



GUIDANCE NOTES FOR THE COMPLETION OF YOUR APPLICATION

If you need any help with completing your application form, please contact St. Aidan's Church of England High School on (01423) 885814.

1.0 **Data Protection Act 1998**

We will use the information you give to us to do the tasks we need to for the job shown in the title of these forms, carry out any of our official business and stop fraud or crime. Under the Data Protection Act 1998 St. Aidan's Church of England High School is the Data Controller (the holder, user and processor of data), for the information you have given us on these forms.

2.0 **General points**

Please note the closing date, late applications will not normally be considered. Please include as much relevant information as possible on the application form. Information provided on CV's will not be considered for shortlisting purposes. If little or no information is provided on the application form, it will be impossible to assess your suitability for the post and therefore **incomplete application forms will not be considered**. Application forms should be completed in **black ink or typescript**. If you do not have enough space on the form please continue on a separate sheet of paper. Personal details such as surname should be included on any supplementary sheets.

3.0 **Personal details**

In line with safeguarding guidelines, you must include all previous surnames by which you have been known. Please ensure that you enter your National Insurance Number. As an employer, St. Aidan's Church of England High School has responsibilities under Section 8 of the Asylum and Immigration Act 1996, not to employ individuals (aged 16 or over), who are subject to immigration control. For further information please contact the school. Depending upon the post for which you are applying you may be required to have a vehicle available for use at work or in the case of disabled candidates, access to a means of mobility transport.

4.0 **Details of current or most recent employment**

As a brief description of your current duties, you should include those duties which are particularly relevant to the post for which you are applying.

6.0 **Education and training**

Please provide full details about your education and training, paying particular attention to the grades/results you achieved. If appointed, you will be asked to provide proof of your qualifications.

7.0 **Further information**

You need to detail how you match the criteria on the person specification and also how your previous experience, knowledge and skills match the requirements of the job description. Don't just say that you meet the criteria, give examples of what you did and how you did it. Giving full details will enable us to assess your suitability for the position for which you are applying.

8.0 **References**

Follow DFE Safe Recruitment Guidelines, at least two references will be requested for applicants. The appointment will be subject to receiving satisfactory references; references will request information concerning your suitability to work with children. **Relatives are NOT acceptable referees**. One of the referees should be your present/or most recent employer and normally no offer of employment will be made without reference to him/her. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities are acceptable as referees. Open references and testimonials provided will not be accepted. No applicant will be appointed until a verified reference is received and scrutinised. The school reserves the right to contact any previous employer or manager in order to clarify any anomalies or discrepancies.

9.0 **Relationships to senior officers, elected members or members of the school's Governing Body**

Please bear in mind that any false or incorrect information you give may result in any offer of employment being withdrawn or if in post, your dismissal. Canvassing, either directly or indirectly of senior staff or elected members of the Governing Body will lead to disqualification of your application.

10.0 Declaration

Please ensure that you sign and date the declaration at the end of your application form.

11.0 Equality and diversity

Please complete and return the Equality and Diversity Monitoring Form. We have a legal duty to monitor information on equality and diversity in our recruitment process. We also want to make sure that our Equality and Diversity in Employment Policy is working, so we need to you to complete the Equality and Diversity Monitoring Form to help us do this. The information that you provide is strictly confidential and will not be taken into account when deciding upon your suitability for the post you have applied for. The form will be separated from the application form before the selection process begins.

Our Equality and Diversity in Employment Policy statement is:

"St. Aidan's Church of England High School reaffirms its opposition to unfair discrimination in employment and commits itself to a comprehensive policy of equal opportunity. The aim of this policy is to ensure that the recruitment, selection, training and promotion of our employees is based solely on the criteria of merit, ability and the requirements of the job and that therefore, no job applicant or employee will receive less favourable treatment on the grounds of sex, race, colour, ethnic origin, age, marital status or disability."

As a Disability Symbol user, we are showing our commitment to good practice in employing people with disabilities. We guarantee to interview all applicants with a disability who meet the essential criteria of a post and to consider applicants on the basis of their ability to do the job. REMEMBER! If you do not wish to disclose that you have a disability then we cannot guarantee you an interview under the scheme outlined above.

12.0 Declaration of convictions

St. Aidan's Church of England High School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau. The nature of the post requires the school to undertake a Criminal Records (DBS) check on the appointed candidate for any convictions which make it undesirable for the candidate to undertake this post. Under the terms of the check you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Rehabilitation of Offenders Act 1974. Therefore, the successful candidate will be required to obtain an Enhanced Disclosure from the Disclosure and Barring Service prior to the commencement of the appointment. By signing the application form you will be acknowledging that you understand that an Enhanced DBS check will be made.

For these reasons you are asked to complete form ROA1 and return this, **in a sealed envelope** which is marked '**Confidential – For the Headteacher**', with the application form and letter. Any information you provide will be treated as strictly confidential and will only be considered in relation to this application. Failure to disclose any convictions, bind-overs or cautions prior to appointment will result in your dismissal. Please note – a criminal record will not necessarily be a bar to obtaining a position with St. Aidan's Church of England High School.

13.0 Final note

Please check that you have completed all of your details on the application form and that you have completed and returned your Equality and Diversity Monitoring Form and ROA1 form.

14.0 Completed application form

Unless otherwise stated, please return your completed form and supporting letter to:

Mr J Wood, Headteacher, St. Aidan's Church of England High School, Oatlands Drive, Harrogate, North Yorkshire HG2 8JR

admin@staidans.co.uk

If you do not hear from us within 4 weeks of the closing date, please assume that your application has, on this occasion, been unsuccessful. Thank you for your interest in employment with St. Aidan's Church of England High School.