

Application Guidance Notes

Right to Work in the UK

The Immigration, Asylum and Nationality Act 2006 came into effect on 29 February 2008. This strengthened the requirement to employers to check documents to establish a person's eligibility to work in the UK and compliance with any restrictions.

Under the Act we are required to check your eligibility to work in the UK before you start work. **We therefore ask ALL candidates to bring proof of their right to work to interview.** However, this will not form part of the decision making process. Photocopies of documents will not be accepted.

If you do not currently have the right to work and need to apply for a certificate of sponsorship please raise this at interview.

If you are successful at interview photocopies of your documentation will be kept on your personnel file.

If you forget to bring documentation with you to interview you will be asked to bring the required documentation before any employment offer can be confirmed. Photocopies of documents will not be accepted.

Should you require any more information on your right to work in the UK please visit the UK Border Agency website www.ukba.homeoffice.gov.uk.

Application form

The following guidance notes are split to reflect the different sections of the application form.

Post Details

Please specify the details of the post that you are applying for.

Personal Details

Please complete all the boxes relevant to you. If you have changed your name for any reasons we do need to know your previous name(s).

Teacher Specific information (for teaching posts only)

Please use this section to tell us what subjects and ages you have previously taught as well as your teacher reference number.

Teacher Qualifications and Development (for teaching posts only)

Please use this section to list your teacher training. Please note there are multiple entries allowed in this section

Continuing Professional Development (for teaching posts only)

Please use this section to tell us any details of CPD that you have completed

Professional Membership of Relevant Organisations – (for teaching posts only)

If the post you are applying for requires you to be a member of an organisation (e.g. GTC), or if you are a member of an organisation that is relevant to the post, please complete this section.

Current Employment and Employment History

Please tell us about all of your experience in a working environment, including any unpaid work you have undertaken in the past. Please list your experience in chronological order, **with your current or most recent first**. If you currently have more than one position, please indicate your main employment first. For teaching posts please list your most recent teaching post first even if you are currently not in teaching.

Gaps in Employment

Please tell us about any gaps in your employment history and the reasons for these gaps, including any time spent abroad. Don't be worried about telling us about these reasons – this is a confidential document and will only be seen by those people involved in the recruitment process.

References

In line with our recruitment policy it will be necessary for us to approach both referees upon completion of the short-listing stage for all applicants shortlisted for interview, **regardless of whether you indicate you do not wish your referees to be contacted prior to interview.**

When providing names and details of your referees you should ensure that at least one is your present or most recent employer. If you are not currently in employment and/or your last employer cannot give you a reference because the organisation no longer exists, then you should attempt to get a reference from a professional person. **Please provide an official email address for professional references as personal email addresses, such as Hotmail/Gmail, cannot be accepted.**

If you have just left school, college, university or some kind of recruitment / skills agency you should use your contact there as a referee.

References should not be provided by relatives, partners or close friends.

Applicants should note that the post involves access to children. References relevant to this area of work are required and previous employers not quoted as referees may also be contacted.

Education and Qualifications

Please use this section to show us that you have the necessary qualifications to do the job. These may include equivalent qualifications gained abroad. Again, please ensure you read the Person Specification when completing this section. Please also tell us about any short courses that you have attended, or any certificates or awards that you have received which you feel may be relevant. You may have attended a workshop with an employer some years ago, but it may still be relevant.

Interests and Activities

Please use this section to tell us about you outside of work. What are your hobbies and interests – e.g. team sports, volunteering, musical instruments etc.

Supporting Statement

This is your opportunity to tell us a summary of your experience, skills, knowledge and competencies as well as how you meet the requirements of the job. In order to get an interview, you need to demonstrate to us that you meet at least all of the essential criteria on the Person Specification. If too many applicants meet all of the essential criteria then the shortlist will be reduced by selection of those who meet some or all of the desirable criteria.

When describing your experience, it can be a good idea to give an example of a real-life situation that allowed you to demonstrate your ability to perform certain tasks. You may also want to think about any experience, skills, knowledge or competencies which you have developed outside of the work environment that can be transferred usefully to the post you are applying for.

Please note - you are advised to be succinct and ensure you only include relevant information.

Declarations

This section is asking you to sign and date the form to say that you declare that:

- The information you have given is, to the best of your knowledge, correct, true and accurate;
- You have not omitted any facts which may have any bearing on your application;
- You understand that falsification of qualification or any other information may lead to the withdrawal of any offer or employment, or dismissal where employment has already commenced.

By signing the form, you agree to Symphony Learning Trust using the information provided to consult any third parties or external organisations for the purposes of confirming and/or clarifying such information.

Symphony Learning Trust and its member academies are committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

Posts involving work with children and vulnerable adults are designated under the Safeguarding of Vulnerable Groups Act 2006 as a “regulated activity” and will require the successful candidate to obtain an enhanced criminal record certificate with a satisfactory outcome. This will be completed by the school/Trust once an offer of employment has been made.

The criminal record information you are required to provide is not used for short-listing purposes. However, if you are shortlisted for interview, your criminal record information will be discussed with you if the interview panel feel it is relevant to the job for which you are applying. Having a criminal record will not necessarily bar you from working with us: this will depend on the nature of the position and the circumstances and background of your offences.

Criminal record information is dealt with in accordance with the Disclosure and Barring Service Code of Practice.

The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment. Only the successful candidate will be asked to complete a DBS Disclosure application.

Equal Opportunities Monitoring Form

Completion of this section is not essential. However, the Trust is committed to equality of opportunity in employment and education provision and provision of the information requested you would help us to ensure fair and equal treatment of applicants and employees alike. Your responses to this section will remain confidential but, should you be appointed, may become part of your personal record.

Please use this form to tell us about your nationality, gender, age group, disability status, religion, marital status, sexual orientation and ethnicity.

Disability / Health Conditions

Please use this section to tell us whether or not you consider yourself to be disabled.

We use the Equality Act 2010 definition of disability which is:

A person has a disability if:

- *They have a physical or mental impairment*
- *The impairment has a substantial and long-term adverse effect on their ability to perform normal day-do-day activities.*

Below are some examples which might help you to answer the questions. This is not meant to be an exhaustive list and is given for guidance only:

- Long-term – has lasted or is likely to last more than 12 months;
- Hearing or visual impairments (If you wear glasses or contact lenses this is not normally considered a disability);
- Co-ordination, dexterity or mobility (e.g. polio, spinal cord injury, back problems, repetitive strain injury);
- Mental health (e.g. schizophrenia, depression, severe phobias);
- Speech impairment (e.g. stammering);
- Learning disabilities (e.g. Down’s syndrome)
- Other physical or medical conditions (e.g. diabetes, epilepsy, arthritis, cardiovascular conditions, haemophilia, asthma, cancer, AIDS, facial disfigurement, sickle cell, dyslexia)

If you feel that you are able to carry out the duties and responsibilities set out in the job description and you meet the essential criteria in the Person specification, please complete an application. Where possible the Trust will make “reasonable adjustments” to a job where appropriate.