Orchard Community Primary School



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| Application Notes |
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| Version 1.0.0  Prepared By: **Michael D Battle**  2024 |

Preface

Version No.: **Version 1.0.0**

Prepared By: **Michael D Battle**

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Application Form

The following information will provide a detailed guide on how to complete an application form for Support Staff vacancies at Orchard Community Primary School.

Please be aware that the application form is in PDF format and must be downloaded before you can fill it out. This is essential because certain field formats will not operate correctly unless the PDF application form is downloaded. The form is divided into eight sections, with some fields being mandatory. These mandatory fields will be highlighted in red and must be completed before you are prompted to digitally sign the application for submission. However, if you encounter difficulties in creating a digital signature, you have the option to bypass this step. Please ensure all instructions are followed accurately to ensure a successful application.

In case the original application form does not provide enough space for detailing your 'Employment History' or 'Education and Qualifications', I have created two additional PDF forms. These forms also need to be downloaded before filling and can be submitted separately as needed.

**Navigating Through the Application Form**

At the top of the first page, you’ll find a ‘Reset’ button. Clicking this button will clear all the entries you’ve made on the form. It’s useful if you’ve made a mistake and want to start over. Additionally, there are buttons that allow you to navigate to the next or previous page or section of the application form. This feature saves you from having to scroll through each page.

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Finally, on the last page of the application form, you’ll be asked to provide either a signature or a digital ID in the ‘**Signed:**’ box. I’ve included instructions for both options. However, if you encounter difficulties creating either one, don’t worry—simply save the application form and email it to the school.

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# Section 1 – Details of Application Applied For

In the first section of the application form, you’ll need to provide specific details:

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* Employer Name: Enter the name of the employer. For instance, if you’re applying for a position at ‘Orchard Community Primary School’, that’s what you would enter here.
* Position: Specify the role for which you are applying.
* Job Reference: If a job reference number is provided in the job posting, please include it in this field or type ‘N/A’.

Please ensure all information is accurate before moving on to the next section. Remember, the name of the employer could vary depending on the specific school you’re applying to. ‘Orchard Community Primary School’ is just an example.

## Section 1.1 – Personal Information

In this subsection, you will be asked to provide your personal details. This information is essential for maintaining effective communication throughout the application process. Please ensure that all provided details are current and accurate.

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If there have been any changes to your name for any reason, it’s important to include your previous name(s). This ensures we have a complete record and can assist you more effectively.

### Do you have the right to work in the UK

The Immigration, Asylum and Nationality Act 2006, effective from 29 February 2008, mandates employers to verify a candidate’s eligibility to work in the UK and ensure compliance with any restrictions.

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As per the Act, we are obligated to confirm your eligibility to work in the UK prior to your employment commencement. Consequently, we request all candidates to bring proof of their right to work to the interview. Please note that this will not influence the decision-making process and photocopies of documents will not be accepted.

If you currently do not possess the right to work and need to apply for a certificate of sponsorship, kindly bring this up during the interview.

Should you be successful at the interview, photocopies of your documentation will be retained in your personnel file.

In case you forget to bring the necessary documentation to the interview, you will be asked to present the required documents before any employment offer can be confirmed. Again, photocopies of documents will not be accepted.

For further information on your right to work in the UK, please refer to the UK Border Agency website at: [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk).

### Disability / Health Conditions

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

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The Equality Act 2010 defines a disabled person as someone with a physical or mental impairment that substantially and adversely affects their ability to carry out normal day-to-day activities. In other words, disability under the Act involves impairment with long-term impact on daily functioning.

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**: If it has a substantial, adverse effect on a person’s ability to carry out normal day-to-day activities for 12 months or more.
* **Visual Impairments**: Including blindness, partial sight, and colour blindness (wearing glasses or contact lenses is not normally considered a disability).
* **Hearing Impairments**: Such as deafness or hearing loss.
* **Mobility Impairments**: Conditions affecting movement, like paralysis or arthritis.
* **Mental Health Conditions**: Such as depression, anxiety, or schizophrenia.
* **Learning Disabilities**: Dyslexia, autism, or intellectual impairments.
* **Chronic Health Conditions**: Diabetes, epilepsy, or chronic pain.
* **Neurological Conditions**: Multiple sclerosis, Parkinson’s disease, or cerebral palsy.
* **Progressive Conditions**: Worsening over time, such as certain neurological disorders.
* **Severe Disfigurements**: Except for unremoved tattoos and piercings.
* **Conditions Automatically Treated as Disabilities**: Such as Cancer, HIV Infection, or Multiple Sclerosis (MS).

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.

## Teacher-Specific Information (Teaching Post Only)

The next three subsections should be completed if you are applying for a teaching post. In this first subsection, you’ll specify the subject you have taught, along with the age groups. Additionally, you need to indicate whether you have qualified teacher status, provide your DfE Registration number, and mention if you hold a National Professional Qualification for Headship (NPQH).

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## Teacher Qualifications & Development (Teaching Post Only)

In the second subsection, you’ll need to provide details about any teacher training you’ve undergone. Include information about when and where the training took place, who provided the training, and the qualifications you obtained. The form allows for up to 32 entries. If you have more than that, please use the additional PDF form provided. This ensures that all your training information is adequately represented in your application.

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## Continuing Professional Development (Teaching Post Only)

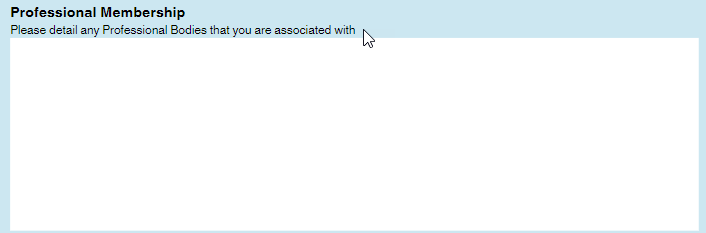
In the final subsection, you’ll need to provide details about your Continuing Professional Development (CPD). For each CPD entry, mention the provider (organisation or institution), the course title, and the duration of the course (e.g., hours, days, weeks). This ensures that all your relevant training and development activities are adequately represented in your application.

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### Professional Membership

If the position you’re applying for requires membership in an organisation (such as the General Teaching Council), or if you’re already a member of a relevant organisation, please provide details. Include information about the organisation’s name, your membership status and any relevant qualifications or certifications associated with it.



# Section 2 – Employment History

In Section 2 of the application form, you will be asked to detail your employment history. This should include any voluntary or unpaid work you have done. The form provides space for up to six previous employments. If you have more than this, please use the additional PDF form provided.

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It's important to provide a comprehensive account of your work experience, including any unpaid roles you've held. List your experiences in chronological order, starting with your current or most recent position. If you hold more than one job at present, please list your primary employment first.

Please ensure all information is accurate and complete.

# Section 3 – Gaps in Employment

In Section 3 of the application form, you are required to provide details about any gaps in your employment history. This includes the start and end dates of these gaps and any time spent abroad. Please provide the reasons for these gaps. Rest assured, this information is confidential and will only be accessed by those involved in the recruitment process.

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# Section 4 – Education and Qualifications

In this section of the application form, you are encouraged to demonstrate that you possess the qualifications necessary for the position. This can include qualifications obtained abroad that are equivalent to the required ones. It’s important to refer to the Person Specification while filling out this section to ensure your qualifications align with the job requirements.

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Additionally, please include any relevant short courses you’ve attended, certificates you’ve earned, or awards you’ve received. Even if a workshop or course was completed some years ago, if it’s relevant to the position, it’s worth mentioning. This section is your opportunity to showcase your skills and qualifications, so please provide as much detail as possible.

The form provides space for up to 32 qualifications. If you have more than this, please use the additional PDF form provided. This ensures that all your qualifications are adequately represented in your application. Please provide as much detail as possible.

# Section 5 – 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.

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# Section 6 – Support Statement

This section of the application form is your opportunity to provide a summary of your experience, skills, knowledge, and competencies, and to demonstrate how you meet the job requirements. To secure an interview, it’s crucial that you show you meet all the essential criteria listed in the Person Specification. If there are numerous applicants who meet all the essential criteria, the shortlist will be narrowed down by selecting those who meet some or all of the desirable criteria.

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When detailing your experience, consider providing examples of real-life situations where you demonstrated your ability to perform specific tasks. Reflect on any experience, skills, knowledge, or competencies you’ve developed outside of work that could be beneficial for the role you’re applying for.

Please remember to be concise and only include information that is relevant to the application.

# Section 7 – References

In this section, according to our recruitment policy, we will need to contact both referees for all applicants who are shortlisted for an interview, after the short-listing stage is complete. This applies regardless of whether you have indicated a preference against contacting your referees prior to the interview.

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When listing your referees, please ensure that at least one of them is your current or most recent employer. If you are not currently employed, or if your last employer cannot provide a reference because the organisation no longer exists, you should seek a reference from a professional individual. Please provide an official email address for professional references, as personal email addresses (such as Hotmail or Gmail) are not accepted.

If you have recently left school, college, university, or a recruitment/skills agency, you should list a contact from that institution as a referee.

Please note that references should not be provided by relatives, partners, or close friends.

Applicants should be aware that the position involves access to children. Therefore, references relevant to this area of work are required. We may also contact previous employers who are not listed as referees.

# Section 8 – Declarations

This section of the application form requires your signature and date as a declaration that:

* The information you've provided is, to the best of your knowledge, accurate and truthful;
* You have not omitted any facts that could impact your application;
* You understand that any falsification of qualifications or other information could lead to the withdrawal of any job offer, or dismissal if employment has already begun.

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By signing the form, you consent to the Symphony Learning Trust using the provided information to consult third parties or external organisations for the purpose of verifying and/or clarifying such information.

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

Positions involving work with children and vulnerable adults are designated as a “**regulated activity**” under the Safeguarding of Vulnerable Groups Act 2006. Successful candidates will be required to obtain an enhanced criminal record certificate with a satisfactory outcome. This will be completed by the school/Trust upon making an offer of employment.

The criminal record information you provide is not used for short-listing purposes. However, if you are shortlisted for an interview, your criminal record information may be discussed if the interview panel deems it 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 handled in accordance with the Disclosure and Barring Service Code of Practice.

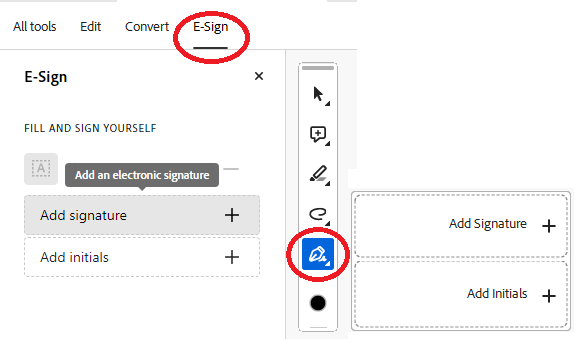
The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment. Only the successful candidate will be asked to complete a DBS Disclosure application.

# Adding your Signature or Digital ID

Once you have opened the PDF in Adobe Acrobat and filled in the form with your details, on the last page you will be asked for a signature. You can either ‘**Add a Signature**’ or ‘**Add/Create a Digital ID**’; both methods will confirm that the form has been completed by you.

## Adding your Signature

You can add your signature using either of two approaches: the signature icon or through the ‘**E-Sign**’ menu option.



* Click the signature icon, which resembles a pen nib. Alternatively, you can click on the menu option ‘**E-Sign**’ to reveal the same options.
* A box will appear with two options: ‘**Add Signature**’ and ‘**Add Initials**’, each with a plus sign next to them.
* If you have previously set up a signature, it will be displayed for you to select. Simply click on your saved signature to use it.
* If you have not set up a signature before, click on ‘**Add Signature**’ to proceed with adding your handwritten signature.

### Selecting the Method to Add Your Signature

After clicking ‘**Add Signature**’, you will be presented with three methods to choose from: ‘**Type**’, ‘**Draw**’, or ‘**Image**’.

#### Type Method

To use the ‘**Type**’ method:

* Select ‘**Type**’, by clicking it.
* Enter your name, for example, ‘**John Smith**’, into the field provided.

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* To adjust the style of your typed signature:
* Look for a ‘**Change Style**’ button (if available) near the signature box.
* Click it to customise the font, size, or other style settings.
* The preview will show you how your typed signature will appear on the document.
* Once you’re happy with your signature, save it for future use.
* Click ‘**Apply**’.

#### Draw Method

To use the ‘**Draw**’ Method.

* Select ‘**Draw**’, by clicking on it.

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* Depending on the device you can use your mouse, touchpad, finger or pen to write your signature directly in the line box (e.g., ‘**John Smith**’).
* If your drawn signature doesn’t look satisfactory, don’t worry!
* Look for a ‘**Clear**’ button near the signature box.
* Click it to start over and redraw your signature until you’re satisfied.
* Once you’re happy with your signature, save it for future use.
* Click ‘**Apply**’.

#### Image Method

To use the ‘**Image**’ Method.

* Select ‘**Image**’ by clicking on it.

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* Click ‘**Select** Image’ and browse your computer for the image file containing your signature (e.g., a ‘**.png**’ file with ‘**John Smith**’).

A computer screen shot of a signature

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* Select the image and click ‘**Open**’ to insert the signature image.

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* If you need to change the signature:
* Look for a ‘**Clear**’ button near the signature box.
* Click it to start over and select an alternate signature image.
* Once you’re happy with your signature, save it for future use.
* Click ‘**Apply**’.

#### Adjusting the Position and Size of your Signature

Drag the signature image to the desired location within the document.

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Resize it if needed by clicking and dragging the corners.

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#### Saved Signature

Regardless of the method you used to add your signature, as long as you saved it, it should now be visible. You can find it either by clicking the pen icon or selecting the ‘**E-Sign’** menu option.

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## Adding or Creating a Digital ID

If you’ve chosen to create or add a Digital ID instead of a signature, I’ll explain both methods in the next section.

### Creating a new Digital ID

Double-click anywhere in the signature field ‘**Signed:**’ to start the process of creating a new Digital ID.

#### Digital ID Configuration Required

If you have don’t have any Digital ID stored on your device a message will appear ‘**Digital ID Configuration Required**'.

* You will be asked 'Would you like to configure one now?'
* Click '**Configure Digital ID**' to proceed.

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#### Configure a Digital ID for Signing

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* Ensure you have selected ‘**Create a new Digital ID**’ and click ‘**Continue**’.

#### Select the Destination of the new Digital ID

The ‘**Save to File**’ option stores the Digital ID as a separate file (usually with extensions .pfx in Windows and .p12 in Mac OS), which is more portable across different systems. The alternative, ‘**Save to Windows Certificate Store**’, keeps the Digital ID on your computer for easy access by other Windows applications, but it’s less portable.

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* Select ‘**Save to File**’.
* Click ‘**Continue**’.

#### Create a Self-Signed Digital ID

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* Type your name, which will appear in the Signatures panel and Signature field when you certify or sign a document, email address, and other relevant details.
* Use the ‘**Country/Region**’ dropdown list to select the country, which is in alphabetical order.
* You have 2 options for the ‘**Key Algorithm**’, ‘**1024-bit RSA**’ or ‘**2048-bit RSA**’. The ‘**2048-bit RSA**’ is more secure but less universally compatible.
* There are 3 option the Digital ID can be used for ‘**Digital Signatures**’, ‘**Data Encryption**’ or both.
* Once you have entered your personal information and made your selections, click ‘**Continue**’ to proceed.

#### Save the Self-Signed Digital ID to a File

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* Now you are going to save you Digital ID, which you will be able to use on other documents. Either keep the default location or change it to somewhere you will remember.
* Enter a password that is greater than 6 characters. The colour next to the password box indicates the password strength, Red (Weak), Blue (Moderate), Dark Green (String) and finally Light Green (Very Strong).
* Once you have confirmed your password, click ‘**Save**’.

#### Sign with a Digital ID

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* A list of available Digital IDs will be displayed, including the one you’ve just created.
* Select the Digital ID you wish to use for your signature.
* Click ‘**Continue**’ to proceed with using the selected Digital ID for signing.

#### Sign as “Signature Name” – Part 1

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* Check that your name has appeared in large bold letters on the left.
* On the right, you’ll see the words ‘**Digitally signed**’ with a date and time of the signature.
* At the top of the box, you will find the word ‘Appearance’, with ‘**Standard**’ as the option.
* If you want to customise the appearance, click the button to the right that says ‘**Create**’.

##### Customize the Signature Appearance

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* At the bottom of this box you will see ‘**Include Text**’
* Ensure that the ‘**Name**’, ‘**Date**’, ‘**Logo**’, and ‘**Labels**’ options are checked. These are the default setting, but verify that they are enabled.
* You now have the option to ‘**Type**’ (default already displayed), ‘Draw’ or insert an ‘**Image**’ of your signature name for a file location, if you have one.
* After choosing your preferred option, click ‘**Save**’.

#### Sign as “Signature Name” – Part 2

You will now see an example of how your signature for your Digital ID will look.

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* Now enter your Digital ID password that you created in ‘**9.2.1.5 Save the Self-Signed Digital ID to a File**’.
* You will now be given the option to save the PDF document.

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* Your Digital ID will now be display in your document.

A close up of a sign

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