



## Guidance notes to help you complete the L.E.A.D. Academy Trust application form

These notes are here to help you submit the best possible application you can. We strongly recommend that you read them before you start work on your application.

### Before you start

Read carefully all the information about the post, especially the person specification, which lists the skills, knowledge, experience and qualifications needed. Make sure you read it before filling in the application form. You may find that you are required to only respond to some of the criteria set out in the person specification, if this is the case you should be guided as to which criteria to respond to in your application. If you have not received either the person specification and/or the job description please contact the relevant school.

Your application form and especially the supporting statement are the only pieces of information we will use to decide whether or not to shortlist you. Unless you clearly demonstrate in your application how you meet the requirements of the post you may not be shortlisted.

### Filling in the application form

Read the application form carefully before you start. We are an equal opportunities employer and select candidates for interview on the basis of how well they complete the application form. Please note that C.V.'s can only be considered alongside a fully completed application form and additional sheets.

#### 1. Personal details

It is important that you fill in this section accurately and in full. If you are currently at college/university please ensure you give details of where you can be contacted both during and after completion of your course. The more information you give the better. Please do not leave any section blank. If it is not applicable, please indicate with N/A.

#### 2. Present /most recent post and Employment history

Start with your current or last employer and work backwards making sure the dates are in the correct order. Provide the job title with responsibilities and the period you worked for them. If you are a newly qualified teacher (NQT) and you have not worked before you should give details of your practice schools here. It is very important that you provide an explanation for any gaps in employment. Any voluntary work undertaken may also be included.

#### 3. Education and training

Give a list of all the qualifications you possess and relevant training courses you have attended. Information here will be used to assess whether you meet the qualification requirements. Ensure nothing important is omitted. Please note that you will be asked to provide originals or certified copies of relevant certificates.

#### 4. Supporting statement

This is the most important part of your application, as it is where you show how you have the skills and knowledge for the post.

Make sure you read both the job description and the person specification to ensure that what you write is relevant. You may find that you are required to only respond to some of the criteria set out in the person specification, if this is the case you should be guided as to which criteria to respond to in your application. For each criteria you will need to explain/give examples of how your skills, knowledge and experience make you suitable for the job. We would ask that you number your responses to match those on the person specification.

If completing a paper application form we would prefer that the supporting statement be typed on separate sheets of paper. Please make sure that your name and the post you are applying for is on the top of any separate sheet. Hand written statements are acceptable but remember they need to be clear enough to read and be photocopied.

## **5. References**

References will be requested before interview in line with the current version of Keeping Children Safe in Education statutory guidance. Any issues raised in the references may be discussed at interview. For all NQT applicants we will usually take references from your main practice school and college tutor. Please do not submit open testimonials with this application form.

## **6. If you have a disability**

L.E.A.D. Academy Trust are committed to employing people with disabilities. If you have a disability you want us to know about please give details of adjustments you require for the selection process or to do the job itself.

### **Some points to bear mind**

- Your application should be written in a concise, well-organised and positive way.
- Use active words such as 'I planned', 'I organised'.
- Do a rough draft first aiming to make impact throughout but especially with your first and last sentence. This avoids mistakes and allows you to organise your application properly.
- Do not submit the same application for all jobs. Remember no two schools will be looking for exactly the same thing so look at the requirements listed.
- Re-read what you have written, then look again at the person specification. Have you addressed all areas? Do you sound positive and confident? Have you shown that you are/will make a professional, capable teacher who enjoys working in a lively and diverse borough? Convey your suitability for the job but also aim to reveal a sense of your personality.
- When you are satisfied with your application, check again that all parts are complete and take or keep a copy before sending it off so you can remember what you have written, if you are called to interview.
- Remember the closing date for applications and allow enough time if you are posting the form.

### **Sending your application**

Please ensure you send your application to the email address specified on the advertisement or candidate information pack.

Please make sure you keep a record of your completed application form. Not only is this useful if you are called for interview but it will also assist you if you later need to enquire about your application.

### **Equal Opportunities Monitoring information**

Please remember to complete the monitoring information. This is important information that the School needs in order that we can determine whether our equal opportunities policy is working with regard to employment. Also please sign and date the form. If you are completing the application form on line you will be asked to sign the form at interview.

### **Statement on the Recruitment of Ex-Offenders**

L.E.A.D. Academy Trust is committed to the protection of all those people who use its services, in particular our pupils, and of its employees. We are also committed to the promotion of Equality & Diversity and welcomes applications from people who have a criminal record as long as that does not affect its duty of care to others.

The employment and management of people with criminal records has to be approached in a balanced and responsible way, whilst not unfairly discriminating against people with a criminal record.

The Disclosure and Barring Service (DBS) will provide a disclosure giving details of a person's criminal record and information held by the Department of Health and the Department for Education.

L.E.A.D. Academy Trust will use the DBS to assess an applicant's suitability for employment in certain occupations and will comply with the DBS Code of Practice whilst undertaking to treat all applicants fairly.

#### **L.E.A.D. Academy Trust will:**

- Undertake not to discriminate unfairly against any subject of a disclosure check on the basis of conviction or other information revealed.
- Actively promote equality of opportunity for all and welcome applications from a wide range of candidates, including those with criminal records.
- Always request a DBS disclosure check.

Having a criminal record will not necessarily bar anyone from working with L.E.A.D. Academy Trust. This will depend on the nature of the position and the circumstances and the background of the offence.

### **Rehabilitation**

**Please note that the post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 under Section 4 of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.**

**This means that you: - Must disclose on your application form all previous convictions (Including cautions and reprimands).**

Please see the links under the disclosures section on the application form for more information and relevant links.