

## How to make the most of your application

When you apply for a job with the Oak Learning Partnership with selection for interview is based upon the information you provide on the application form. With the application form you will have:

- **A Job Description** – this gives you details about the job. It lists all the main tasks and duties which the postholder will be required to carry out.
- **A Person Specification** – this tells you what qualifications, skills, knowledge and experience a person must have to be able to do the job. These are listed as essential and desirable criteria. In order to be invited for interview you must be able to show that **you meet all the essential criteria** and ideally all the desirable criteria. However, if you do not meet some or all of the desirable criteria, you may still be invited for interview.

### Some points to bear in mind before you start:

- Look carefully at the job description, person specification and application form. Ask yourself why you are interested in the job and what qualifications, skills, knowledge and experience you have which would help you to do the job. Do not copy the same application for a series of jobs.
- Make sure your application relates to the requirements of the job description and person specification.
- Please use the application form provided.
- When completed, read through your application form carefully and check that each section has been filled in. If you have additional pages, please ensure that they are numbered and securely attached. On each additional page you should also write down the post title.
- Sign and date your form and make sure that it is sent in plenty of time to arrive before the closing date.

## When you will be told if you have been successful

Shortlisted candidates will normally be informed within four weeks of the closing date and will be told the date and time of interview. **If you have not heard within four weeks then please assume that on this occasion your application has been unsuccessful.** Receipt of applications can only be acknowledged if you enclose a stamped addressed envelope.

## Completing your Application Form

You will be asked for the information we need to consider when we draw up a shortlist based on the person specification.

### Personal Details

Make sure that your full name, address, preferred title, previous names, telephone numbers and email address are entered.

### Current or Recent Employment

If you are currently employed give details of your present job. If you are not currently working state this in the section, and date you finished your last job.

# Application Form Guidance

## Previous Employment

Starting with your most recent previous employer, list all the employers you have worked for. Give the dates you worked for them and their name and address. Write down your job title and, for more recent posts, your grade and salary. Check that dates are correct and in order and that reasons are given for any gaps.

## Teaching Details (Teaching Staff Only)

Please give details of Qualified Teacher Status, induction, DfE number and any prohibitions or conditions placed on you.

## Age Range Trained for (Teaching Staff Only):

Please tick appropriate boxes for the age range you are trained to teach.

## Dismissal/Disciplinary

In the event that you have been dismissed or been the subject of any child protection concerns or disciplinary action please give details.

## Education and Professional Qualifications

List all your qualifications, including grade/level achieved, starting with those you obtained most recently. We need this information to assess whether you fulfil the essential qualifications for the vacancy. If you have any professional qualifications that you feel are relevant to the vacancy although they may not be an essential or desirable requirement for the post, please list them here. If you have overseas qualifications you will need to provide evidence to show that they are equivalent to any UK qualification required. If you need help with this you can contact the National Council for Academic Recognition on 0161 957 7064.

## Training, Seminars or Short Courses

Detail here any other training you have undertaken which may be relevant to the post, along with the dates the training was carried out.

## References

You should give the name, address and designation of two referees one of whom should be your current employer (or most recent employer if you are unemployed).

If you currently work in a school, one referee must be your headteacher.

If you do not currently work with children, but have done so previously, please include that employer's details as a referee.

If you have not been employed before, you should give the name of a teacher or lecturer who knows you well enough to comment on your ability to do the job.

If you have no previous experience, have recently entered the country, or the company you worked for has closed down, a reference from a non-employer (e.g. your doctor, your solicitor, your former lecturer) may be acceptable.

References from relatives, partners or friends will not be acceptable.

## Personal Statement

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This is the most important part of your application. Do not repeat your whole career history. Try and match your relevant skills, knowledge and experience to the essential and/or desirable requirements on the shortlisting criteria contained within the person specification.

As a guide it may be helpful to use the criteria on the person specification as headings. Under these headings you could outline the relevant skills, knowledge and experience you have obtained. It is not acceptable to just say you have done something; you must qualify this by giving details of how you did it, what was involved and what was the outcome.

## Equal Opportunities Monitoring

Remember to complete this part of the form as it helps us to find out whether our equal opportunities policy is effective with regard to recruitment and retention of staff, e.g. the development of work life balance policies.

Every job applicant's suitability for a job will be judged on the basis of their skills, knowledge, experience and/or qualifications.

We guarantee that all disabled applicants who meet the essential criteria for a post will be invited to interview.

## Where to send your application

You can send your application form by post or email: the addresses are shown at the top of the front page of the application form.

## Insufficient Postage

If returning your completed application form by post, it is your responsibility to ensure that you have used sufficient postage as we will not be responsible for collecting the form and paying excess postal charges. If your form is received after the closing date due to insufficient postage **it will not be considered for shortlisting**.

## CVs

CVs can only be used to support a **fully completed** application form.