

Guidance on Completing the Application Form

Thank you for your interest in applying for a job with the Little Acorn Trust at Four Acres Academy.

We've put the following notes together to help you understand how our processes work and how to fill in your application form as effectively as possible. You are advised to read them before you start.

CVs will not be accepted. All relevant information should be provided on the application form, although you may attach additional sheets if there is insufficient space on the relevant sections of the form. Selection will be made from this information only, so statements such as "see previous application" or "refer to personal file" [if an internal applicant] will not be acted upon.

Making your application

Understanding the job

Information about the job can be found in the documentation:

The job advertisement gives an overview of the key aspects of the job

The job description gives the duties and accountabilities in more detail

The criteria on the employee specification show the knowledge, skills and experience you will require to do the job.

All this information should give you a clearer idea of what the job is about, and you can then decide whether you want to submit an application.

The Application Form

How you complete the application form is very important, because shortlisting from this form is the first stage of the selection procedure. The information you give will be used to decide whether you will be invited to interview.

All applications, from both internal and external candidates, are considered against the criteria contained in the employee specification.

Applicants must meet at least all the essential criteria contained in the employee specification to be considered for interview for the job in question.

If there are a large number of applicants, the desirable and advantageous criteria will also be considered, so it's extremely important that you indicate how you meet all the essential criteria and as many of the other criteria as possible so we have a full picture of your skills, experience and abilities.

If you need to continue on a separate sheet for any of the sections please do so, making sure that the additional information for each section is clearly headed, eg "Training".

Please put your applicant number on any additional sheets so that they can always be linked to the main form - this can be found on the front page of the form.

Please explain any gaps in your employment history.

Please send the completed application form to the address shown on it and NOT to any other address supplied with the job details or in the advert.

Convictions and Disclosure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences as they are deemed to be "spent". However, for some jobs employers are allowed to ask about these offences.

Certain jobs, such as those working with children or vulnerable adults, will require a check on previous convictions [including those deemed to be spent], plus details of any cautions, reprimands or warnings. Where disclosure is appropriate, the application form will indicate the level required for the job in question.

The Academy will follow the Criminal Records Bureau Code of Practice concerning the use of information gained from the Disclosure Service, which ensures that sensitive personal information is handled and stored appropriately and is kept for only as long as necessary.

Equality of opportunity

Four Acres Academy is an equal opportunities employer and particularly welcomes applications from groups currently under-represented in the workforce. It is essential that we monitor the effectiveness of our policy, and to help us do this we appreciate your co-operation in completing all sections of the personal details form. This information will not be used when shortlisting, and all information will be treated in the strictest confidence.

Equality of information

All applicants will receive the same information about the job, and if a contact officer is given, all applicants are invited to phone for an informal discussion about the job prior to applying for it. This may help you decide if you meet all the criteria and whether you want to proceed with an application.

References

If you are in paid employment, your current employer should be named as someone we can approach for a reference. References will be taken up if you are offered an interview. **If you do not wish your referee to be approached at this stage you should state this on the application form.** No appointment will be made without satisfactory references being received.

If you are related to a referee in any way - for example, if you have formally been employed by a member of your family - you should make this clear on the form.

If you have not been employed before, you should give the name of someone who will be able to comment on your skills and abilities, such as a teacher or lecturer, or other professional person who is not a friend or relative. A second referee can be a family friend who will provide a character reference, but the relationship should be stated.

You should ask permission from your proposed referees prior to naming them.

Canvassing

Any sort of canvassing will lead to you automatically being disqualified. For example, you must not ask a Director or employee of the Academy to use their influence to help you get this job.

Right to work

All employers must ensure that they only employ people who have a right to work in this country. Successful applicants not currently employed by the Academy will have to produce either a P45 from their last employer, a document from the Benefits Agency or Employment Services or any other appropriate official document before their first day of employment.

Late applications

The completed application form must reach us by the stated closing date. Late applications may not be considered unless there are exceptional circumstances. Please note: It is your responsibility to ensure that this office receives your application by the closing date indicated.

Recruitment files

Application forms and recruitment files are confidential documents and will normally be seen by those who need to see them in order to recruit and select. However, the Little Acorn Trust on occasion may audit its recruitment and selection processes, and we must therefore inform you that the Recruitment Auditor will have access to any files for auditing purposes.

Complaints procedure

If you feel you have not been treated fairly you can write to the Executive Head Teacher, who will investigate your complaint in accordance with Academy Complaints Procedure which is available on our web site at www.fouracresacademy.co.uk or a paper copy will be sent on request. We will provide a written reply and if something has gone wrong we will say so and try to put it right. Such complaints should normally be made within three months of the incident arising.

Please note that complaints can only be raised about the application of the recruitment and selection policy, not about the appointment decision.

NB It may be useful to take a copy of the application form for future reference.

Application submission

Please submit your Application Form together with any additional sheets, the Equal Opportunities Monitoring Form and Safeguarding Declaration Form by the closing date on the advert. Do not enclose references or pictures of yourself.

Please submit your forms by the closing date on the advertisement marked "Confidential" by post to: Confidential, Four Acres Academy, Four Acres, Witherwood, Bristol, BS13 8RB or by email to: four.acres.p@bristol-schools.uk For further information, please telephone the named person on the advertisement Tel. 0117 904 0474

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