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## **GUIDANCE FOR COMPLETING EMPLOYMENT APPLICATION FORM**

This guidance has been produced to help you to complete the application form. The information you provide will be used to determine whether or not you are invited for interview.

Completing the application form is your chance to show us how well you meet the needs of the job; therefore it is important that you complete the form fully and carefully.

Wherever possible we prefer to receive applications electronically, when you have completed the form click the submit button at the end of the form and it will automatically be emailed to us. If you are not completing the form electronically please ensure it is completed in black ink.

**Please note we require your full employment history, the continuation sheet at the end of the form can be used for any information which does not fit into the section provided.**

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### **SKILLS, ABILITIES, KNOWLEDGE AND EXPERIENCE**

This is your opportunity to explain why you are the best person for the job. You should relate your skills, abilities, knowledge and experience to the job description and person specification giving specific examples where possible. Remember that paid or unpaid work and home/life skills are counted as valid skills and experience.

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### **QUALIFICATIONS AND MEMBERSHIP OF PROFESSIONAL BODIES**

If you are shortlisted for interview you will be required to bring to the interview for verification the original certificates of qualifications and membership documents of any professional bodies appropriate to the post.

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### **AVAILABILITY**

Interviews may be arranged by telephone. If you do not want to be contacted at work, please say so on the form.

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## **DISABILITY**

Under the Equality Act, 2010 the Collegiate Academy Trust has a duty to make reasonable adjustments to ensure that employment arrangements or premises do not put a disabled person at a disadvantage in comparison with a non- disabled person (including the recruitment process). The duty to make reasonable adjustments will not apply unless we know you have a disability.

The Act defines disability as when a person has a 'physical or mental impairment, which has a substantial and long term adverse effect on that person's ability to carry out normal day-to-day activities'.

### **Long term**

Long Term is defined as lasting, or likely to last, at least 12 months.

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## **RELATIONSHIP TO TRUSTEES OR EMPLOYEES OF THE COLLEGIATE ACADEMY TRUST**

Every candidate for any appointment shall, in making applications, disclose in writing whether in his/her knowledge he/she is related to any Trustee or employee of the Collegiate Academy Trust.

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## **CANVASSING**

Canvassing by any Trustee, either directly or indirectly on behalf of any candidate, will be treated as a disqualification.

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## **REFERENCES**

You should provide the names and addresses of two current/previous employers who are able to comment on your suitability for the post, in particular, your capability, reliability and potential.

Please note one of your referees must be your current employer. However, if you are not in employment at present, one must be that of your last employer(s). References provided by relatives and friends are not acceptable. Referees will only be contacted if you are short-listed for interview. Please always make sure that your referees know you have used their names before we contact them to obtain references.

When requesting a reference from your referees we will specifically ask about disciplinary offences and your suitability to work with children. In addition, we reserve the right to approach any previous employer, if necessary, to check upon your suitability for the post.

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## FURTHER INFORMATION

### Medical Report

All appointments are conditional upon the receipt of a satisfactory medical report from the Collegiate Academy Trust's Occupational Health Provider.

### Return of Application Forms

The closing date is stated in the advertisement and the covering letter with the recruitment pack. Please ensure that you return your completed form to the Human Resources Department at the Collegiate Academy Trust before the closing date. Late applications will not normally be accepted.

### Information for applicants requiring a Criminal Records Bureau disclosure

The post you have applied for is exempt from the Rehabilitation of Offenders Act 1974, The Collegiate Academy Trust is legally entitled to ask you details of all convictions, cautions, reprimands and final warnings. This means that you are required to declare all criminal convictions on your application form including those which would otherwise be considered 'spent' or ignored. This information will be retained securely and will only be seen by those who need to see it as part of the recruitment process.

Please note that if you are invited to attend an interview, you may be required to discuss any relevant criminal convictions and other associated information in order for the recruiting panel to assess any job-related risks. All applicants who are offered employment, will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. ***Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the nature of the position and the circumstances and background to your offence(s).***

If you require further information about our policy and procedure, please contact the Human Resources Section on 0121 558 8086.

**GOOD LUCK WITH YOUR APPLICATION!**

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