

Application Guidelines

There are some general points to remember when completing any application form and has been adapted from LA advice, please read them carefully:

- The application form is the first step in the recruitment process which may lead to an interview and a possible job offer. It is therefore essential to complete it to the best of your ability, as it forms the first impression of your application. Read the instructions on the application form carefully before completing it. Take time to complete your application form as this will be the main information used to decide whether you will be selected for further consideration.
- It is important that you complete ALL sections of the application form which are relevant to you as clearly and fully as possible. Applicants who conceal or misrepresent relevant information at any stage will be disqualified from appointment or, if appointed, may be dismissed without notice. Please ensure that there are no gaps in your work history, if you stopped work for a period of time please state this eg travelling, raising a family.
- The Person Specification gives details of the experience, skills and abilities needed to carry out the duties for this post. Every application will be compared and rated against the person specification. When completing your application remember you must show clearly how your knowledge, skills and experience are relevant to the requirements of the post and how these have impacted on school improvement.
- The supporting statement is one of the most important parts of the form. You should cross reference your skills against the criteria listed on the Person Specification. Each skill should be supported by evidence highlighting when you have demonstrated this skill. This can include interests outside of work. The short-listing process will focus on the supporting statement which should **be no more than 2 pages of A4 in length.**
- The Job Description should provide details of the purpose of the job, the level of responsibility, and the duties to be performed. This is an opportunity for you to see if the job is really the one for you.
- If you are submitting your application by post please type or write your application clearly in black ink so it can be photocopied for the selection panel. If there is insufficient space, please use blank A4 sheets as continuation sheets. Make sure that you mark them clearly with your name, the job title and reference number. Application may be made by email to lcarter@ladysmithfederation.net Please mark all applications private and confidential.
- Application forms are used to ensure that information is presented in a standard format and that only information relevant to the selection procedure is provided. This ensures applicants are treated fairly and equally. If you choose to submit a curriculum vitae (CV) this must be as an addition to but not instead of submitting a completed application form. There is no requirement to submit a CV.
- Under the Disability Discrimination Act 1995 employers have a duty to make reasonable adjustments where, compared to a non-disabled person, a disabled person is substantially disadvantaged by either the working arrangements (which include the recruitment process) or the working environment. If you have a disability it is a good idea to contact the employer direct to discuss any arrangements that you may require to allow you to complete the application form and attend interview if you are short-listed.
- It is a good idea to keep a photocopy of your application to refer to if you are invited for interview.
- Make sure you return your completed application before the closing date specified in the advert.