

The Governing Body is committed to safeguarding and promoting the welfare of children and young people. The recruitment process will be rigorous in seeking confirmation that any prospective staff share and demonstrate this commitment.

General

Complete the application form accurately, fully and neatly ensuring that there are no unexplained gaps in your education or employment history.

Your application may be typed or handwritten but if you choose to handwrite your application, make sure that it is legible and that you use black ink.

On the front page, indicate clearly for which post you are applying.

Do not send a duplicated curriculum vitae or large quantities of appended material. A concise application will receive a much more favourable response.

Applications not including the standard application form will not be considered

Qualifications

You must state the subjects associated with your qualifications together with the Awarding Body. If you hold an Honours Degree, please give the Class and Division.

Present post

Make it quite clear what your present post is, which establishment you work in, and who your employer is. We need to know your grade, length of service, and what your current job responsibilities are.

Previous employment

When completing this Section on previous employment, it is important to offer a continuous record or an explanation of any gaps [eg for child raising or voluntary work].

The Supporting Statement

Your Supporting Statement is a very important part of your application and candidates are asked to make statements which demonstrate how their qualifications and experience match the criteria outlined in the Job Description/Person Specification and how they would impact on the life and work of Manshead School. The Selection Panel also find it helpful if candidates explain why they are applying for a particular post.

Please include any experience gained from outside the formal context of education [such as raising a child].

You should contain your supporting statement to a maximum of two sides of A4.

Child Protection

Jobs involving work with children, older people, those with disabilities, learning difficulties and other vulnerable groups are exempt from the provisions of the Rehabilitation of Offenders Act 1974. As such, by applying for a job in the school you are required to state whether or not you have **any** unspent convictions, cautions, reprimands or warnings **or** if there are any criminal charges or summonses pending, against you. A conviction, caution, reprimand or



warning will not necessarily be a bar to employment. Those appointed to work in the School will also be required to undertake a check for convictions by the Disclosure and Barring Service.

Referees

Applicants are asked to note that suitable referees are people who have had direct, recent experience of your work and who are in responsible positions.

If you are presently employed at a school your first referee **must be** your present Headteacher.

If you are not presently employed at a school but have worked at a school previously, one of your referees **must be** the Headteacher from the last school where you were employed.

Personal references [eg from neighbours or social acquaintances] are generally of little help to the Selection Panel. These should only be used in the absence of suitable professional referees. Please state clearly the referee's position in relation to the applicant.

Monitoring

In order that the School is able to monitor its recruitment process in line with its Equal Opportunities Policy, you are asked to complete the Equal Opportunities Monitoring Sheet.

Submitting your application

When completed, please read through your application carefully, checking errors or omissions.

Make sure you meet the quoted closing date, ensuring that your application is sent to the school in plenty of time. Applications received after the published closing date will not be considered. The advertisement for the post and/or application form will give details of how your application should be submitted

Any offer of employment made, whether verbally or in writing, will always be subject receipt of satisfactory references, proof of qualifications, proof of identity, proof of eligibility to work in the UK, DBS and other disclosure checks, a medical questionnaire and any other requirements arising in law or direction to schools.

Candidates who accept an offer will doubtless wish to expedite any outstanding requirements in order that an offer of employment may become unconditional.