

Haberdashers' Aske's Federation Application Form Guidance Notes

These notes are intended to help you complete the application form and to provide you with general employment information.

How you complete your application form is of vital importance, as it provides the only information on which we base our decision as to whether you will be invited to interview.

- Read all the information carefully before completing the form
- The form needs to be legible
- The form should be completed in black ink or typed
- Read through each section of the application form carefully and use these guidance notes to make a rough copy
- Use additional sheets as necessary and make sure they are securely attached to your form
- Information should be written in a concise, organised and positive way
- Return your form to us before the closing date
- If you are applying for more than one position, submit a separate complete application form for each

1. Post Title and Job Reference

You should fill in the post title, and job reference number, and indicate where you saw the post advertised.

2. Personal Details

All applicants must complete this section. Please ensure that your contact details are the best method to contact you during working hours.

3. Referees

If you are shortlisted references will be automatically taken up. If you do not want this to take place until an offer of appointment is made, please indicate this. However, your employment is dependent on satisfactory references and this may cause a delay in the confirmation of your appointment.

One of your two references must be your current (or most recent) employer. If this is your first job, your Headteacher or College Tutor is acceptable. Please note that members of your family are not acceptable as referees.

4. Teacher Status

If you are applying for a teaching position please complete this section as appropriate.

5. Experience

Please give specific details of your current position, your reason for leaving (if applicable) and a brief summary of the duties. Please complete this section in date order, beginning with the most recent first. You may also wish to include unpaid or voluntary work, particularly where you have developed relevant skills.

6. Qualifications

Please give details of any qualifications and examinations you have passed that are relevant to the post. If you are successful in being offered a position, you will be required to produce copies of all relevant qualifications stated on your application form.

7. Courses and Training

You should include here any relevant courses you have attended in the past 3 years.

8. Other Interests and Experiences

Please give details of any other activities or interests, paid or unpaid, which you feel may be relevant to the post.

9. Supporting Statement

This section is very important. It gives you the opportunity to explain why you are the best person for the job and why you are applying. You should think very carefully before completing this section of the form. Use the job description/person specification as your guide and give specific examples, where possible. Do not forget to outline experience you have gained outside work, including relevant experience gained prior to breaks in employment, as well as skills gained through voluntary and community work, caring responsibilities, managing a home or leisure activities. If you have insufficient space, use an additional sheet of paper and fix it firmly to the application form.

10. Declaration

Please make sure you complete this section. It is essential that you read and sign the declaration paragraph.

11. Disclosure of Criminal Convictions

All applicants are required to disclose any UNSPENT criminal convictions in line with the Rehabilitation of Offenders Act 1974. If you have any UNSPENT convictions please provide details and put them in a sealed envelope and return with your application form. Any information given about convictions will be completely confidential and will be considered only in relation to the job for which you are applying.

If the post you are applying for is exempt from this Act, you are not entitled to withhold information about convictions that are regarded as spent under the Act. You are required to give details of all convictions, cautions and bindovers including spent convictions. If the post you are applying for is exempt, then further details about the Act and a disclosure form will be enclosed with your enquiry letter.

12. Equalities Monitoring Form

We aim to ensure that individuals are selected regardless of any factor other than the ability to do the job. We need to continually monitor our recruitment and selection process to ensure that unfair discrimination is not taking place in recruitment. To help us you are asked to complete the monitoring form which is kept separate from the application form. The monitoring form will be not be seen by any of the shortlisting panel.