, applicants are requested to complete and return the Recruitment Monitoring Form. The details supplied are held in confidence and are not used in any way in the recruitment and selection process. | |
| SMOKING POLICY  The MAT operates a "No Smoking Policy" which effectively means that the whole premises is a non-smoking environment. | |

|  |
| --- |
| THE APPLICATION FORM |
|  |
| 1. Information  Information you provide in the Application Form will be treated as confidential. In an attempt to ensure greater objectivity in the selection process, it is divided into two parts, (A and B) with only Part B being used to shortlist candidates for interview. Therefore, please do not enter your name on Part B of the Application Form, or on any additional information submitted in support of your application. |
| 2. Completion of the Form  The form should be filled in as completely and clearly as possible, in black ink or typed (where applicable). If you have a disability that prevents you from completing the Application Form, you may have someone complete it on your behalf. On request the Application Form is available in large print. Braille or taped applications are welcome and the Application Form is also available on the internet. If you need to attach additional sheets to support your application or to provide additional information, please quote the serial number shown at the top right hand corner of the Application Form. Read each section of the Application Form carefully. |
| 3. Fitness to fulfill the post  All appointments are subject to the successful completion of a medical screening process. Only candidates provisionally offered a post will be required to complete a pre-employment health questionnaire. This is sent to Occupational Health in a confidential envelope. A health problem does not preclude a person from full consideration for the job. Information relating to the health of an individual is sensitive personal data and is subject to strict controls under the Data Protection Act, 1998. |
| 4. References  We need a reference from your present or most recent employer. If you have never been employed or have been out of paid work for a long time, you should give the name of a responsible person who knows you well but is not a relative. Referees will be sent a copy of the job description and person specification. References will be requested prior to the selection process. |
| 5. Education and Training  The ‘Qualifications’ section gives you an opportunity to list any examinations or certificates you have gained or are currently taking. For some jobs, qualifications are essential, but not all jobs require formal qualifications – the advertisement, job description and person specification should tell you whether qualifications are required. Original certificates will be checked during the selection process. |
| 6. Employment History  Please provide full details of your current (or last) employment and highlight any achievements in this post. Where the information relates to your previous employment, please provide your reasons for leaving. Please provide a continuous record of all experience, paid, or unpaid, including, for example, voluntary work, positions of responsibility or any other experience you consider relevant. If not full-time indicate the hours worked per week.  Please explain any break in your work experience.  **Please do not attach a CV.** |
| 7. Information to Support your Application  This section is probably the most difficult part of the Application Form to complete, however, it is very important. This is where you match your skills, knowledge, experience and personal qualities to the job description, person specification and advert.  Ask yourself why you are interested in the position, for example would it be promotion or alternatively a good career move sideways to broaden your experience? Do not simply repeat your career history. Pick out skills, knowledge and experience required by the job description and person specification and provide evidence that you possess them.  Any supporting information (i.e. additional sheets) should contain your name. |
| 8. Job Sharing  Chorus Education Trust supports job sharing as a means of creating job opportunities, offering more flexible working arrangements and as a means of retaining experienced and trained staff. Some jobs within the MAT are available for job sharing.  Applications from single job share applicants will be accepted and treated in the same way as full-time applicants.  If this post is full-time and it has been advertised as being suitable for job-sharing, please tell us whether you are  applying for a full-time post, willing to job-share, or whether you would consider either:  **Please ✓**  Full Time  Job Share  Either |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| **RECRUITMENT MONITORING AND SUPPORT FORM** | | | |
|  | | | |
| **Post Applied For:** | | |  |
| **THE DETAILS GIVEN ON THIS FORM ARE FOR MONITORING AND SUPPORT PURPOSES AND ARE CONFIDENTIAL.**  **THEY WILL NOT BE SEEN BY THE SELECTION PANEL OR CONSIDERED IN ANY WAY DURING THE APPOINTMENT PROCESS** | | | |
| As an Equal Rights employer Chorus Education Trust seeks a workforce which reflects the community it serves and is committed to providing equality of access to employment and development opportunities for people from all parts of the community.  To ensure this policy is carried out effectively, we ask all applicants to provide the following information. Selection for appointment/promotion will be based only on merit and ability. | | | |
| **SURNAME/FAMILY:** | | FORENAMES/FIRST: | |
| **Preferred Title (mark with a x)** Mr       Mrs       Ms       Miss       Other (please specify) | | | |
| **Gender: Please ✓** | | Date of Birth: | |
| Female  Male | |  | |
| **Marital Status: Please ✓** | | | |
| Civil Partnership  Divorced  Married  Separated  Single  Widowed | | | |
| **DISABILITY** | | | |
| Description: positive | The Disability Discrimination Act (1995) defines a disabled person as a person with 'a physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities’. You no longer have to be registered disabled. | | |
| Do you consider yourself to be disabled? **Please ✓** | | Yes  No | |
| **If Yes: -**  What Adjustments do you consider may be necessary in the recruitment process to take account of your disability? Are there any arrangements we can make for you if you are invited for interview? Please specify, e.g. the provision of an accessible interview location or an interpreter, aids, adaptations or equipment. | | | |
| Chorus Education Trust is committed to interviewing all disabled applicants who meet the essential criteria. | | | |
| Where did you see this post advertised?  Academy Website  Sheffield Council Website  Radio    Local Press  Citizen  Other Publication  National/Professional  Other Website  please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |

|  |
| --- |
| Recruitment Monitoring |
| All of the information provided below is kept confidential in line with the Data Protection Act and will only be used to compile statistics that we can then use to make continuous improvements to our recruitment and selection processes.  We ask for your help in providing this information to give us a clearer profile of our workforce and how it compares with the numbers of people in the district who are currently working or actively looking for work. |
| I would describe my Ethnic Origin as:  Choose one category then **✓** the appropriate box to indicate your cultural background    **Asian or Asian British**  Indian  Pakistani  Bangladeshi  Any other Asian Background (Please specify)  **Black or Black African**  Caribbean  African  Any other Asian Background (Please specify)  **Chinese or Other Ethnic Groups**  Chinese  Any other Asian Background (Please specify)  **Mixed**  White and Black Caribbean  White and Black African  White and Asian  Any other Mixed Background (Please specify)  **White**  British  Irish  Any other White Background (Please specify) |

|  |  |
| --- | --- |
|  | |
| **It is important that you refer to the guidance notes before you complete the Application Form.**  **This part of the Application Form will not be used to shortlist candidates for interview.**  **Please use black ink or type** | |
|  | |
| APPLICATION FOR EMPLOYMENT | |
|  | |
| POST APPLIED FOR: | |
|  | |
| PERSONAL DETAILS | |
| Surname/family name:    Previous surname(s): | First name(s)/other names: |
| How do you wish to be addressed in correspondence?  MR/MRS/MISS/MS or OTHER (Please state):  **Address for correspondence:**            Postcode:  E-mail: | **Telephone number where you can be contacted:**  Day:  Evening:  Mobile No.: |
| Do you have any relationships (personal/ business/financial) with a governor or senior member of staff that may conflict with the duties of the post for which you are applying?    **Please ✓** Yes  No  If yes, please provide details: | |
| Do you need permission to work in the UK?  **Please ✓** Yes  No | |
| **This information is covered by the Data Protection Act (see Guidance Notes)** | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| REFERENCES | | | | | | | | | | | |
| Please give name, address, position and relationship of two referees. One of these should be your current or (if you are unemployed) most recent employer. If you have not previously been employed give the name of a responsible person who knows you well, but not a relative. **Referees will be contacted before interview**. | | | | | | | | | | | |
| Name:  Address:      Postcode:  Telephone Number:  E-mail:  Job Title:  Relationship to Applicant: | | | | Name:  Address:      Postcode:  Telephone Number:  E-mail:  Job Title:  Relationship to Applicant: | | | | | | | |
|  | | | | | | | | | | | |
| My National Insurance number is: |  |  |  | |  |  |  |  |  |  |  |
|  | | | | | | | | | | | |
| For teaching posts only (Must be completed)  Are you recognised by the Dept For Education as a qualified teacher?  Please ✓ Yes  No  Teacher Reference Number (TRN): | | | | For teaching posts only (Must be completed) QTS or QTLS (please circle)  Date of Completion:  If QLTS is it up to date with SET? Yes/No  NQT only - Have you started statutory induction? Yes/No  NQT only – Have you completed your induction satisfactorily? Yes/No | | | | | | | |
| DATA PROTECTION ACT  I give my consent for the personal data contained in this Application Form to be processed for the purposes set out in the Guidance Notes to this Application Form.  Signed:       Date: | | | | | | | | | | | |
| **DISCLOSURE AND BARRING SERVICE (DBS) CHECK**  **Please note that only those candidates who pass a DBS check (and any other relevant checks) will be able to take up this post.**  **Please tick to confirm that you understand this:** | | | | | | | | | | | |
| SIGNATURE:  I declare that the information I have given in this application is correct to the best of my knowledge.  I understand that if I am appointed and it is later discovered that I withheld or falsified relevant information, this will result in a disciplinary investigation by the Trust and it is likely to result in your dismissal.  Signed:       Date: | | | | | | | | | | | |
| Shortlisting will take place within four weeks of the closing date. If you do not hear from us, please assume you have been unsuccessful. | | | | | | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | | | **PART B** | |
|  | | | | | | |
| APPLICATION FOR EMPLOYMENT | | | | | | |
|  | | | | | | |
| POST APPLIED FOR: | | | | | | |
|  | | | | | | |
| EDUCATION AND TRAINING | | | | | | |
| Qualifications Obtained – Educational & Professional | | | | | | |
| Name of School/College/University | | Subject | Qualification/Level | | | Grade Obtained |
|  | |  |  | | |  |
|  | |  |  | | |  |
|  | |  |  | | |  |
|  | |  |  | | |  |
|  | |  |  | | |  |
|  | |  |  | | |  |
|  | |  |  | | |  |
|  | |  |  | | |  |
|  | |  |  | | |  |
|  | |  |  | | |  |
|  | |  |  | | |  |
|  | |  |  | | |  |
|  | |  |  | | |  |
|  | |  |  | | |  |
| For teaching posts please state the age range of children for which you were trained. | | | | | | |
| Qualifications Currently Being Taken | | | | | | |
| Name of School/College/University | | Subject | Qualification/Level | | | Date Started & Duration |
|  | |  |  | | |  |
|  | |  |  | | |  |
|  | |  |  | | |  |
| Relevant Training Courses Attended or Currently Being Taken  (include any relevant short-courses) | | | | | | |
| Title of Training Provider | Course/Qualifications | | | Duration | | |
|  |  | | |  | | |
|  |  | | |  | | |
|  |  | | |  | | |
|  |  | | |  | | |
| **Membership of Professional Bodies**  (relevant to the position you are applying for) | | | | | | |
| Name and Address of Professional Body | Grade of Membership | | | Membership Number | | |
|  |  | | |  | | |
|  |  | | |  | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **EMPLOYMENT HISTORY** | | | | | | | |
| Present or Most Recent Employment | | | | | | | |
| Name & Address of Employer: | | | | | Nature of Business: | | |
| Job Title: | | | | | Date Started: | | |
| Salary/Wage: £ | | | Notice Required: | | | Date Left (if relevant): | |
| State briefly your main duties and responsibilities and your position within the organisation. If you are no longer in this job, please state the reason for leaving: | | | | | | | |
| Summary of Previous Employment  Include part-time and temporary posts and previous posts with your present employer. Enter details with your most recent post first. You may attach extra sheets if necessary. For teaching posts please provide information relating to age of pupils and number on role. | | | | | | | |
| Period Employed | | Name of Employer, Address  & Nature of Business  **Please state the name of the school you work in if you are employed by a**  **Multi Academy Trust** | | Job Held, Grade, Salary/Wage  Previous Pay Spine Point | | | Reason for Leaving |
| From  Mth/Yr | To  Mth/Yr |
|  |  |  | |  | | |  |
|  |  |  | |  | | |  |
|  |  |  | |  | | |  |
|  |  |  | |  | | |  |
|  |  |  | |  | | |  |
| Please explain any break in your continuity of employment: | | | | | | | |

|  |
| --- |
| **INFORMATION TO SUPPORT YOUR APPLICATION** |
| Please refer to ‘Guidance Notes on Filling in Application Form’  Please support your application by describing what particular experience, skills and abilities you can bring to this job, gained either through work, education, home or voluntary activities.  This is your opportunity to tell us about yourself and why you are applying for this post. Take care to explain what you have done in your present and previous jobs, or outside work and how it is relevant to this post. You may attach extra sheets if necessary. |
|  |

|  |
| --- |
| **INFORMATION TO SUPPORT YOUR APPLICATION (continued)** |
|  |

|  |
| --- |
| **If the job you are applying for involves driving,** Do you hold a current driving licence?    **Please ✓** Yes  No  Class  e.g. full, provisional, HGV,etc.  Have you use of a vehicle? Yes  No |
| If you are offered this job will you have any other paid work? **Please ✓** Yes  No    Are there any dates when you will not be available for interview, e.g. holidays –  Please state: |