



GUIDANCE

The decision to short list you for an interview will be based solely on the information you provide on the application form. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

The person specification describes the essential knowledge, experience and professional qualifications you will need in order to do the job described in the job description. In your application you must demonstrate that you have such knowledge, skills and qualifications and that you understand and are committed to abiding by all Elliot Foundation policies.

Personal Details

Complete this section fully and clearly. 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 or most recent employment

This extends to the organisation of school you currently work at (or most recently worked out if not currently). This should include full dates of employment, address, job title and any other requested details.

References

For all employees, your referees will be contacted prior to interview under the safeguarding children and safer recruitment process. Your first referee should be your current or most recent employer. The Elliot Foundation Academies Trust reserves 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.

Previous employment

Starting with your most recent experience, please include any relevant work experience, including part-time or work undertaken on a voluntary basis. Please include full dates of employment, address, job title and any other requested details. This section should also account for any gaps in your employment history.

Education, Qualifications and Training

Ensure that you give all the information requested. Proof of qualification is required before any appointment is confirmed.



Personal Statement

This is your chance to explain how you meet the person specification for the post. Ensure that the information you give is well organised, relevant and brief. It is acceptable 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 short listing.

Additional Information – Disability

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

Disclosure of a criminal record

All positions within The Elliot Foundation Academies Trust or its academies 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 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. We operate a Disclosure procedure in line with DBS guidelines. If you are successfully selected for a position within the Academy 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 Academy-based posts will require an Enhanced Disclosure.

In the event of a successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a senior member of staff. As a minimum, the following will have been 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 DBS.

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.



Conflict of Interest

If this applies to you, please detail any conflict and/or give the name of the employee, the department they work in and the relationship e.g. partner, daughter.

Equal opportunities Monitoring Form:

All job applicants are expected to complete the monitoring details of the form to assist us in complying with statutory requirements.

April 2014