

### **Applicant Guidance Notes**

The Trust seeks to ensure that we appoint the right candidate to each post and that applications for employment are treated in a fair and consistent manner. This Application for Employment comprises of two parts:

- Part 1 is submitted to the selection panel for use in the selection process.
- Part 2 is removed prior to the selection process and is used for administrative and monitoring purposes only.

You are responsible for ensuring that you complete all sections of the application in sufficient detail. The form is used to assess you against the criteria shown in the person specification.

#### **General Points**

- If you are applying for more than one post, a separate application form must be completed for each of the posts you wish to be considered for.
- If you do not have sufficient space on the application at any point, you may use additional pages as required
- Take care to complete all sections as clearly and as fully as possible
- Make sure your application is returned by the closing date. Applications received after the closing date will not be submitted for short-listing.
- Keep a copy of your application; it will be useful to refer to for preparation if you are shortlisted for interview.
- All job offers are conditional and subject to satisfactory pre-employment checks including references, DBS check (if applicable), proof of ID, qualifications (if applicable) and medical clearance.

#### **COMPLETING PART ONE – This section is submitted to the selection panel for short-listing**

Complete the post applied for, including role and school section fully.

#### **Current / Most Recent Employment**

Please provide details of your present post including the period of notice to be given. If you are unemployed at the time of applying please indicate this.

#### **Previous Employment**

Please provide details of your employment history since you left school, college or university. List the posts you have held, with the most recent first, stating the month and year. Include voluntary work, particularly if you have not been in paid work. Ensure you account for any gaps in employment (e.g. career break).

#### **Qualifications**

Please provide full details of your education, paying particular attention to the grade achieved in each subject. You should list any formal, informal or on the job training you have received that you consider relevant to the vacancy.

**Please note:** we will ask for sight of original certificates and take copies at offer stage if your application is successful. We will also ask for evidence of membership of any professional/technical bodies. Please do not attach original certificates to your application.

### **Personal Statement**

This is your opportunity to tell us why you are suitable for the post. The person specification lists the essential and desirable criteria against which each applicant will be assessed at each stage of the selection process. Please note: where the stage identified on the person specification includes "Application Form" (AF) you must show evidence on your application that you meet this criteria.

The simplest way to ensure you demonstrate your suitability for the role is to list the essential criteria from the person specification and provide your evidence against each of them. Consider what you have done in the past: at home, at school, at college, in paid work, unpaid work or in a hobby. If you also meet the desirable criteria, you should use the same method. The information should be well structured and easy to follow.

No assumptions will be made about your experience. It is vital that you have told us how you meet the selection criteria.

### **References**

You will need to provide the names of two referees who are not related to you. One referee must be your current or most recent employer. The second referee should be a previous employer or someone who can give information about you that is relevant to the post and should ideally have known you for at least two years. If you are a school or college leaver, please give the name of your head teacher or tutor.

It is advisable to contact your referees at an early stage to let them know that you wish to give their name and ensure that they are willing to act as a referee. If you are shortlisted, contact will be made with the referees. If, you do not wish us to contact a referee prior to interview, please indicate this on the application form.

### **Disclosure Information**

The Trust is committed to the principle of making appointments on merit and will focus on a person's abilities, skills, experience and qualifications. When considering an applicant with a criminal record the Trust will consider the relevance of the conviction to the job for which the person is applying and a record will not necessarily prevent you from obtaining a position.

If you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020), then the details of these must be disclosed if you are invited for interview. Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website](#).

If you are invited for interview, please bring Trust Criminal Record Self Declaration Form you to the interview in a sealed envelope marked "Confidential – Criminal Record Self Disclosure Form". You will be asked to hand the form to the interviewer at the end of the interview. If you do not have disclose convictions, please complete the relevant sections of the Disclosure Form.

### **Online checks for Shortlisted Candidates**

KCSIE states in addition to recruitment and pre-employment checks schools and colleges should consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant.

## **Disqualification from Caring for Children Regulations (DCCR) 2002**

The regulations stipulate that an individual who has been disqualified from caring for children for reasons detailed in the regulations cannot work with children either in an employed or voluntary basis.

## **Language requirements for public sector workers.**

The ability to communicate with members of the public in accurate spoken English is an essential requirement for the post. This is because this is a public facing public sector post. Please note that this language requirement may be in addition to mandatory English language requirements associated with your immigration route.

## **COMPLETING PART TWO – This section is removed prior to the selection process**

### **Equal Opportunities**

As an equal opportunities employer, Lingfield Education Trust values the diversity of the community it serves. We therefore strive to ensure that our services reflect the needs of all people within the community. All individuals can expect to receive equal access to employment, promotion and training as well as equal treatment in respect of all the services delivered by Lingfield Education Trust.

We operate in an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

The information we gather will be used purely to monitor the diversity of applicants, in line with the Trust's Equal Opportunities Policy.

### **Eligibility to Work in the United Kingdom**

To ensure the Trust complies with legislation, you will be required to provide documentary evidence (e.g. Passport or Full Birth Certificate and National Insurance number) showing that you are entitled to work in the United Kingdom. If your Right to Work is subject to any restrictions (e.g. you have a Work Permit), you should provide full details, including any expiry dates.

### **Relationships**

We need to know if you are related to a Trustee of the Trust, a member of the Local Governing Body or an employee of the Trust. This is to ensure that you are neither disadvantaged nor favoured in your application. You must not canvass either a Director of the Trust, a member of the Local Governing Body or Trust employee to gain employment. Failure to declare such a relationship may result in disciplinary action or dismissal.