



Pewsey Vale School

### **Guidance for completing the Application Form**

Please read these notes carefully as they will help you complete your application.

#### **General**

The decision to shortlist for interview will be based solely on the information provided on the application form. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

Please complete your application form in black ink or type, and keep a copy of your completed application form before returning it to Pewsey Vale school. You may find it helpful to do a rough draft first.

The person specification, contained within the Candidate Pack, describes the essential knowledge, experience and professional qualifications which you will need in order to do the job as described in the job description. You need to demonstrate that you have the skills required, and that you understand and are committed to equality and diversity.

#### **Personal Details**

Please complete this section fully and clearly. If you do not know your National Insurance number, you can obtain it from your local Benefits Agency office. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK. Verification of identity is required before confirmation of appointment.

#### **Employment History**

It is important to give full information, including the organisation or school you work in, or your most recent employment if you are not currently working. Please include full dates, addresses and other requested details.

#### **Previous Employment**

Include here any relevant work experience starting with your most recent experience. Ensure you enter full details of dates, names and addresses and your job title. You will need to explain any gaps in your employment.

#### **Education and qualifications, other awards, training courses**

Please ensure that you give all the information requested. Proof of qualifications is required before the appointment is confirmed.

### **Supporting information**

Please complete this section in as much detail as possible to support your application. This is an important part of the application form and is your opportunity to explain how you meet the person specification for the post, and demonstrate your understanding of the ethos of Pewsey Vale School. You should validate your knowledge, experience and skills by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information you give is well organised, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement. If you do not complete this section of the form, you will not be considered for shortlisting. Please do not send your CV as it will not be accepted.

### **Confidential Information**

Disclosure and Barring and Recruitment Checks The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check. It is an offence to seek employment in regulated activity if you are on a barred list.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trust's privacy notice.

### **References**

Your referees may be contacted prior to interview as stated in safer recruitment best practice guidelines. Your first referee should be your current or most recent employer. We reserve the right to approach any previous employer for a reference. If your last post did not include working with children, a reference will be sought from your most recent previous employer where you were working with children.

### **Recruitment Monitoring Form**

All applicants are expected to complete the Recruitment Monitoring Form to assist us in complying with statutory requirements.

Before you send in your completed form, please read through it to ensure that all sections of the application have been fully completed and you have addressed all the criteria in the person specification.