



The following information is designed to assist you in your job application.

Please read carefully. You will also need to refer to the **application pack**, as the pack contains the job description, person specification, and other details about the job.

If you would like this information in an alternative format i.e. large type, braille, audio, or another language please contact us on telephone **01275 884 072** or email educationadverts@n-somerset.gov.uk

Equality of opportunity for people with disabilities

The council is committed to the employment of people from all areas of the community. Some schools work within the “two ticks positive about disabled people” scheme. This means that if you identify yourself disabled in line with the Disability Discrimination Act definition, and demonstrate on the application form that you meet all of the essential criteria listed in the person specification, the school will guarantee you an interview. They will also make any reasonable adjustments for disabled people to enable equal access to the recruitment process and ongoing employment.

Completing the application form

Applications should be typewritten or completed legibly in black ink to allow for photocopying. Please do not send in your CV, as we will not be able to accept it. In the interests of fairness, all applications must be made on the schools official application form.

We want to try and make sure that everyone applying for a job has a fair chance and the application form is the first stage in the recruitment process which may lead to a possible job offer. It is therefore very important that you complete all sections of the application as clearly and fully as possible. If you have any difficulty in completing this application form or if there is something on the form that you do not understand please contact the School who will be happy to help you. We will also provide the form in alternative formats upon request.

Make sure you return your application form so it is received before the closing date and time. The closing date and time will be stated on the advertisement and in the recruitment pack.

Finally, **do not forget** to sign and date your application form! If you send your application form electronically, you will be asked to sign it if you are invited to interview.

Job title and reference number

Please enter these details on the application form so that the job you are applying for can be identified. The job title and job reference number can be found on the advertisement and in the recruitment pack.

Where did you see the job advertised?

Please tell us on your application form, where you first saw the job advertised. This helps the school to keep track of how effective their advertising strategies are. Please be specific, for example state “the council website” rather than just “the internet”.

Job description and person specification

Every advertised job has a job description and a person specification. The job description outlines the main duties of the job. The person specification sets out the knowledge, skills, qualifications and experience required and provides the criteria against which you will be assessed.

The panel decide who to invite for an interview by comparing what you tell them in your application form with what was asked for in the person specification. **It is therefore vital that you clearly explain how your skills and experience match the requirements outlined in the person specification.**

On the person specification we list criteria which is:

Essential (e.g. the minimum skills, qualifications or experience which you must have in order to do the job)

and

Desirable (these are not essential, but are additional to the minimum requirement to do the job).

In the event that all the applicants meet the **essential** criteria, the selection panel may use the **desirable** criteria to help them decide who to select for the next stage of the selection process.

Employment history

All experience is valued and we recognise that many people have worked in a variety of situations even if it has not been full time paid employment. Please list any work experience you have which you think would help you in the job for which you are applying, including voluntary work, temporary jobs, part-time or vacation work.

Education and training

Please use this section to provide details of any qualifications or training that you have completed or are currently undertaking. Include any special skills training, day release, or evening classes. You may be asked to provide proof of qualifications and training either at interview, or if you are offered the job.

Relevant experience

This is where you tell us how you meet the selection criteria for the job. Your application will be assessed against the criteria detailed in the person specification. Do not repeat your job history, but look at the specific requirements of the job and provide evidence that you have the skills, abilities and experience to meet those requirements. Give specific examples if possible. The evidence you provide does not necessarily have to be work based - it may be experience you have gained at home raising a family, doing voluntary work or from activities that you do in your spare time.

References

If you are offered a job, we will take up references before your offer of employment is confirmed. Wherever possible your current employer should be named as someone who can be approached for a reference. It is Schools policy to approach current employers, regardless of whether candidates give them as referees. You should note, however, that if you request that a referee is not approached before interview, this will be respected wherever possible.

Other references should include previous / most recent employers. If you have not been employed before, you should give the names of teachers or lecturers who know you sufficiently well to comment on your ability to do the job. You can also give the names of professional people who know you well, and who are not friends or relatives. It is helpful if your referees are aware that you have used their name before we contact them.

Rehabilitation of Offenders Act

Under the Rehabilitation of Offenders Act 1974, an individual who has a conviction for a criminal offence is, after a specified time, allowed to treat the conviction as if it never occurred i.e. spent. However, under this Act, some occupations and employments are exempt and applicants for these posts are not protected by the Act. This would include jobs that involve regular caring for vulnerable adults, training, supervising or being in sole charge of those aged under 18.

All jobs in schools require a disclosure check and successful applicants will be subject to an enhanced Criminal Records Bureau (CRB) disclosure check for any such job.