

## Guidance notes for completing the application form

These guidance notes have been designed to assist applicants to complete the job application form. Please read these notes carefully before completing your job application form and the Equality & Diversity Monitoring Form.

### Equality and diversity

Keswick School is an equal opportunities employer and welcomes applications from all sections of the community. No job applicant will be treated less favourably because of his or her sex, race, colour, ethnic origin, age, marital status, disability, religion or belief, sexual orientation, or by any other condition or requirement that cannot be shown to be justified.

In order to help us ensure that this policy is being carried out, please complete the information required on the Equality & Diversity Monitoring Form. **This form will be separated from the application form on receipt and used for monitoring purposes only. It will not form part of the interviewing and selection process.**

Any information provided on the Equality & Diversity Form is treated as 'sensitive' data. Through monitoring Keswick School is aware of the makeup of its employees and can then support, help and provide advice to employees where needed. Monitoring is also a requirement under the Race Relations Amendment Act 2000.

All information that applicants provide within the application form & the Equality and Diversity Monitoring Form will be held with regard for the following:

- Data Protection Act 1998
- Article 8 of the European Convention of Human Rights Act
- Information Commission Codes of Practice on Employee, Employer relations
  - part one, Recruitment and Selection
  - part three, Monitoring at Work.

If required this form can be made available, on request, in alternative formats, e.g. Braille, large print, tape, pictogram/graphic version. Contact Mr. Young at Keswick School on 017687 72605.

### Data protection

Once your application form has been received all details that you submit will be recorded for a maximum of 6 months and will then be confidentially disposed of. If you are successful in your application this information will be kept securely as part of your personal employment record.

### Advice on completing the application form

Applicants are advised to complete the application form in black ink. Applicants should ensure that their writing is legible. Where the applicant is disabled or may have difficulty in completing the application form, Keswick School will accept the application form where it has been completed by another person for assistance, although the declaration at

the back of the application must be signed by the actual applicant. Before completing the application form applicants are advised to read through the application pack, in particular the job profile and person specification.

You may wish to photocopy the application form to practice on first and then complete the original.

**Please note that all sections of the application form must be completed.**

**Please make sure you use the correct postage i.e. A4 envelope – Large letter stamp**

**The first two pages of the application form will be separated on receipt. The information contained within will not form part of the short listing process.**

**Below is a step-by-step guide to help you complete your application form:**

### **Section One**

Applicants should ensure that the post for which they are applying is clearly stated at the top of the application form.

#### **Asylum and Immigration Act 1996**

*All applicants are required to complete this section.*

The Asylum and Immigration Act 1996 makes it a criminal offence for Keswick School to employ those who do not have permission to live or work in the United Kingdom. Applicants invited to interview will be required to provide documentary evidence of their right to live and work in the United Kingdom.

Keswick School has produced further guidance notes on the Asylum and Immigration Act and the documentary evidence that candidates will be required to produced. For further details please see the advisory notes.

#### **Rehabilitation of Offenders Act 1974**

If your application is short listed, failure to reveal information about convictions, cautions, reprimands or final warnings that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) and that are directly relevant to the position sought could lead to withdrawal of an offer of employment.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.

Further guidance notes about DBS clearance will be made available to those applicants applying for a post that requires a disclosure. The DBS Code of Practice is available on request from Mr Young, HR Officer.

### **References**

When providing details of referees applicants must provide two references. One reference should be from your current employer or if unemployed your last employer. Where possible references should be from separate sources and not from the same organisation or employer. In the case of school leavers the reference should be from your Head Teacher.

All referees should have known you for at least one year or more and cannot be from a spouse, partner, friend or relation or from someone with whom you live.



Head teacher: S. Jackson, M.A. (Oxon), M.Ed., FRSA  
Keswick School Multi Academy Trust  
a company limited by guarantee  
Registered in England: Company Number: 07664297  
Registered Office: Vicarage Hill, Keswick, Cumbria, CA12 5QB  
Tel. 017687 72605  
Email: [admin@keswick.cumbria.sch.uk](mailto:admin@keswick.cumbria.sch.uk)  
Web: <http://www.keswick.cumbria.sch.uk>

Keswick School will contact referees for verification. Please ensure that you have permission to provide their details on the application form.

Internal applicants need only provide one referee who they have known for at least one year or more. This should not be your line manager where they are part of the interview panel for the post for which you are applying.

## **Section Two**

### **Secondary and Further Education**

Applicants should complete this section to the best of their ability. In particular applicants should ensure that all qualifications relevant to the post for which they are applying are included in the application form.

Applicants should also include examinations sat and where results are awaited.

### **Teaching Applications**

Only applicants applying for teaching positions need complete this section.

### **Previous Employment**

All applicants must complete the previous employment section leaving no gaps in employment unaccounted for. Indication of time off for a career break, for caring responsibilities, for study or travel or absences from work due to a disability will not prejudice your application for employment with Keswick School.

## **Section Three**

### **Additional Information**

Applicants should provide supporting information in the additional information section of the application form. Where additional sheets are supplied the applicant must attach these securely to the application form, sign and date them.

The application form will be used initially for shortlisting for interview and may be referred to during the selection process. It is important that you use the additional information section to clearly explain how your particular skills, qualifications and experience compare with those listed in the person specification. The recruitment panel will need to gain enough evidence about how you meet the requirements of the person specification to be able to shortlist you for interview.

Applicants are also encouraged to use this section to provide details of skills, qualifications and experience which have been gained outside of the workplace, for example voluntary work or spare time activities.

### **Declaration**

Applicants must ensure they sign the declaration to certify that the information provided on the application form is correct. Please note that if you provide false information or deliberately omit any relevant details your application will be withdrawn from the recruitment process. All applications must be received by the published closing date.

### **Apply On Line**

Please note that you may also be able to apply online or download an electronic version of the application form at [www.keswick.cumbria.sch.uk](http://www.keswick.cumbria.sch.uk)



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Web: <http://www.keswick.cumbria.sch.uk>

Please ensure that when you apply online you print a copy of your completed application form to check all the information has been included and is correct before submitting.

## **Selection Procedure**

Only applications received by the closing date will be considered.

The Equality & Diversity monitoring form will be separated from the application form.

## **Shortlisting**

Application forms will be passed to the interview panel for short listing. Short listing is a process whereby the information, which you provide on your application form is marked against the defined criteria as detailed in the person specification. All applications will be short listed by a minimum of two people. Only candidates who meet the essential criteria will be selected for interview. The interview panel will consider the overall quality of the applications and invite those applicants that best meet the essential and desirable criteria to interview. If you have not heard within 4 weeks of the closing date you may assume that your application has not been successful.

## **Disabled applicants**

Keswick School is a Positive About Disabled People employer. In accordance with the Disability Discrimination Act 1995 and Keswick School's Equality and Diversity Policy Keswick School adopts a positive action strategy in recruitment for internal and external disabled applicants. Where a disabled applicant meets the essential criteria for the post they will automatically be invited for interview.

## **Interview stage**

Once candidates have been invited for interview the scores obtained at short listing will not contribute to the interview process.

Candidates invited for interview will be informed in writing and will be asked to confirm their intentions to attend.

Where the candidate has indicated that references may be taken up before interview, reference requests will be sought.

Candidates will be informed of any arrangements associated with the interview or selection process.

## **Pre-employment checks**

Candidates are asked to bring all original certificates of qualification relating to the post to interview, together with identification that confirms they have the right to live and work in the United Kingdom. (Please see Asylum and Immigration Guidance Notes for further details).

Candidates will normally be informed verbally of the outcome of the interview within one week. All offers of employment are conditional upon receipt of satisfactory references, medical clearance and where the post requires, a Criminal Record Disclosure Check. The successful candidate may not commence employment with Keswick School until the verification process has been completed.

## **Provisional offer of employment**

All offers of employment will be confirmed in writing once results of the pre-employment checks have been obtained.

Candidates who attended an interview and were subsequently unsuccessful will be informed verbally and offered the opportunity for written feedback at a later date.



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## Complaints procedure

If at any stage of the recruitment process you feel aggrieved that the process did not follow procedure and/or you were treated less favourably throughout the process you should forward your comments in writing to:

The Headteacher  
Keswick School  
Vicarage Hill  
Keswick  
CA12 5QB



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