

Tips for Applicants

Here's a quick guide to help you complete our application form.

General Guidance

All applications must be made using the Charity's Application Form. This ensures that you provide us with all the information that we need. It also ensures that we collect consistent information about our applicants. Please make sure you complete all sections as accurately as possible. We will dismiss your application if it is not fully completed.

You should make sure that the information you provide is clear, concise, well presented well written and detailed. We recommend you proof read your application form before you submit it so that you can check for spelling and grammatical mistakes.

Before submitting your application, please make sure you have read the relevant job description and person specification through carefully. This document outlines the main purpose of the role, the key tasks and responsibilities involved as well as the qualifications, experience, knowledge and expertise required to fulfil the role effectively.

Your application will be assessed according to how well you meet the essential and desirable criteria detailed within the person specification and if your application demonstrates a match to this criteria, you will be shortlisted for interview.

Please be advised that if there are any gaps in your employment history we will ask you about this – this is to ensure that we follow the statutory guidance on Keeping Children Safe in Education.

All employees are required to have a satisfactory enhanced Disclosure and Barring Service (DBS) Certificate. If you do not use the Update Service then we would need a new certificate issued prior to your employment commencing.

Present or Most Recent Position

Please provide information of your current employment, giving the name and address of the employer, your job title, date appointed, salary, notice period (if applicable), date of leaving (if applicable), and your reason for leaving/wishing to leave. You are also asked to provide a brief description of your duties and responsibilities within this section.

Previous Employment

You are asked to give details of all your previous employment within this section. You will need the Employer, job title, dates of employment and reason for leaving, starting with the most recent.

Additional Information

Driving licence – please answer yes or no.

Preferred Hours of Work – delete as appropriate indicating full/part time

Teacher Reference Number – enter if applicable

Education & Qualifications

Please provide details of your qualifications within this section starting with the most recent. Remember that if the qualification is a requirement of the role within the person specification, you will be required bring in the original certificate so that we can keep a copy.

You are asked if you have a level 2 qualification in literacy and numeracy. This means, for example, a GCSE grade A* to C in Maths and English, or another Level 2 qualification, such as a NVQ 2 in Literacy or Numeracy.

Training & Development

Within this section, please also provide us with information of any relevant training that you have undertaken.

Hobbies & Interests

List your hobbies and interests.

Explain briefly what attracts you to this position

Be honest and explain why you are applying for the position.

Skills, Knowledge & Experience

Please use this section to describe how your skills, knowledge and experience meet the post requirements (within the person specification). You can use experience from your work experience, voluntary or community activity.

This section is designed to discover evidence that you have all the essentials and perhaps some of the desirable abilities as well. Your task is to demonstrate that you have these.

If the person specification asks for being a “good team player” then do not simply write “I am a good team player” as we will not score this through shortlisting – you need to tell us why and give examples.

References

We follow the statutory guidance for “Keeping Children Safe in Education”. We request two references from you, one of which must be your current or most recent employer. Whilst we understand that you may not wish your referee to be contacted prior to an offer of employment, we do take up references prior to interview where we can so, where it is appropriate, they can be discussed during the interview process.

Declaration

Sign this to confirm that all the information you have provided is complete and accurate. To confirm you are not disqualified from working with children or subject to sanctions imposed by a regulatory or professional body. That you understand, providing false information is an offence and, should this subsequently be found to be the case, you will be liable to summary dismissal from the Charity and possible referral to the police and/or ISA.

Rehabilitation of Offenders Act 2014 (Exemptions) Order 1975

The work for which you are applying involves substantial opportunity for access to children. It is therefore exempt from the Rehabilitations of Offenders Act, 1974. You are therefore required to declare any pending prosecutions or convictions you may have, even if they would otherwise be regarded as “spent”.

If you are successful in your application, all employees are required to have a satisfactory Enhanced Disclosure and Barring Service Certificate.

Good luck with your application. Please contact the HR Department if you have any queries.