

## **Guidelines for completing Application Form for Support Staff**

**Brookfield Community School and Language College is committed to safeguarding the welfare of children and young people.**

A completed application form is required of all candidates as part of the application process. A Curriculum Vitae (CV) is not required and will, therefore, not be considered within the short listing process.

If a disability precludes a candidate from completing an application form, please contact Beverley Collins, Office Manager, for further guidance. Details are shown at the end of these guidelines.

**Please note**, an incomplete application form will not be accepted and may be returned for completion before it can be considered.

### **Completing the Application Form**

**Please use black ink in completing the Application Form**

- Section 1** Complete the details as specified on the advertisement.
- Section 2** Surname and first names should be those shown on the candidate's passport or driving licence.
- Ensure current address and telephone numbers are provided. If a change of address or telephone number is imminent please include these details on a separate sheet and attach to the Application Form.
- Sections 3, 4 and 5** Most recent experiences should be listed first, where applicable. A brief explanation should be given where there are gaps in an applicant's education/employment history.
- Do not leave any gaps in the information provided. Insert n/a, if appropriate.
- Section 6** Candidates are given the opportunity to provide reasons for applying for the post. This may be hand written or word processed. It should not exceed two A4 pages, minimum font size 11.
- Section 7** Candidates are invited to provide further information in support of their Application. This may be hand written or word processed. It should not exceed two A4 pages, minimum font size 11.
- Please note**, if candidates are required to address specific issues within their letter of application, details of this will be included in the application pack.
- Section 8** Activities and hobbies should be noted as requested.
- Section 9** Two references should be provided, one of whom must be the

candidate's current employer or Headteacher. If the candidate is not currently working with children but has done so in the past, an additional reference should be from the employer for whom the candidate was most recently employed to work with children.

The Headteacher will request **written** references before interview for all short listed candidates, including internal applicants. Open references and/or testimonials or photocopied references will not be accepted in support of the candidate's suitability for the post.

References will be checked against the candidate's Application Form. Discrepancies or other concerns may be checked with the candidate prior to interview.

***Candidates are advised to be mindful of the time required for referees to complete and return references, particularly if applying from overseas.***

#### **Section 10**

In the case of a 'Yes' response, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the **attention of the Headteacher** and enclose it with the Application Form.

#### **Section 11 and 12**

Complete as requested on the Application Form. Do not leave any gaps in the information provided. Insert n/a, if appropriate.

Please read the information carefully. Sign and date in full.

***Candidates are advised to retain a photocopy of the completed Application Form and any supporting information included with the Application.***

#### **Shortlisting Procedure**

The interview panel will meet after the closing date for applications to agree the short list.

Only those candidates meeting the requirements of the job description and person specification will be short-listed and invited to interview.

#### **Interview Procedure**

The school will aim to give applicants one week's notice of an interview so that personal arrangements can be made and preparation time is available. If the time scale is less than one week it will be up to the individual applicant to decide if he/she would still like to accept the invitation to interview; to ensure equality of opportunity the time cannot be extended to accommodate individuals' needs.

Full details of the interview process will be sent to candidates with the invitation to interview.