

Guidance Notes to Completing Application

Introduction

Maghull High School is committed to equality in recruitment, selection and during the course of employment and positively welcomes applications from all sectors of the community.

The purpose of this Guidance is to give those interested in working for the school assistance in completing the Application Form, information on the recruitment, selection and appointment process, and to support fairness in access to work.

Guidance

Your Application Form plays an important part in all stages of the selection process: it is used to determine whether or not you will be shortlisted for interview and acts as a basis for the interview itself. Some important points to bear in mind before you complete the form:

Study the Job Description and Person Specification as they list the qualifications, skills, knowledge, and experience required to do the job.

- Review your own skills, knowledge and experience.
- Ask yourself if you possess the essential attributes and whether you can meet the mental and physical demands of the job before investing time and effort in completing the form.
- Prepare a rough draft before filling in the form, this helps to clarify your ideas, structure your response and avoid mistakes.
- Please complete the form; do not send a CV instead, as it will not be accepted.
- Keep a copy of the advertisement for future reference, it provides useful information about the job and other details such as closing date, return address etc.

Completing the Form:

Section 1

Fill in the job title and department on the form.

Section 2

Make sure that your personal details are fully completed. If you are applying for a post that involves driving you should complete the specific details required on the form relating to your driving licence.

Section 3

Specify details of all formal and informal qualifications and training that you have obtained, and that are required or appropriate for the job. Please do not use abbreviations; specify the full title of the qualification. You should also include training that you have acquired as part of a government employment/training scheme or from activities undertaken outside of work if it is relevant.

Section 4

Work Experience gained as part of a Government Initiative should also be included in this section.

Section 5

This is the most important part of your Application Form. It is your opportunity to demonstrate, using examples, how your skills knowledge and experience meet the requirements of the post. Include relevant aspects and achievements in your career history rather than repeating it all. Aim to be concise. You should also include work experience gained from government employment initiatives. If you have never been in paid employment you should draw on your skills, knowledge and experience gained from other aspects of your life such as community or voluntary work, leisure, school or other responsibilities

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such as bringing up a family.

Section 6

Whilst Maghull High School supports the rehabilitation of ex-offenders it is obliged under certain care/safeguarding legislation and an Exemption Order to the Rehabilitation of Offenders Act 1974 to ensure safe recruitment where posts involve working with children, vulnerable adults or other positions of trust. These are referred to as Regulated Posts.

In the first instance, you are required to indicate whether you have any spent convictions on the Application Form.

In addition to that the school can, for certain posts, also take in to account other unacceptable behaviour when considering employability. However, this will only be examined if an offer of employment is made. All successful applicants to Regulated Posts are, in any event, subject to a criminal history check via the Criminal Records Bureau.

Applicants should be aware that having a conviction or a record of some other type of unacceptable behaviour would not necessarily bar you from employment in Regulated Posts as any decision to employ will be considered on the individual circumstances of each case.

Section 7

In order to support the selection decision two references are sought for shortlisted applicants. You are, therefore, asked to provide the names and addresses of two referees, one of whom must be your most recent employer. (You must not use a member of the interview panel as a referee.) If you have never worked you should identify two referees who are able to tell us about your skills, knowledge and abilities, e.g. Headteacher, Voluntary Organiser, etc.

Section 9

The Data Protection Acts 1998 states that Data Controllers, such as employers, must fairly and lawfully obtain personal data. Once obtained the employer must only process that information within the confines of the Data Protection Act. This means that it can only be retained, amended or disclosed for the purposes for which it was obtained. Applicants are, therefore, asked to sign to indicate that they understand and consent to this.

As your application is photocopied and distributed to the selection and interview panel, we recommend that you prepare your application using Ariel font, size 12. You may return your completed form by e-mail. Should you be invited for interview, you will need to produce a signed version of your application.

Addressing Equality

As mentioned earlier Maghull High School is committed to achieving equality and will make reasonable adjustment for those covered by appropriate legislation i.e. Race Relations, Sex Discrimination, Disabled Persons', Rehabilitation of Offenders Acts etc in order that all groups in society may have access to employment opportunities within the School.

In pursuit of this, the School will, during the recruitment and selection process, ensure that such applicants are not disadvantaged i.e. accept audiotape applications, respect religious or cultural beliefs, support, where legal, the rehabilitation of offenders etc. In order to comply with this it is important that you notify the School if you are covered by the legislation i.e. has a disability, language difficulty etc. when requesting or submitting your Application Form. It would also be helpful for you to advise, if you already know, of the type of adjustment/aid you might require for the interview and subsequent

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employment. If you are invited for interview this will be discussed with you further.

Equal Opportunities Monitoring Form

Applicants for posts within the School are asked to complete the Equal Opportunities Monitoring Form. Its purpose is to provide essential information to enable the School to see the make-up of the candidates that are attracted to its posts and to form future policy. The information is also provided to the Government, by statistical return, for the same purpose. The form is separated from your Application on receipt and the information plays no part in the selection process. Your assistance in providing the information is very much appreciated.

Preparation for Interview

Why put all that hard work into completing an Application Form only to fail at interview? The essential ingredients for a successful interview are to research the post and be aware of how you can be of benefit to the organisation. If you are invited to attend for interview spend some time reviewing your skills, knowledge and experience -

PREPARE FOR YOUR INTERVIEW!

Assessment Methods

As part of the selection process for posts the Authority may choose to use assessment exercises as well as interview candidates. The exercises will be relevant and appropriate to the post in question and all shortlisted candidates for the post will sit the same tests. The purpose of using additional assessment methods is so that more information can be obtained about the abilities of each candidate. It also offers candidates the opportunity to display their skills in a wider variety of ways than at an interview alone. The range of exercises may include Psychometric Tests and work related exercises such as presentations, in-tray exercises etc. In these situations further guidance will be given to all candidates
Offer of Employment

Applicants should be aware that if they are successful in gaining employment with the School then the offer of employment will be subject to medical clearance and proof of the ability to work in this country i.e. National Insurance Number or work permit, as a minimum. Other conditions of employment will include satisfactory references and depending on the type of work, a valid driving licence and proof of qualifications.

Complaints Procedure

The School has a complaints procedure, which can be used to make a complaint for non-selection for interview, offer of employment or the way in which the process was handled. If you would like to make a complaint you may do so by writing to the Headteacher. When writing you must provide details of your complaint.

If you need assistance in completing your Application Form, advice on whether you are covered by legislation or on the recruitment and selection procedure then you should contact the Personnel Department on Tel no. 0151 527 3961.

Finally, the School would like to wish you good luck with your application.