

GUIDANCE FOR CANDIDATES APPLYING FOR A JOB WITH CENTRAL FOUNDATION BOYS' SCHOOL

Please read this carefully before you start to fill in the application form.

General

The application form plays a crucial part in the selection process both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete this form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

You should complete the form and Personal Statement in black ink or use a word processor. The application may be photocopied and some colours do not photocopy clearly.

Read the Advertisement, Job Description, Person Specification and other accompanying information carefully before you start. All parts of the application form must be completed.

Personal Details

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.

*A copy of the Asylum and Immigration Act 1996 (Section 8) is available from Personnel including a list of the accepted documents.

Present or most recent employment

It is important to give full information including the organisation or school you work in, or most recent employment if not currently working, full dates, address and other requested details.

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. It is our policy to approach the referees of all

shortlisted candidates. We reserve the right to approach any previous employer for a reference.

Previous employment for all support staff (non-teaching) posts

Ensure that you put in full dates, names, addresses and your job title. Be careful not to leave any unexplained gaps. Details of part time and relevant voluntary work should also be entered.

For applicants for teaching posts only

Complete Appendix A including full details of any unpaid work and also details of work outside teaching. This helps in an accurate assessment of your salary and gives us your service history. Do not leave any unexplained gaps.

Education, Qualifications and Training

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level etc. and the grades you obtained. Also include here any skills training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification.

Proof of qualifications is required before the appointment is confirmed.

Relatives and other interests

If this applies to you, please give the name of the employee, the department that they work in and the relationship e.g. husband, daughter.

Personal Statement

This statement is a very important part of the application form. This is where you should describe your experience, skills and abilities. As a guide, 1-2 sides of A4 is usually sufficient. You must demonstrate competence in all areas listed in the Person Specification 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 us 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 send us this statement, you will not be considered for shortlisting.

Additional information

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

Disclosure of a criminal record

HR@Islington operates a Disclosure procedure in line with DBS guidelines on behalf of Central Foundation Boys' School. If you are selected for appointment to a post that involves access to children you will be subjected 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. The application for an Enhanced or Standard Disclosure will be activated before your first day of work.

Posts that involve such access include: all school based posts, youth workers, early years' service posts, Education Psychologists, Education Welfare Officers as well as all office based posts where the post holder, on occasion will be required to visit any establishment where there are children.

A copy of our policy on the Employment of Ex-Offenders is enclosed. Please contact the Headteacher on 0207 017 3021, if you would like further clarification about the post you are applying for.

If you are selected for employment, you will be required to give full details of your criminal record to the Head of Personnel, in confidence, prior to completing an application for an Enhanced or Standard Disclosure with the Disclosure & Barring Service. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal records disclosures.

Declaration

Under the Data Protection Act 1998, we must ask you to freely give your explicit consent to the processing of information on this application form in accordance with Central Foundation Boys' School registration under that same Act for personal and payroll purposes, equal opportunities monitoring and to fulfil statutory requirements.

Equal opportunities monitoring information

All job applicants are encouraged to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively.

Appendix A Salary Assessment – for teachers only

Your employer should notify you of the calculation of your salary and allowances annually. If you have not been employed as a teacher for some time, please give the details of your last known salary and all allowances paid. If you do not know how your salary is made up, please mark this part of the form 'not known'.

Before you send your completed application to us, please read it thoroughly and ensure all section of the application have been completed legibly and fully and you have addressed all the criteria in the Person Specification.