



Guidance for Completing the Application Form

Please read these notes carefully as they have been written to 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 The Reach Free 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.

Present Post Details

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 Continuing Professional Development

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

Additional Details

Please complete this section in as much detail as possible to support your application.

Knowledge, Experience and Skills

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 The Reach Free 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 of a Criminal Record

All positions at The Reach Free School will be exempt from the Rehabilitation of Offenders Act 1974. You must declare all cautions and convictions including those that are 'spent', and you will be subject to an Enhanced Disclosure and Barring Service check (formerly CRB) if you are successful. You must provide details of any conviction(s) or offence(s) in a sealed envelope marked 'private and confidential' with your application form.

If you do have a 'spent' conviction this will not automatically disqualify you from employment. The Reach Free School operates a Disclosure procedure in line with guidelines. If you are successful in being selected for a position within The Reach Free School, you will be subject to this procedure. All Disclosures are carried out in the strictest confidence and are made only in connection with your application for employment and for no other purpose. All positions will require an Enhanced Disclosure.

In the event of a successful candidate having a criminal record, the candidate will have the opportunity to discuss the disclosure with a senior member of staff. As a minimum, the following will be taken into account:

- Whether the conviction or information was disclosed during the application stage;
- Whether the conviction or information revealed is relevant to the job;
- How long ago the offence(s) took place;
- The candidate's age at the time of the offence(s);
- The number and pattern of offences;
- Any other relevant circumstances.

No decision will be made until your explanation and the above issues have been considered.

If you believe the disclosure information is inaccurate, you would need to contact the Disclosure Barring Service.

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. The disclosure forms are not kept on personal files.

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.