

Guidance for Applicants



The Application Form

We use what you tell us on the application form to help us decide who to interview. Please take your time, and fill it in fully. We enclose a person specification with this application form. This is a list of the skills, knowledge and experience or qualifications which are required for the job. When we read your application form we look for evidence to show that you have these. It is important that you give us enough detail, and examples of what you have done, to show that you do have them. Take time over this, and include all the relevant information.

Please complete electronically, the boxes will expand as you type. Where you do not have access to complete the form electronically please use black pen and use extra sheets of paper if you need to.

Personal details

As well as your full names, please write the title you would like us to use. Examples are Ms; Miss; Mrs; Mr.

Education, qualifications and training

The person specification may ask for specific qualifications or training. List the relevant qualifications or courses you have done.

Eligibility to Work in the UK

We need to make sure that everyone we employ is eligible to work in the United Kingdom. If you are resident in the UK, you should have a National Insurance number. This is proof enough of your eligibility to work. You may have a permit to work in the UK, which you would need to produce before your employment with Sutton could be confirmed. If there are any restrictions on how long you are entitled to work, please make sure you tell us when you apply for the job. This will not necessarily be a bar to your employment with us, but we must know in advance.

Work Experience

Your work history may include periods of unpaid and voluntary work as well as paid employment. For example you may include time as a carer for one of your family, or being a voluntary helper in a school.

Current and Previous employers

List in this section **all** previous employers you have had, from when you started work until now. If you have not worked before, for instance you are just leaving school, write this clearly in the box.

Breaks in employment history

If there are gaps in dates in the 'Current/Previous employers' sections, please explain why.

Statement of suitability

This section is your opportunity to show us that you meet the person specification. Take each item on the person specification and give details of your knowledge, skills and experience. Give specific examples of what you have done which prove your ability. If the person specification says 'Able to organise self and others to complete projects within deadlines' you must do more than say: 'I am an organised person and can work to deadlines'. Give an example by describing something that you have done which shows your organisational skills. Here is an example: 'I organised a fund-raising event for the local playgroup within six months and with a group of 5 helpers'.

The people reading your application cannot assume that because you have experience you also have the ability to carry out a task. For example, you may have experience of managing staff for example but we need to know how you did this, you need to tell us how you managed performance and how you motivated your staff.

We don't always expect you to have formal experience. We are happy for you to use examples from voluntary work, or from your hobbies and interests. If you can show that you have the ability to do the tasks that will be equally acceptable. For example, to organise a meeting you need to be able to: liaise with others, book accommodation, organise refreshments and compile agendas.

Safeguarding Children and Vulnerable Adults

As this job involves access to children or vulnerable adults it is exempt from the Rehabilitation of Offenders Act 1974, which means you must give us details of any criminal convictions you have had, **spent or unspent**.

We can ask the police to check whether you have a criminal record, and if so for what offences. We only carry out the enhanced Disclosure and Barring Service (DBS) check if you are offered the job. However, we may ask you to complete a DBS form and supply the necessary evidence at interview.

In **all** cases we treat the information you give us as confidential, and look at it in relation to the job you have applied for before making a decision. The application form we send you asks for information based on the rules affecting the job for which you are applying.

Disqualification and Disqualification by Association

If you are applying for a post which requires you to work in, or manage, any setting where there are children from birth to 5 years, or in a childcare setting, including breakfast or after schools clubs, for children up to 8 years you are required to complete this section of the application form. Disqualification by association asks whether you live in the same household where a person who is disqualified lives or works. This would cover anyone in that household including a lodger, flatmate etc.

Note: If you have been granted a waiver you will be required to provide evidence of this.

Referees

References will be requested prior to interview on all shortlisted candidates to obtain objective and factual information to support appointment decisions. We seek to verify the information supplied, for example, if you tell us that you have worked in your present job for three years as a care assistant, we would expect your referee to tell us the same. Open references or testimonials are not accepted. You should include your current employer or last employer where you are not currently employed. Choose referees who know you well enough to comment on your skills for the job you are applying for. For each referee please say how you know the person. For example, is the person your manager, or were they your manager in a previous job? Please don't give close friends or family members as referees.

Relationships

We do not exclude people who are related to councillors, council staff, or school governors, but if you are related to or have a close relationship with a relevant person we will make sure that they do not take part in the selection for this post. If we find out after appointing you that you are related to someone involved in the recruitment process we may dismiss you. 'Related' includes cohabiting with someone.

Equal opportunities

We check our recruitment and selection process to make sure that we are not unfairly discriminating against certain groups. To help us do this we ask you details about your gender, ethnic origin and whether you have a disability. The selection panel do not see this section of your form. We collect this information electronically and for this we do not record your name. You cannot be identified after we have collected our statistics. As part of our equal opportunities policy we shortlist any disabled applicant who meets the criteria.

Data Protection

Please note that the information you give on your application form will be held and processed by the school, under the Data Protection Act 1998.

Other Information

You may have already prepared a CV and want to send that instead of answering the statement of suitability. We will carry out the shortlisting on the information contained in the application form so you should ensure that you complete the application form fully and do not rely on a CV.

Interviews

We use several selection methods to assess whether people meet the job criteria. We may ask you to take an ability test, do a presentation or other work-related exercise. We will tell you before the interview what methods we are using for this post. At the interview we will ask you questions related to the person specification.

Job Offer

If we offer you the job, it will be subject to a various clearances including a satisfactory enhanced DBS check, disqualification checks, references and health clearance. If your referees do not confirm what you have told us we may want to discuss this with you. We will also ask to see evidence of your qualifications if they are essential for the job.

We will ask you to complete a health questionnaire which will be sent to our occupational health provider. It is their job to make sure that you are fit to do the job we have offered you. They may ask you to have a medical examination.

Complaints

We want to ensure equality of opportunity in our recruitment and selection processes. If you think that you have been discriminated against during the selection process because of your age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender, sex, sexual orientation or marriage or civil partnership you may complain and we will look into your complaint. You must write to the Clerk to the Governors at the school within 3 working days of being rejected after an interview giving the reasons for your complaint. The Headteacher or his/her representative may want to talk to you and later will confirm the outcome of the investigation.