Application Form Guidance

School Officers Application Form

This guidance document has been designed to help you complete your application form thoroughly and to the best of your knowledge.

Your application form is your first opportunity to demonstrate why you are suitable for the position.

A strong application is:

- Complete – all sections are answered.
- Accurate – information is truthful and consistent.
- Relevant – examples relate directly to the job and person specification.
- Detailed – skills and experience are supported by evidence.
- Professional – written clearly and presented appropriately.

References

You must provide the names and contact details of two suitable referees.

Your first referee must be your current employer, if you work within a school setting, this must be your Head Teacher.

For each referee, you must provide:

- Full name.
- Employer or non-employer status.
- Full address and postcode.
- Telephone number.
- Email address.

It is helpful if you inform your referees that they may be contacted and ensure their details are accurate. If you are invited for an interview, references will be sought prior to your interview date.

Relevant Skills, Knowledge and Experience

This is one of the most important sections of your application - here, you can highlight your suitability for the role and set yourself apart from other candidates.

Use this section to demonstrate how you meet the essential and desirable criteria listed in the person specification.

Please do not just list your skills, explain how you have developed and used them in practice. Avoid generic statements such as "I am hardworking" or "I am a good communicator" without giving examples.

Your examples can come from:

- Current or previous employment.
- Voluntary work.
- Education and training.
- Work experience.
- Community activities.
- Personal experience, where relevant to the criteria.

Declarations

The declarations that are asked on the application are as follows:

- Have you ever been dismissed by any of your previous employers?
- By checking the box, you consent to a DBS check being made.
- Are you disqualified from working with children or subject to any sanctions imposed by a regulatory body i.e. TRA, NCTL, GTC?
- In order to comply with Equal Opportunities legislation please indicate if you have a disability?
- If YES, do you require any adjustments to the selection process?
- If YES, please give details in your application
- Are you related to any member of the Council, Senior Officer or Governing Body? If Yes, please give details

Finally, you must sign and date your application form. By signing, you confirm that the information you have provided is correct to the best of your knowledge and belief.

Appendix A

Final Application Checklist

Please feel free to use this checklist before submitting your application:

☐ I have entered the correct job title and reference number.

☐ I have completed all personal information.

☐ I have listed my education, qualifications and relevant training.

☐ I have included my present or most recent employment.

☐ I have provided a complete employment history.

☐ I have explained any gaps in employment.

☐ I have answered the dismissal question honestly.

☐ I have provided two appropriate referees.

☐ I have read the DBS and safeguarding information.

☐ I have completed the equality and disability questions.

☐ I have confirmed my right-to-work information.

☐ I have completed the relevant skills, knowledge and experience section.

☐ I have addressed the person specification.

☐ I have completed the declaration, signature and date.

☐ I have checked the application for spelling, grammar and missing information.

☐ I have followed the instructions for returning the completed application.