

Guidance for Completing Part 1 and Part 2 of the Application Form

Personal Details

Please ensure that you complete this section with the most up to date and accurate personal information. If you are invited to interview, you will be required to provide valid forms of identification that will marry up with the details provided to us on your application form.

Education History

Please provide details of all secondary, further/higher education and additional training/professional body membership that you have undertaken. Please ensure that date of achievement, awarding body/educational institution (including country) are all clearly detailed in the boxes provided. Please note, you must be able to produce evidence of qualifications/training relevant to the role if you are invited in for an interview.

Employment History

Please provide details of your current or most recent employer, your notice period and a brief description of the duties and responsibilities that you have/had in this role. In the '**Previous Employment**' section, please details a chronological record of **all** employment, starting with your most recent employment. Please ensure that all fields are fully completed, in line with our Safer Recruitment practices. Furthermore, in line with our Safer Recruitment practices, if you have any gaps in your employment history, please make sure that these are accounted for in the space provided.

Suitability for the Job

Carefully read the Person Specification for the job role that you have applied for, making sure to pay close attention to the essential criteria. Demonstrate, using examples, how your skills, knowledge and experience mean that you meet the essential criteria for this role. The Person Specification will be used by the interview panel to determine if you will be shortlisted for the formal interview process.

Reference

We will be required to contact a minimum of two referees, one **must** be your current/most recent employer. If you have been employed in an educational setting, we **must** obtain a reference from the **Headteacher**. Please note, that we do not accept personal/character references and thus only work/business email addresses should be provided.

Declaration

Please read each section carefully and complete any sections as necessary before signing the declaration section.

Application Form Part 2 – Advertisement Data Collection / Equality and Diversity Monitoring

A link to part 2 of the application form can be found in the final section of part 1 – please click this link to be taken to part 2 of the application process (online form).

Section 1 – Spark Education Trust wants to know where you saw this vacancy advertised so that it can review and improve its marketing strategies. Please complete this section with the relevant information to support our findings.

Section 2 – Spark Education Trust wants to meet the aims and commitments set out in our equality policy. This includes not discriminating under the Equality Act 2010. Completing Section 2 of this form will help us understand the diversity of our job applicants. **Completing this section is voluntary. The information provided will be kept confidential.** The information is going to be used to help us understand the diversity of our organisation.