



GUIDANCE NOTES FOR SUPPORT STAFF APPLICATION FORM – WASHWOOD HEATH MULTI ACADEMY TRUST (“WHMAT”)

THE APPLICATION FORM

Completing the application form is the first step in the recruitment process which may lead to an interview and the possible offer of a job. It is therefore, most important that you complete **ALL** sections of the application form which are relevant to you as clearly and fully as possible. **Please do not include a Curriculum Vitae with your application**, but try to include all relevant information on the form itself using additional sheets if necessary. If you are unable to complete the form, you may ask someone to do it on your behalf. If you have a disability and would prefer to submit your application on tape – you may do so. Your recording should follow the format of the application form. The following notes will explain the application form and give some useful advice on how to complete it. Please use black ink or type since it will be necessary to photocopy your form.

Vacancy details

Please refer to the job advertisement to fill in this section. Although you will be employed by WHMAT, you will primarily work from a “base academy” as specified in the advert for the post.

Personal details

Please enter your personal details fully and clearly so that we may contact you about your application.

National Insurance number: If you do not currently have a National Insurance number, please leave this blank.

Right to work in the UK: If you are shortlisted for an interview with WHMAT, your original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment, the copy of your identification documents will be retained on file under regulations governed by the Immigration, Asylum and Nationality Act. We are unable to employ anyone who does not have the right to work in the UK legally. Please explain the basis upon which you believe you will be able to live and work in the UK legally on the commencement date of your role.

Arrangements for Interview

If you have a disability, please complete this section so that suitable arrangements can be made if you are called for an interview and/or a work-based exercise.

General Information

If you are related to or have a close relationship with an existing WHMAT employee, Director or Governor, please tell us so that we can make the selection panel aware of this and minimise any conflicts of interest in our recruitment process and ensure that all applications are treated fairly. Canvassing of an employee, Director or Governor (i.e. seeking to gain an unfair advantage through personal contacts) will disqualify your application.

Education/qualifications

Please enter details starting with the most recent. We are interested in ANY form of education you have followed, including any courses which did not lead to an examination or qualification. We will take full note of any education or qualifications gained overseas or as part of an employment training scheme. Successful candidates will be required to provide proof of qualifications at interview.

Current & previous employment

It is **ESSENTIAL** that you give full details in chronological order, starting with **YOUR CURRENT EMPLOYMENT**, of all employment and other experience since leaving secondary education. This should

include any breaks or unpaid activities such as voluntary work, child rearing, travel abroad, etc. **Please ensure there are no unexplained gaps in your completed service history before returning your form as this could result in your form being rejected.**

We require information on all past or present employment. If you have recently left university, college, or a training programme and have not yet had a full-time or permanent job, please give details of any other employment that you may have had such as work experience, part-time, holiday work or voluntary work. Please include your current job title and where applicable school and Local Authority. If you have passed through threshold and you are successful in your application you will be required to produce a copy of your letter of confirmation to WHMAT.

Written references

Please give the names, addresses (both postal and e-mail) of two referees. If you have been or are employed, the first referee should be your current or most recent employer. If this employment has been within a school, this will be your head teacher. If you do not name your current/most recent head teacher as a referee, please expect to be questioned about the reason for this prior to interview.

If you are not currently working with children, but have done so previously, one of your referees should be from your most recent employer, where you were employed to work with children.

If you have been unemployed for some time, you should instead, name somebody who knows you well and wherever possible someone able to comment on you in relation to the job for which you have applied. References will not be accepted from relatives or from people writing solely in the capacity of friends.

In line with 'Keeping children safe in education' procedures, written references will be required for all shortlisted candidates PRIOR TO INTERVIEW in order that any relevant issues can be taken up at interview. Previous employers may also be approached to verify particular relevant experience or qualifications prior to interview.

Other relevant information in support of your application

Pick out those aspects of your experience or skills that are RELEVANT to this post. Explain how your experience, abilities, skills and knowledge match those required for the vacancy as set out in the person specification (where provided). Remember to consider experience in previous employment and relevant experience from voluntary/leisure/college activities. Other information should include relevant information particularly related to the school e.g. the curriculum on offer, ethos of the school, etc. Give clear examples where you can in support of your application. Please provide no more than 3 sides of A4 in total.

DISCLOSURE

IMPORTANT NOTE FOR ALL PERSONS APPLYING FOR POSITIONS IN SCHOOLS AND COLLEGES, AND OTHERS WHO WILL WORK WITH YOUNG PERSONS UNDER THE AGE OF 18

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Do you have any convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the Ministry of Justice?

If you do have any convictions or; before signing this section of the application form, you must check the filtering rules to determine if you should declare them or if they are now 'protected' and no longer require disclosure.

Failure to disclose any previous convictions or cautions that are not protected could result in dismissal should it be subsequently discovered. Any information given, either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application.

Consent and confirmation

When completed, read through your application form carefully, checking for errors and omissions. Ensure that you have signed and dated the relevant areas of your application form to confirm that your details are correct and complete. Providing false information is an offence and could result in the application being rejected, or summary dismissal if appointed, and possible referral to the police.

Refer to the closing date and ensure your application is sent to the return address on the form in plenty of time. Your application will need to be received by the specified closing date. It is advisable to keep a copy of your application form. All applications are treated confidentially.

Recruitment monitoring

You are asked to complete this section to enable us to monitor the effectiveness of our Equal Opportunities in Employment Policy.

Please help us by ticking or completing the appropriate boxes in this section. Any information gathered will not identify individuals, but will only be used to measure how we are progressing. This information will not be used by those in the selection process and is for statistical purposes only.

We look forward to receiving your application.